

## **WELCOME**

Welcome to Andrews University. We are glad you have joined the diverse group of people who compose the Andrews family. You are now a vital member of this team. We hope you will join us as we share our love for God through our work.

This student employee handbook is designed to give you information regarding student employment guidelines at the University. We hope that it will inform you and serve as a reference for questions you might have. It also reflects the philosophy that we are here to share God's love with those around us through our work. As an employee, we are depending on you to not only perform job related duties but to reflect Christian values to those that we work with and serve. We realize that the best University will have little impact unless we, the people who work here are filled with God's love. Our goal is to have that love demonstrated through human kindness and compassion in our daily tasks.

We hope that you will find a congenial and supportive environment here at Andrews that allows you to develop and grow in your work experiences. We appreciate ideas and suggestions from you that will assist us in creating this environment for you.

We recognize that you and the rest of the Andrews team are what make the University an excellent institution.

Please feel comfortable in asking questions and giving your suggestions to the Student Employment and Human Resource offices.

You are valued! We want to serve and support you.

Andrews University Student Employment Office.

## **HANDBOOK DEFINITIONS**

The student employee handbook is designed to acquaint student employees with the procedures to be followed in order to locate, begin, maintain, and terminate any student position on-campus.

The University assists students in securing on-campus employment. Students who are enrolled full-time in a degree or program and who have satisfactorily completed all the necessary paperwork at the student employment office are eligible to apply for on-campus employment. This handbook does not constitute a contract between the student employee and Andrews University. The University administration reserves the right to institute such changes as it deems necessary without prior notice.

Questions regarding University student employment policy should be directed to the Student Employment Office.

This is a publication of the  
Student Employment Office  
in affiliation with the  
Human Resource Department  
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## **INTRODUCTION**

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Andrews University is a Michigan non-profit educational corporation located in Berrien Springs, Michigan. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling laws. Andrews University does not discriminate with regard to race, national origin, gender, color, age, marital status, veteran status or disability that does not prohibit performances of essential job functions with or without reasonable accommodation. This is reflected in Andrews University practices and policies regarding hiring, layoff, discharge, training, promotions, rates of pay, and other forms of compensation.

In harmony with the above statement, Andrews University complies with the Americans with Disabilities Act. This act gives civil rights protection and equal opportunity to qualified individuals with disabilities in all employment practices, including job application procedures, hiring, advancement, compensation, training, termination, and other terms, conditions, and privileges of employment. An individual is considered to have a disability if the individual has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

The employer recognizes the right of any employee to terminate employment at any time and for any reason, and the employer retains a similar right. No oral or verbal statements, promises or representations may alter your right and that of the employer to terminate your employment at any time for any reason or for no reason.

The University retains the right to re-assign employees or to change job duties without prior notice. A failure on the part of an employee to accept such a change will be considered a resignation.

Questions regarding University student employment policy should be directed to the Student Employment Office ext. 3570.

## **GENERAL INFORMATION**

### **EMPLOYEE HANDBOOK**

The purpose of the Student Employee Handbook is to clarify working relationships, and provide information regarding policies and procedures with reference to employment at

Andrews University. If questions arise they should be discussed with the supervisor, department director, Student Employment (SE) and/or Human Resources (HR).

## **CHANGES IN EMPLOYEE HANDBOOK**

Andrews University retains authority to modify, add or delete any provisions in the Employee Handbook. Andrews University reserves the right to change policies and procedures at any time. The most current policies will be available at the Student Employment Office and you may ask to see them at any time.

## **EXCEPTIONS TO POLICIES**

The Student Employment Office and/or Human Resources authorize any exceptions to policies, regulations, and procedures under the advisement of the administration.

**RECORDS** The Payroll Office maintains a file of the employment records of each employee. These records are property of Andrews University and may include pre and/or post hiring documentation, written reports of periodic performance reviews and other documents, all of which are assembled to form an accurate account of employment experience with Andrews University. To keep personal records current, the supervisor and the Student Employment Office should be notified of any change in name, marital status, address, telephone number, or other pertinent information. International students should notify the Student Employee Office of any changes in their documents and/or status.

**SUGGESTIONS** Suggestions to improve office operations, reduce expenses, and improve policy are welcomed and appreciated. Please pass along any suggestions to the Student Employment Office and/or Human Resources.

## **"CALL-IN" PROCEDURES**

If you are unable to attend work at a scheduled time, please follow these procedures:

\*Call or notify your immediate supervisor as soon as a potential change occurs -if your supervisor is not available leave a message, **and** . . .

\*Call the department you are employed by and notify someone who will pass the message on to your supervisor - if there is no answer at the department leave a clear and defined message

**and** ...

\*Call the department head and notify them of the change of schedule and ask them to pass the information on to your supervisor.

## **STUDENT EMPLOYMENT OFFICE**

The primary purpose of the Student Employment Office is to provide assistance to the students in securing employment on-campus. In harmony with this purpose, it is our endeavor to assist and educate employers and student employees in completing the necessary paperwork in compliance with Federal and State regulations. All on-campus jobs will be posted on the bulletin board outside of the Student Employment Office as well as on the Andrews Student job opening web page ([www.andrews.edu/HR/old/students](http://www.andrews.edu/HR/old/students)) The Student Employment Office is also responsible for establishing the student on the University payroll. In addition, all University policies regarding student employment eligibility will also be monitored. Exceptions may be requested as described in the General Information Guidelines.

As a secondary purpose, the Student Employment Office will continuously monitor and update student employment information and documentation. This will include changes in employment, rates of pay, terminations, name changes, changes in employment identification/eligibility documentation, social security numbers, etc. Our office will endeavor to communicate effectively with the student employee and/or department regarding any information that is required or needs updating.

Also, as a student service, the Student Employment Office administers and scores all office skills testing. Appointments may be made at the main desk.

**HIRING & SELECTION** Andrews University is an educational institution, which holds the philosophy that students benefit from combining work with a study program. Because many students need to earn part of the funds required to pay for their education, the University endeavors to utilize student employment wherever possible.

Within these priorities the selection of employees is based on the applicant's experience, education, training, skills, and physical fitness as they relate to the requirements of the job for which he/she has applied. The selection is made in a non-biased way through interviews, references, and pertinent tests.

In selection, promotion, training, wages, termination, and any other aspect of employment there will be fair treatment of all employees without regard to age, gender, race, ethnic background, color, handicap, height, weight, or marital status. The University will employ only those who are legally employable in the United States and maintain a full-time student status.

**HOURS OF WORK** Scheduling your daily work depends on the correlation of your particular employment position and your class schedule. Various departments in the University require different hours and different days. Your supervisor will work with you on your particular schedule.

**WORK WEEK** The workweek starts at 12:01 a.m. on Sunday and ends at 12 midnight Saturday.



The following is a list of acceptable documents that you may submit.

**ACCEPTABLE DOCUMENTS FOR EMPLOYMENT ELIGIBILITY  
VERIFICATION  
(FORM I-9) Under Interim Rule - September 30, 1997**

**List A (Identity and Employment Eligibility)**

United States Passport (unexpired or expired) Unexpired Foreign Passport with I-551 stamp

Alien Registration Receipt Card or Permanent Resident Card (INS Form I-551)

Unexpired Temporary Resident Card (INS Form I-688)

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Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the U.S. bearing an official seal Native American tribal document

U.S. Citizen ID Card (INS Form I-197)

I.D. card for use of Resident Citizen in the United States (INS Form I-179)

Unexpired employment authorization document issued by the INS (other than those listed under List A)

### **Receipts**

. A person may present a receipt showing application for a replacement document. An application for initial work authorization or an extension of expiring work authorization is not acceptable. After 90 days, the person must present the actual document.

INS Form 1-94 indicating temporary evidence of permanent resident status. A lawful permanent resident may present the arrival portion of the Form 1-94 (Arrival-Departure Record) that the Service has marked with a temporary 1-551 stamp and has affixed with the alien's picture. The Service may issue this document if an alien is not in possession of his or her passport and requires evidence of lawful permanent resident status. After 90 days, the person must present Form I-551, the Alien Registration Receipt Card (commonly referred to as the "green card").

INS Form I-94 indicating refugee status. A refugee may present the departure portion of the Form I-94 containing a refugee admission stamp. After 90 days, the person must present either an unrestricted social security card (along with a List B identity document) or an INS Form I-766, employment authorization document. Technical correction will be made to add Form I-6888 to the documents that may be presented after 90 days.





**HANDICAPPED ACCOMMODATION** State and Federal laws require employers to make reasonable accommodations to employees with disabilities/handicaps where the accommodation does not impose an undue hardship on the employer.

If you have any physical, medical, or mental impairment or disability, which would interfere with your ability to do the job to which you have been assigned, the University will attempt to reasonably accommodate your disability. The accommodation may be a modification to your current working environment or a transfer to another job within your capabilities.

The University must be notified in writing of the needs to provide an accommodation as soon as possible but not later than within 182 days from the date you knew, or should have known, that an accommodation is needed.

A "Request for Handicapper Accommodation" form is available at Human Resources.

**BASIS FOR PROBATION** Probation is assigned to a student employee for inadequate performance or improper behaviors at any time during employment. The employee may be placed on probation for a designated period to correct recognized performance shortcomings. After having successfully completed a probationary period, the employee will continue to be subject to the conditions of employment and performance requirements. The employee can be discharged during the probationary period if it is determined that the employee is unable to perform the job or if the employee is assigned to another job within your capabilities.

2. Communicate department's objectives to you and also to discuss your personal and work objective with you
3. To examine the validity of your job description.

**STUDENT EVALUATIONS include**

Job Knowledge	Working Relations	Communication Skills
Customer Service	Initiative and Innovations	Leadership
Quality of Work	Dependability	Human Relation Skills
Adaptability	Appearance	

**NEPOTISM** It is the policy of Andrews University that not more than one member of a family is employed in the same department or in an employment situation where there are not at least two supervisors between relatives. Broadly this means that relatives do not work with or for one another or in a relationship where one might have direct authority over the other in matters of remuneration, promotions, etc.

For the purpose of this policy "family" includes: spouse, child (natural, adopted, step), grandchild, parent, grandparent, uncle, aunt, niece, nephew, or siblings.

For the purpose of this policy "department" refers to the division of activities within the University which are shown as entities on the organizational structure or chart of the University, the chart of accounts in the University accounting system, or is an activity which is distinguished by the area of responsibility assigned to a recognized department head. A department may be

circumstances. You may begin working five minutes before your scheduled shift begins and cease working up to five minutes after it ends. This cumulative ten-minute period is allowed for recording in and out without triggering overtime pay. Any other variance in time recording is subject to manager's approval.

In departments that do not use clocks or other devices each employee will be responsible for recording his/her time worked each day on a time card. Any false, misleading, or

Examples of a failure to maintain an appropriate standard of neatness and grooming are unkempt clothing, clothing designed to appear sloppy, and careless personal hygiene and hairstyles.

**Modesty** Attire which accentuates the sexual characteristics or which is designed to draw attention to oneself by bizarre or ostentatious style violates the principle of modesty.

**Appropriateness** Time, place and the occasion determine appropriateness.

While sweatshirts, jeans, and shorts may be appropriate for sports, recreational activities and certain work environments, they would be inappropriate for campus offices.

Jewelry should be chosen in harmony with the Christian principles of simplicity, modesty, and economy. Some forms of adornment, such as necklaces, earrings, bracelets, and rings (except wedding bands) are not considered appropriate.

Some departments of the University may have particular requirements for dress, such as personal attire, uniforms, or safety equipment that may be expected of its workers. The Supervisor explains those requirements at the time you are hired.

**PERSONAL APPEARANCE POLICY IMPLEMENTATION** It is the responsibility of the individual department/service director as well as the Student Employment (SE) Coordinator and/or HR Director to implement the Personal Appearance Policy. Should it be determined that within a department/service an individual is not in compliance with the policy, the following steps will be taken:

The department/service director and/or the SE Coordinator and the HR Director shall consult with the immediate supervisor urging implementation.

The department/service director shall give verbal instructions on appropriate attire. A memo documenting the verbal counsel shall be directed to the student employee by the department/service director/supervisor.

The department/service director shall inform the SE Coordinator and/or HR Director if a student employee refuses to comply with the personal appearance requirements. The SE Coordinator and/or the HR Director and department/service director shall then meet jointly with the employee in order to resolve the situation. A second memo shall be directed to the employee by the SE Coordinator requiring a written response as to the employee's intentions with respect to the personal appearance requirement.









Any changes in the tax exemptions you claim, or employee status, must be made through the payroll office.

**DIRECT DEPOSIT** With your written approval your earnings after deductions may be deposited directly in any financial institution with a routing number. According to your arrangements with the financial institution, your deduction may be applied to your checking or savings accounts.

All employees are encouraged to take advantage of direct deposit.

Once your account is established at the financial institution, you may sign up for the direct deposit at the payroll department.

**Important:** When you are preparing to leave the campus and no longer require direct deposit, please stop by the payroll office and fill out a form to stop any future direct deposits. If you leave Andrews and then return at a later date (2-3 or more years later) that direct deposit will again become active and your future paychecks may be affected.

## **TERMINATION PROCEDURES**

We hope your employment with Andrews University will be enjoyable and rewarding. If you find it necessary to consider resignation, we ask that you discuss your plans with your supervisor as early as possible.

**PERIOD OF EMPLOYMENT** The University recognizes the right of any employee to terminate employment at any time and for any reason, and the employer retains a similar right. No oral or verbal statements, promises or representations made any time before, during or after the publication of this handbook may alter your right and that of the employer to terminate your employment at any time and for any reason with or without cause.

**RESIGNATION** If you terminate, you are requested to give a two-week written notice with the date of termination to your Department Head. This time is necessary to find and train a replacement for the position. You must follow the termination procedure (See Terminal Interview). Your final paycheck will be sent to you at your forwarding address after the next regular payday.

**LAYOFF, REDUCTION IN FORCE AND TERMINATION** The University's Board of Trustees has delegated to the University Administration the authority for hiring, promotion, demotion or removal of all employees covered by this handbook. All student employees are hired at will. That means you have the right to terminate your employment at any time and for any reason, or for no reason, and the employer has a similar right.

It is sometimes necessary to discontinue a job for economic reasons, because of reorganization, technological developments or for any other reasons. When that is done, the affected employee will be given the courtesy of as much notice as possible.

SE or HR will attempt to place a laid off employee in another available job for which he/she is qualified. To accomplish this, the University retains the right to reassign an employee or change job duties. An effort will be made to match an employee's skill with a position. Failure on the part of an employee to accept the reassignment or change in duties will be considered a resignation.

**TERMINATIONS** Andrews University wants to affirm the value of each individual by providing ov.7ri/GS2 g.ill be t-uecerosomefir FaindIrtviding ov.7ri/GS2 g.ill be t-uecerosom 484.02 -0.72

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