Student Employment Handbook

Welcome to the Student Staff of Calvary University. This handbook is intended to help you understand the terms and nature of your work as a Student employee. Please read it thoroughly and use it as a reference throughout your time as an employee of Calvary University.

Student Employment at Calvary
Calvary offers a limited number of on-campus jobs for students. In most cases, Student workers are limited to working no more than 20 hours per week, from the end of August through the first part of May. Except in the case of Security Guards and Front Desk Receptionists, only on very rare occasions will a Student employee be allowed to work more than 20 hours per week or through the summer months. Student workers are also limited to less than 1000 hours per year.

Attendance and Absences
As a student employee, you are expected to arrive on time for your scheduled shift and stay until the shift is over unless you have made other arrangements with your Supervisor. If you will be unable to work for any reason, please contact your Supervisor as soon as possible. (Some Supervisors would prefer that you find your own replacement for times when you are unable to work. Check with your Supervisor to see how they want you to handle absences.)

If you work in a department that requires constant staffing during open hours and your shift is over – but your replacement has not yet arrived, you may be expected to remain on the job until a replacement arrives or other arrangements can be made. Check with your Supervisor for specific instructions for handling this situation.

If you need to request time off, it is important to give your Supervisor as much advance notice aspossible. Arrangements may be made to make up missed time, but it is unacceptable to not show up for work without communicating with your Supervisor in advance (aka No Call No Show).

It is also important that you communicate clearly with your Supervisor about holiday and break schedules. Please do not simply assume that they know you will be leaving. You will be expected to work all the way through the end of Spring Session 2, unless you make prior arrangements with them.

Job Abandonment
Calvary University requires reliable and punctual attendance as a condition of employment, and it is an essential function of all Calvary positions. Excessive absenteeism and tardiness negatively affect Calvary as an organization by placing a burden on employees and providing less than optimal service to Calvary students and stakeholders. All employees are expected to be at their work site and ready for work at their scheduled start time. Since each division/department determines employee work schedules based on operational needs, some departments may set additional attendance and punctuality standards.

If employees are unable to work as scheduled, they must follow division/department call-in procedures. Failure to follow established departmental call-in procedures, patterns of absence (e.g. consistent absence on a certain weekday) and/or excessive absence may lead to disciplinary action. If an employee is absent for three consecutive days and fails to call in, the employees employment may be terminated effectively the day following their last day of work for job abandonment.

Campus Closure Events
In the event of severe weather or other extreme emergency conditions, the campus may be closed, and all functions cease with the exception of those functions considered essential to the well-being of students, those service activities available for students living on campus, and those functions deemed essential to the protection of life and property.

The Chief Academic Officer, Director of Facilities, and the Chief Operations Officer will determine if an event is severe enough to close offices for the day. When it is decided to close, email and text messages will be sent. It will also be posted on the Calvary website.

Student employees who are unable to work due to their office being closed will be paid for the hours they would normally have worked if campus had been open.

Emergency essential employees who are not excused from work (Cafeteria, Cafe, and Security) will be paid at their normal rate.

Breaks
You are allowed one 15-minute break for every four hours worked. If your work shift is less than four hours, no break is allowed unless your Supervisor deems it necessary. Restroom breaks are allowed as needed.

Cell Phone Usage
Student employees are expected to refrain from cell phone usage while working.

Computer Usage & Policies

Calvary Owned Technology
No technology owned by Calvary may be removed from its assigned location without the expressed permission of the Director of Information Technology. Only Calvary employees are permitted to use Calvary-owned computers and technology. Students, friends, and relatives are <u>not</u> permitted to use Calvary-owned computers and technology.

Databases - Populi and Virtuous
Calvary's official databases are Populi and Virtuous. These are the databases from which all mailing addresses should be taken. All address updates, which includes changes and removals, are made in these databases. Other programs are NOT to be used for the purpose of storing addresses or sending out **<u>mass</u>** mailings to Calvary Alumni or Calvary contacts. Adherence to this policy will prevent unnecessary postage expense due to mail being repeatedly sent to bad addresses and will prevent the sending of mail to persons who have requested to be taken off our mailing list. If there are questions concerning this policy, contact the Director of Information Technology.

Those individuals who work in Calvary's databases (Populi and Virtuous) should make every effort to exit these programs prior to leaving for lunch and at the end of the workday. Users should also exit these programs if it is anticipated they will not be needed for 60 minutes or more.

Internet and E-mail
Calvary computers have Google Chrome and Microsoft Edge for internet access—other browsers are not to be installed. Personal e-mail should be kept to a minimum on Calvary email accounts since these accounts are for business use, not personal use. Attachments on an email are limited to 25 megabytes in size. However, some e-mail accounts cannot receive attachments that large. Contact the IT department if you need help in identifying the size of a file. For sharing documents with other Calvary personnel, using OneDrive in your Microsoft email account or the Faculty/Staff OneDrive is an alternative to emailing a file(s) and in some cases is preferred.

If you need to send an email to 20 or more addresses, the email **must** be sent through Calvary's mass email system. This limitation does NOT apply to sending to Calvary email addresses. If you do not follow this policy, you may cause ALL Calvary emails from every Calvary email account to be treated as SPAM which prevents emails from reaching the intended recipient.

Security Issues
No attempt should be made to bypass any security software. This includes antivirus, web security, and network security. Any attempt to bypass security software will be reported to a member of the president's cabinet.

If you receive an e-mail instructing you to delete a file(s) or instructing you to run a program to prevent a virus attack, DO NOT DO IT—Calvary computers are already protected. Forward the e-mail to the IT department.

Software Installation
You should consult with a member of the IT department before attempting to install any software on a Calvary computer. The purpose for this is twofold: 1) it prevents illegal software from being installed on a Calvary computer and 2) it maintains the highest level of performance on each computer. The installation of software not licensed to Calvary is illegal and unethical. In certain cases, software not licensed to Calvary may be installed, such as Bible research software. This will be allowed ONLY if the software license agreement allows for it. In ALL cases though, the IT department must be consulted first. Gaming software of any kind is not allowed on Calvary computers.

Calvary Computers and Accounts are Calvary's Property
Anything that resides on or is communicated or transmitted through a Calvary owned computer, resides in a Calvary account, or is accessed through any account setup for Calvary business is the property of Calvary University. The administration has the right to view and/or archive anything on a Calvary owned computer or contained in a Calvary account. This includes but is not limited to documents, e-mail, and computer logs.

Ethical Use of a Work Computer
For those of us who have been saved from the punishment for sin, it should be our goal to live ethically and morally so as to please our Savior—even our use of computers should reflect our desire to please Him. Therefore:

Computer use should not be a distraction from work. Work time is to be used for work-related tasks. E-mail, internet access, social media, or anything else of a personal nature should be limited to break periods or to a time before or after designated work hours. No personal files should be saved on a Calvary computer or in a Calvary account. If a Calvary employee is also a student, schoolwork should not be saved onto a work computer or in a Calvary employee account. Upon leaving Calvary employment, no access will be granted to Calvary computers. Time will not be allotted to retrieve or forward personal data.

Calvary computers must not be used for harassment or discrimination against any individual, and confidential information should only be shared with those who require it for Calvary-related purposes. Employees are prohibited from disclosing contact details of university affiliates, including students, alumni, and donors, to individuals outside the university. If a non-Calvary party requests contact information for a university affiliate, please collect their details and inform them that the request will be forwarded to the individual they wish to reach.

Calvary computers should not be used to access or view inappropriate material, most especially material of a sexual nature. If it is discovered that a computer has been used to access inappropriate material, it will be reported to the department head and to the appropriate cabinet member. Any access to an inappropriate website should be reported immediately to the IT department.
Any violation of computer use described in this section may result in termination of employment for the offending employee.

Confidentiality
Calvary University assumes the obligation to ensure full protection of student records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). All employees of Calvary University who have access to student education, financial, conduct, or counseling records via email or hard copy must ensure that the confidentiality of these records is maintained at all times. The same degree of privacy must be maintained with computer-generated hard copy, hand-written forms, or other paper documents identified by FERPA, as well as verbal communication between staff dealing with confidential information.

Access to student information is authorized solely for work functions and not for personal use.

Privileged information cannot be discussed or made available to anyone without the proper approval of your Supervisor. Unauthorized sharing of confidential information may lead to disciplinary action, including possible termination.

Dress Code
Please check with your Supervisor for specific department requirements, if any.

Evaluations (Reviews)
All student employees will be subject to one evaluation (review) each year done by their Supervisor during the Fall semester (Spring semester if you were hired after the Fall evaluations were done). During this process, students will be given feedback on their job performance. Also, students will be able to bring up any problems and/or concerns they may have. The evaluation will also be a time to discuss any upcoming projects or plans.

Getting paid

Clocking In and Out
Clocking in and out is done through an online time and attendance system.

If you forget to punch in or out, let your supervisor know what time(s) to enter on your timecard.

Paychecks
All hourly Calvary employees are paid bi-weekly on Fridays via Direct Deposit.

Social Security and Other Taxes

Students (enrolled at least half-time and attending classes regularly) who work part-time for Calvary are exempt from paying Social Security and Medicare taxes on the wages they earn here. Therefore, neither Social Security nor Medicare will be withheld from your paycheck unless you ask the Human Resources office to do so. Federal tax, Missouri state tax, and Kansas City earnings tax will be withheld. (Some students may also be exempt from paying federal or state income tax. To determine whether you are exempt or not, you can access information at in IRS Publication 505 in the section about Exemption from Withholding.)

Homework During Working Hours

In most cases, you are not allowed to study or work on classroom assignments during your shift. An exception may be made, but only with Supervisor approval prior to your shift.

Your role as a student has priority over your role as an employee. If you are unable to keep up with both your studies and your work responsibilities, please talk with your Supervisor. Together you may be able to find a workable solution for both of you.

Keys

If you need keys, they will be issued either by your Supervisor or by the IT or Security Office.

If you lose your key, you are responsible for immediately reporting the loss to your Supervisor and to Security. There will be a non-refundable lost key charge of $5 per key for the first loss, $25 and a verbal warning for the second loss, and $50 and a written warning for the third loss. Loss thereafter will be handled according to Calvary's discipline policy and may result in termination of employment. If the lost key is later found, it must be returned to your Supervisor or IT Department. If a lost key poses a threat to campus security, you may also be charged all or part of the cost of rekeying affected locks.

You may not loan your key to anyone else without specific permission from your supervisor, nor may you duplicate your key for any reason. Only the Campus Locksmith has the authority to duplicate Calvary keys. Violations of this policy will result in serious consequences to be determined by the Supervisor and the COO on a case-by-case basis.

At the end of your employment with Calvary or at the end of each school year, you must return your key to the person who checked it out to you before leaving work on your last working day. If you terminate employment and your keys are not returned (postmarked, if they have to be mailed) within two (2) working days of termination, you will be responsible to pay the University $25 per key. Keys should never be directly transferred from one employee to the next. They must be properly checked in and out.

Running Personal Errands During Working Hours

You are expected to stay at your assigned position throughout your entire shift unless otherwise directed by your Supervisor. Small errands may be allowed with permission from your Supervisor, but if you must handle personal business during your scheduled shift, you need to clock out to do so.

Termination

When it comes time for you to terminate your employment at Calvary, please notify your Supervisor in writing at least one week in advance.

Title IX

It is the policy of Calvary University to promote a learning, living, and work environment that is free of all forms of harassment. Harassment is not acceptable behavior at Calvary University and will not be tolerated. Please refer to your Student Handbook for further information.

Visitors
If a personal visitor (a friend or family member) should arrive while you are working, please keep visits brief. Student employees' shifts are usually short, so time is valuable.

Wage Rate
Calvary student wages will normally be the higher of the Missouri minimum wage ($15/hour) or the Federal minimum wage ($7.25/hour).