INTRODUCTION

Work-Study jobs can be excellent vehicles for gaining skill and experience valuable in helping students to reach their career goals. Our promise to students who join us in making the most of this opportunity is that they will launch meaningful careers before graduation.

The Pacific University Work-Study Student Employment Program is administered by the Career Development Center. Every effort is made to unite the educational goals of Work-Study with our Career Center mission of collaborating with fellow educators and community members to provide a transformative blend of liberal arts, experiential, and career education. This education strives to be so well integrated, empowering, and responsive to student needs that it emboldens them to pursue pathways to personal, professional, and community engagement that might otherwise have remained hidden or unattainable.

Following are answers to the questions most likely to arise for Work-Study students. Additional questions about Work-Study should be directed to Erin Robbins, Work-Study Coordinator, Career Development Center (CDC), at erin.robbins@pacificu.edu or 503.352.2877. And students should always feel free to drop into the CDC in Chapman Hall on the Forest Grove campus Monday-Friday 8:30am-4:30pm.

PROGRAM OVERVIEW

Work-Study is a Federal Financial Aid Program designed to assist students with the costs of a college education by making funds available that can be redeemed as wages earned in part-time jobs. That is, students have the opportunity to work so that they can afford to attend college to study—hence the name of the program. The term Work-Study does not imply that students literally study while on the job—and students should not feel entitled to do so. Work-Study is awarded by the Office of Financial Aid and is redeemed as wages for work performed in qualifying jobs. Work-Study jobs are located on campus, and some opportunities are available in local community-based, non-profit, and/or governmental community service organizations. Students are encouraged to seek out jobs that will complement their educational and career goals.

Students employed through the Work-Study Program are considered employees of the University. Pacific University is an equal opportunity employer and does not discriminate on the basis of sex, physical or mental disability, race, color, national origin, sexual orientation, age, religious preference or disabled veteran or Vietnam Era status in admission and access to or treatment in employment, employment programs, or activities as required by Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, or any other classification protected under state or federal law, or city ordinance.

Community Service Work-Study (CSWS) Student Employment

The Career Development Center works closely with a limited number of private community-based, governmental and non-profit community service organizations on and off campus. They partner to develop part-time positions that will benefit the community and provide students with opportunities to earn money for tuition and develop skills that will compliment career and educational goals. This year there are nearly 45 Community Service Work-Study (CSWS) partner organizations with about 75 Community Service Work-Study jobs. All Community Service Federal Work-Study jobs must be filled by October 27, 2017, after that the application process closes for these opportunities (Whereas non community service work-study jobs on campus are available throughout the entire academic year, pending availability of the specific positions).
Community services are defined as services that are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include the following:

- Fields such as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, community improvement, and emergency preparedness and response.

- Projects that teach civics in schools, raise awareness of government functions or resources, or increase civic participation.

- Support for students with disabilities.

- Activities in which a student employee serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling.

To apply for these positions follow the application process as posted for the specific position on www.pacificu.joinhandshake.com. Here is a partial listing of CSWS Partners:

- Adelante Mujeres
- Adventures Without Limits
- Beaverton School District – AVID Program
- Bienstar
- B Street Farm
- City of Forest Grove Library
- City of Forest Grove Police
- City of Hillsboro
- Community Action
- The Companion Program
- CREATE Program
- Eden Acres
- Forest Grove Chamber of Commerce
- Forest Grove Community School
- Forest Grove School Dist Elementary Tutoring & Office
- Girl Scouts of Oregon & SW Washington
- Girls Inc. of the Pacific Northwest
- Hillsboro School District Tutoring, SMART, Assistants
- HomePlate Youth Services
- L.E.S.T.A. Learning English/Spanish Through Art
- OMSI – Oregon Museum of Science and Industry
- Pacific University Center for Civic Engagement
- Pacific University Center for a Sustainable Society
- Pacific University Learning Support Services
- University Optometry Vision Clinics
- PCC-TRIO Talent Search
- Rebuilding Together Washington County
- The Salvation Army
- Tillamook Forest Center – Oregon Department of Forestry
- Tualatin River Watershed Council
- Virginia Garcia Memorial Health Center
- Washington County Sheriff’s Department

**Which offices on campus participate in the Work-Study Program?**

Work-Study funds get distributed throughout each of the major areas of the University and its Centers, and in community service positions. Here are some of the Departments that hire each year:

- Academic Affairs
- Arts & Humanities
- Athletics
- Centers on Campus
- College of Business
- College of Education
- College of Health Professions
- Finance and Administration
- Community Service – some community service jobs are available on campus at the Center for Civic Engagement, the Center for a Sustainable Society, Learning Support Services, and some Pacific Optometry Clinics
- Library
- Natural Sciences
- Optometry
- Social Sciences
- Student Life
- Tutoring and Learning
- University Information Services
- University Relations
How do I find a job?

The Work-Study Administrator posts and un-posts all Work-Study jobs on our new job recruiting package site www.pacificu.joinhandshake.com. Contact Erin Robbins in the Career Development Center with any questions about jobs 503-352-2877 or erin.robbins@pacificu.edu.

The Career Development Center also hosts two Work and Service Fairs during the school year that feature Work-Study and other employment opportunities, including part-time jobs, internships, and civic engagement/volunteer opportunities. These fairs bring together local businesses, community service agencies, and campus departments searching for student employees to work throughout the school year. The Work and Service Fairs are always held on the Forest Grove campus the first Thursday of fall and spring terms (CAS academic calendar), from 11:00 a.m. to 1:00 p.m., in or near the University Center (UC, Washburn Hall). This years’ dates are Thursday, August 31st, 2017 and Thursday, February 1, 2018. If you’re prepared, you might land a job on the spot! Bring copies of your job application or résumé.

A Student Job Application will be included in your Work-Study packet, can be picked up at Chapman Hall or downloaded from the CDC website at www.pacificu.edu/career.

How are positions classified and paid?

All Work-Study student employees are paid at Oregon’s newly increased minimum wage of $11.25 per hour.

Work-Study positions usually fall under one of three occupational classifications: Office Assistant, Program Assistant, and Technical Assistant. Departments may also specify a more precise job title.

♦ Office Assistant
Provides general office support. Duties may include receptionist, filing, sorting, maintaining records, providing information, running errands, operating basic office machines, answering phones, typing, data entry and/or data maintenance, word processing, or administering special projects and/or performing decision-making on an administrative level with little supervision.

♦ Program Assistant
Specific Programs like Library, Athletics, Graduate Programs, Community Service Agencies, etc. Tutor, Teaching Assistant, Laboratory Assistant, Research Analyst, etc. Duties may include stock maintenance; monitoring and recording of statistical data; equipment maintenance; laundering and issuing of clothing and/or materials; and equipment preparation. Customer service and/or cashier skills, administering special projects and/or performing decision-making on an administrative level with little supervision. May request Database management or knowledge of a second language

♦ Technical Assistant
Graphic Designers, Web Development Technicians, Optometric Technicians, etc. May include controlling the flow of work through a computer system, responding to user requests for operator services and assistance, training less experienced computer users, monitoring behavior of the computing system; reporting hardware and software problems as they arise, and determining the source or cause of system problems and taking corrective action. May include analyzing, designing, and developing customized programs.
What is the hiring process?

1. Students obtain informative paperwork packets from the Career Development Center. In the packet is the all-important Employment Authorization Form (EAF), on which the Career Center staff has entered the verified student award amount. Then the student fills out the top portion (Sections 1 and 2) of the Employment Authorization form and takes it to his or her prospective supervisor and budget authority. **This form must be filled out every year, even if students return to the same job.**

2. Supervisors will screen and interview applicants for suitable positions. The Career Center has a generic student employment application form that can be used, but individual procedures and forms may vary per hiring department. (For instance, some departments like to require résumés in addition to application forms.) The Employment Authorization form can be used as an abbreviated application form at this point.

3. Upon hiring, the student reads, signs and dates Section 2 of the Employment Authorization form.

4. The supervisor then completes Section 3 of the Employment Authorization form, gets budget authority sign-off, and returns it to the student immediately.*

5. The student then returns the EAF form to the Career Development Center and, if these are not already on file, completes an I-9 and W-4 form for payroll processing.**

6. After the Employment Authorization form is completed by all parties and filed in the Career Center, along with the necessary I-9 and W-4 forms, and everything is processed in HR, the supervisor receives and emailed timesheet for the student and the yellow copy of the EAF.

* Eugene, Portland and Hillsboro Campuses: Your Office Admin will send completed EAFs via inter-campus mail to Erin Robbins, Career Development Center.

** Eugene, Portland and Hillsboro Campuses: The Administrative Assistants or Manager of Administrative Services of most departments have been authorized to complete and sign Form I-9 documents and check W-4 forms for first-time workers. These completed forms must be included with the Employment Authorization form sent via inter-campus mail to Erin Robbins, Career Development Center.

**Note:** The Americans with Disabilities Act and the Rehabilitation Act prohibit discrimination against qualified individuals with disabilities in all employment practices, compensation, benefits, and training. A qualified disabled applicant must be considered if he or she can perform the job with "reasonable accommodations." Additionally, hiring and treatment of students must comply with the provisions of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987.

Employment Authorization forms require renewal on a yearly basis, even if the student is returning to the same job(s) as the year before. Completion of I-9 and W-4 forms is required only at the start of participation in the Work-Study Program, and need to be resubmitted only if warranted by relevant changes in information.
EMPLOYMENT AUTHORIZATION FORM (EAF)

YOU MUST COMPLETE THESE 5 STEPS BEFORE YOU START A NEW WORK-STUDY JOB.

STEP 1
Complete personal information in section 1. Bring this form when applying for work or interviewing for a Work-Study job.

STEP 2
When you are hired, read the acknowledgment statement and sign in section 2. Then give the form to your supervisor.

STEP 3
SUPERVISOR & BUDGET AUTHORITY will complete job details, sign, and fill in wage and codes. Then will return the form to you.

STEP 4
Bring form to the Career Center. CDC staff will process I-9 & W-4 forms, verify your award and job, then sign off and stamp the EAF, and give you the yellow copy.

STEP 5
Bring the yellow, stamped copy of the EAF to your new supervisor on your first day of work.
How does scheduling work?

Students may work up to 20 hours per week. Students cannot work during scheduled class times. Work schedules are to be negotiated between the student and supervisor. The length of time a student can work is a function of the student's award amount and weekly schedule. Some students earn their awards quickly by working several jobs simultaneously. Once the allocation is depleted, a student must stop working and will no longer be paid by the University.

Can students volunteer above and beyond their paid hours?

Voluntary services are prohibited. The Fair Labor Standards Act of 1938 (FLSA) prohibits employers from accepting voluntary service from any paid employee. If a supervisor wishes to continue employing a student who has earned all of his or her allocation, the supervisor will assume responsibility for the student's wages.

How are students paid?

Students are paid through the University every two weeks, and are responsible for presenting timecards to supervisors in a timely fashion. Discuss with your supervisor when is the appropriate time to submit your hours, so that they will be sure to get approved and turned in by the Friday noon deadline.

Student employees should not handle their timecards after their supervisors have signed them. If the supervisor is unable to deliver timecards directly to their department office or Budget Authority, he or she should place them inside a signed, sealed envelope for the student employee to deliver.

Student employees are encouraged to use direct deposit, or they may pick up their paychecks on the Friday after timecards are due at Clark Hall on the Forest Grove campus. Paychecks not picked up by Monday at 3pm are mailed to the student’s permanent home address on file with Human Resources. If a student employee reports a discrepancy in pay, please contact the Human Resources for assistance.

Automatic deposit is available for Work-Study students. Direct Deposit forms can be found in new Work-Study packets, and on the Human Resources web site (http://www.pacificu.edu/hr/forms/index.cfm) under Payroll Forms. Students will receive a pay statement in lieu of a check that can be picked up at Clark Hall on the Forest Grove campus. Unclaimed pay statements will be mailed to the student’s permanent address on file with Human Resources.

For New Employees (First-time Hires) Required Paperwork: W-4 Form

The Internal Revenue Service requires that W-4 forms be completed by all employees to determine the correct amount of Federal income tax to be withheld from your pay. If your tax situation changes, a new W-4 should be completed at Human Resources to update your information.

W-2 forms, which report the employer's yearly summary of withholdings for tax filing, are mailed to the address that appears on your payroll check on or before January 31 of the following calendar year. You should inform Human Resources of any address changes immediately. Questions regarding income tax withholding, exemption from income tax withholding, and W-2 forms should also be directed to Human Resources.
For New Employees (First-time Hires) Required Paperwork: Form I-9

The U.S. Department of Homeland Security requires that a Form I-9 be completed by all employees, providing proof of both identity and eligibility to work in the United States. The following are acceptable forms of identification:

One document from list A OR one document each from lists B and C. Please review the list carefully. In most cases, ORIGINAL DOCUMENTS ARE REQUIRED. No faxes, photocopies, or scans are acceptable.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that establish both Identity and Employment Authorization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td></td>
<td></td>
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<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
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<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
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<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
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<tr>
<td>5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</td>
<td></td>
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<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documents that Establish Identity</td>
<td></td>
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</tr>
<tr>
<td>1. Driver’s License or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</td>
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<td></td>
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<tr>
<td>2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</td>
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<tr>
<td>3. School ID card with a photograph</td>
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<td>4. Voter’s registration card</td>
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<td>5. U.S. Military card or draft record</td>
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<td>6. Military dependent’s ID card</td>
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<td>7. U.S. Coast Guard Merchant Mariner Card</td>
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<td>8. Native American tribal document</td>
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<tr>
<td>9. Drivers License issued by a Canadian government authority</td>
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<tr>
<td>Persons Under age 18 who are unable to present a document listed:</td>
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<tr>
<td>10. School record or report card</td>
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<tr>
<td>11. Clinic, doctor or hospital record</td>
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<tr>
<td>12. Day-care or nursery school record</td>
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<td></td>
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<tr>
<td>Documents that Establish Employment Authorization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</td>
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<td></td>
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<tr>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
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<tr>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
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<tr>
<td>4. Original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
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<tr>
<td>5. Native American tribal document</td>
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<tr>
<td>6. U.S. Citizen ID Card (Form I-197)</td>
<td></td>
<td></td>
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<tr>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
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</tbody>
</table>
SAMPLE: Employee Timecard Workbook INFO PAGE

Students should confirm that information entered on the timecard workbook INFO PAGE is accurate (click on first tab at the bottom of the page to navigate to the INFO PAGE). Any inaccurate information should be reported to your supervisor immediately for correction. This page also includes instructions for timecard use.

INSTRUCTIONS FOR USE:

Students:
Confirm that the information is correct above. You will keep a timecard for each job.

Enter your hours on the timecard for the designated pay period. Time must be entered as H:MM PM or AM.
Enter Time IN and Time OUT. If you work a split shift, enter the second shift in the 2nd group of shaded IN/OUT fields for the same day.

Return your timecard to your supervisor by NOON the Friday prior to the end of the pay period. Return it in the manner requested by your supervisor. Sign and date your timecard. If sending via email, type in your name & date on the signature line.

Supervisors:
Fill in the above information and have student confirm that it is correct. Information for Work-Study positions can be found on the Employment Authorization form from the Career Development Center.
Enter in Rate.

Please fill this out completely Fiscal Year: 2017-2018

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Sample Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student I.D. Number</td>
<td>00000000 Required</td>
</tr>
<tr>
<td>Student e-mail</td>
<td><a href="mailto:sample_student0000@pacificu.edu">sample_student0000@pacificu.edu</a></td>
</tr>
<tr>
<td>Department Name</td>
<td>Sample Department</td>
</tr>
<tr>
<td>SALARY ACCT #</td>
<td>Sample: # # # # # # # # # #</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>2020, Non Work Study 7022</td>
</tr>
<tr>
<td>Work Study Job Code</td>
<td>JOB1234</td>
</tr>
<tr>
<td>WS Award</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Rate</td>
<td>$11.25</td>
</tr>
<tr>
<td>Supervisor Name</td>
<td>Sample Supervisor</td>
</tr>
<tr>
<td>Supervisor Phone/EMAIL</td>
<td>00000 Email <a href="mailto:sample_supervisor@pacificu.edu">sample_supervisor@pacificu.edu</a></td>
</tr>
</tbody>
</table>

SAMPLE: Employee Timecard Bi-Weekly View

Enter your hours on the timecard for the designated time period. Navigate to the correct dates by clicking on the appropriate tab at the bottom of the page. Time must be entered in hours and minutes (H:MM) and AM or PM (be sure to leave a space after minutes). If you work a split shift, enter the second shift in the second group of shaded IN/OUT fields for the same day. Federal Regulations require time be recorded in clock hours; report in quarter hour increments #:15, #:30, #:45 #:00 AM or PM. See further instructions on your timecard.
PAYROLL PROCESSING

Paychecks

Paychecks are issued every other Friday, following the previous Friday’s timecard. Paychecks can be picked up at the Student Life Office/Pacific Information Center (PIC) in Clark Hall on the Forest Grove campus. Unclaimed paychecks (as of Monday at 3pm) will be mailed to your permanent address on file with Human Resources.

Automatic Deposit

Automatic deposit is available for Work-Study students. To sign up for the program, complete a direct deposit form and submit it to Human Resources with a voided check. Direct Deposit forms can be found in new Work-Study packets, and on the Human Resources web site (http://www.pacificu.edu/hr/forms/index.cfm) under Payroll Forms. Students will receive a pay statement in lieu of a check and can be picked up in the Pacific Information Center (PIC) in Clark Hall on the Forest Grove campus. Unclaimed pay statements will be mailed to your permanent address on file with Human Resources.
Reaching Allocation
A declining balance is noted on your paycheck stub. Changes in a financial aid award package and/or working multiple jobs will impact the rate at which you earn your award. Once you have earned the full amount of your award, you must stop working immediately, unless your supervisor is able to arrange an alternative funding source. In any case, supervisors will need time to make other arrangements for your position once your award has been earned. Therefore, work closely with your supervisor(s) to monitor your declining balance so your supervisor has time to prepare for the loss of a valuable employee. Notify your supervisor when your remaining balance gets down to what you would ordinarily earn in a month.

HOURS OF WORK, BREAKS, AND JOB-RELATED INJURIES

Reporting Absences/Late Arrivals
Student employees are expected to notify their supervisor as soon as possible if they will be absent from or late to work. Continued tardiness can be cause for discipline and possible termination. Any student employee failing to report to work for three consecutive days without notifying their supervisor will be considered to have voluntarily terminated his or her employment.

Breaks and Meal Periods
Oregon Revised Statutes Chapter 653 requires all Oregon employers to provide their employees with rest breaks and meal periods. An unpaid meal period of at least 30 minutes is required when any employee works a shift of six hours or more, and a paid rest period of 10 minutes is required for every four hours worked. Rest breaks must be taken in addition to, and separately from, the time allowed for meals. If you take an unpaid break, enter the split shift in the second group of shaded IN/OUT fields on your timecard for the same day.

Work-Related Injuries
Student employees are covered under the University's Workers' Compensation program. Students should report immediately all job-related injuries to their supervisor. They will also need to make a report to Human Resources within 24 hours of the time they are injured.

1. Immediately report the incident to your supervisor.
   ♦ If it is an on-campus injury, your supervisor will notify Campus Public Safety.
   ♦ Campus Public Safety will complete an Incident Report and forward it to Human Resources.
   ♦ If you work at an off-campus site and you are injured, you should immediately notify your supervisor and if required seek treatment at the facility of your choice.

2. Seek medical treatment as required.
   ♦ Campus Public Safety can provide basic first aid.
   ♦ If you need more than basic first aid, seek medical attention at the facility of your choice.

3. If you need to see a doctor:
   ♦ Tell the doctor that this is a work-related injury. Your doctor will be required to fill out forms related to work injuries and you will be given a copy to take with you to Human Resources.

4. Obtain an OSHA 801 Form from Human Resources
   ♦ Human Resources will help you complete the OSHA 801 form and they will send the report on to Pacific’s insurance company.
**STANDARDS OF CONDUCT**

**Unlawful Harassment**

Unlawful harassment of student employees by anyone—co-workers, supervisors, or clients—will not be tolerated. Any incident of unlawful harassment should be reported immediately to your supervisor and/or the Career Development Center so that the issue can be investigated promptly and corrective action taken.

Pacific University will not permit retaliation against any employee who makes a good faith complaint about discrimination or harassment, and any incident of retaliation should be immediately reported to the Career Development Center staff.

**Harassment**

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature if (1) submission to the contact is in any way made a term or condition of employment; (2) submission or rejection is used as the basis for any employment-related decisions; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

In addition to the policy prohibiting sexual harassment, Pacific strives to maintain a working environment that is free from all forms of unlawful harassment, whether based upon race, color, religion, national origin, age, disability, marital status, injured worker status, sexual orientation, or any characteristic protected by law.

Not only is discrimination not tolerated, but it is also expected that all employees will refrain from any words or conduct—including ethnic jokes, religious slurs, slang terms denoting race, age, or national origin, disability, derogatory comments, cartoons, etc.—that might create a hostile or offensive working environment.

**Employment at Will**

All student employees are hired for an indefinite period and may resign or be terminated without cause or notice at any time. This is what is meant by “at will” employment. Normally, supervisors will try to give employees an opportunity to correct less serious performance problems before being terminated. In any case, however, the nature of the problem and/or the employee’s overall record will determine the most appropriate action to be taken. Typically, supervisors choose suspension, probation, or a verbal or written reprimand, but sometimes immediate termination may be necessary.

**Unacceptable Conduct and Behavior**

There is no way to identify every possible violation of standards of conduct. Conduct that may result in disciplinary action includes, but is not limited to, the following:

- Dishonesty
- Violating attendance, tardiness or call-in rules or procedures
- Incompetence, inefficiency, neglect of duties; or lack of application to the job
- Violating or disregarding any known, posted or generally accepted safety rule or practice, including the unauthorized removal of safety guards or devices or failure to wear protective equipment
- Fighting, horseplay, or other forms of conduct that are likely to provoke or cause bodily injury or property damage or otherwise interfere with University operations
- Refusing to perform job assignments or refusing to comply with supervisory requests or instructions except in circumstances where there is a reasonable belief that serious bodily injury may result
- Doing personal work or conducting personal business without prior permission from a supervisor
- Threatening, intimidating, coercing, or using profane or abusive language to any employee, supervisor, client, or others
- Unauthorized release of confidential, sensitive, or proprietary information
Again, these are only some general examples of conduct or behavior that could result in discipline and/or termination of employment.

**Student Employee Grievance Procedures**

Any student employee having a complaint or question concerning *any* matter relating to wages, hours, or working conditions should follow these procedures:

1. Discuss the problem with your immediate supervisor. You should discuss the problem within five workdays so that it can be dealt with promptly.

2. If you are not satisfied with your supervisor’s response, you should contact Career Development Center staff as soon as possible. The Career Development Center will investigate the situation and make every attempt to help you resolve the issue.

3. If the situation still has not been resolved to your satisfaction, you may submit a written grievance to the Director of Human Resources, who may arrange a meeting with those involved in the situation and then respond.

There may be a situation where you feel a supervisor is the cause of the problem or does not have the authority to help or answer your questions. In these situations, you may present your question or complaint directly to the Career Development Center; if the same situation exists at that level, your grievance should be taken directly to Human Resources.

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**In situations involving possible discrimination or harassment, you may always refer the matter directly to Human Resources.**

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**DISHONEST OR CRIMINAL CONDUCT**

**Identifying the Misconduct**

Students suspected of dishonest or criminal misconduct on the job (e.g., falsifying hours on time cards, forging an employer’s signature, theft of office property, unauthorized use of computer accounts, etc.) will be subject to investigation by the Career Development Center. A comprehensive and confidential report will be submitted to the Dean of Students for further review and investigation. The Dean’s office will notify the appropriate parties with regard to their findings and determine the appropriate disciplinary action as needed. Based on the severity of the violation, the student could be removed from the Work-Study Program for one academic semester or more.

**FERPA & Release of Information**

The Family Educational Rights and Privacy Act of 1974 provides students certain rights regarding their education records. By federal regulation, with certain exceptions, all records, including a student's grades, transcripts, account information, health and counseling records, placement files and official files maintained by the Dean of the College of Arts and Sciences or by the Dean of Students, can only be released with the student's consent. Student workers will be trained on the University’s FERPA policies and procedures annually. Questions regarding the Policies and Procedures or training should be directed to the Pacific University Registrar’s office.

**Questions or suggestions?**

Contact Erin Robbins, [erin.robbins@pacificu.edu](mailto:erin.robbins@pacificu.edu), 503-352-2877