Lander University
Supervisor Handbook



A Letter from the Student Employment Office

Dear Student Employee Supervisor:

This handbook serves as a resource to ensure you have the necessary information and tools that you will need to successfully supervise student employees. Our office is always available to assist you with any questions or problems you may encounter throughout your experience as a supervisor of student employees.

The contributions you make as a supervisor of student employees will not only affect the future development of these students, you will significantly affect the success of the university in attaining the central mission: *To prepare students to be educated and enlightened citizens who lead productive and meaningful lives.*

We wish you all the best,
Student Employment

Please note: This handbook has been prepared by Student Employment and is intended to be used as a guide and resource to supervisors of student employees at Lander University. It is neither an employment contract nor an invitation to a contract of any kind. The policies, procedures and other information contained in this book may be changed without notice by the university.

Student Employment Contact Information

Location: LC Suite 111

Email Address: ccarpenter1@lander.edu
Telephone Number: 864-388-8404

Student Employment Mission Statement

To enhance student learning and meet departmental student employment needs by providing meaningful work experiences.

Introduction

The objectives of the Student Employment Office are to provide standardized practices and procedures for student employment, to provide a centralized information system for student employment opportunities, to enhance the awareness of student employment, to provide learning opportunities, and to increase the number and variety of on and off campus employment opportunities.

The guidelines, policies, and procedures contained in this handbook have been developed toward meeting the needs of student employees.

The University's commitment to educating students is advanced through student employment. Essential knowledge of work ethics is gained through work experiences. Student employment is intended to be a learning experience and a productive activity, which supplements a student's academic career. We encourage students to be aware of their responsibilities and to be active agents in making the employment experience a positive one.

Advantages of Student Employment

- For new student employees to the university, working on campus helps develop a sense of community and belonging. Students who feel a part of their university tend to do better scholastically and remain at the university until degree completion.

- Students with employment history will establish a work record and learn fundamental skills of employment such as punctuality, communication, cooperation, and management.

- Student employees gain preparation for the world of work through the processes of interviewing, hiring, training, supervision, relating to coworkers and the public, meeting expectations, and goal achievement.

- Student employees have opportunities to sample several career choices through varied work experiences.

The Student Employment Policy

Student employees shall be hired strictly on a part-time, at-will basis.

Student employment is intended to provide additional workers for part-time, seasonal or temporarily excessive workloads, interim replacements, short-term projects, or jobs that do not necessitate full-time classified employees. Student employment does not encompass internships, fellowships, assistantships or other situations where the purpose of the work performed by the student is primarily training for the completion of a degree.

Student Employee Eligibility

For a student to be eligible for a student employment position:

- Student must be considered part-time status as a student through the Office of the Registrar. Part-time status is defined as a student taking at least 6 credit hours as an undergraduate student or 6 credit hours as a graduate student.
- Student must be in good academic standing with the University which is defined as having at least a 2.0 or higher.
- Student must be meeting the Office of Financial Aid & Scholarship's Satisfactory Academic Progress (for FWS eligible student only.)

20 Hour Work Week Rule

Student employees are eligible to work up to 20 hours per week while classes are in session. During winter, spring/fall breaks, and holidays student employees can work up to 37.5 hours per week since classes are not in session. During the summer if the student employee is taking classes they can work up to 20 hours per week during the weeks the class is in session. During the summer if the student employee is not taking a class, the student employee may work up to 37.5 hours.

Overtime

It is not recommended and needs to be approved prior to working over-time. If the student employee works more than 37.5 hours per week during a break the department must pay the student employee overtime. If the student employee is working during the summer (and not taking classes) the student employee is eligible to work up to 37.5 hours per week. During these times if the student employee exceeds the 37.5 hour work week the department is responsible for the overtime.

Student Employment Programs

Lander University offers two on-campus employment programs to assist degree-seeking students. The Federal Work-Study (FWS) program is federally subsidized and designed to promote part-time employment opportunities to students who demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA). The Lander Work Study (LWS) program is funded entirely by departmental budget and is not based on financial need.

Federal Work-Study (FWS)

To be eligible for employment under this program, the student must be degree seeking, have financial need according to the FAFSA, be meeting satisfactory academic progress and be enrolled on at least a half time basis (6 credits for undergraduate and 5 credits for graduate) during the academic year (fall and spring semesters). Students employed as federal work-study cannot begin work until the first day of the fall semester and cannot work past the last day in the spring semester. **There is no FWS positions for summer.**

Off-Campus FWS employment opportunities are coordinated by the office of Payroll/Student Employment:

- *Community Service* - employment in an agency where services are designed to improve the quality of life for community residents or to solve problems related to those residents' needs.
- *America Reads Program* - employment in local elementary schools which enables students to serve as tutors in an effort to increase literacy nationwide.

Questions about this program or FWS eligibility should be directed either to Financial Aid or Student Employment.

Lander Work Study (LWS)

This program is on-campus employment, funded by Lander University. This program is not based on financial need. The student employee is **not** required to file a FAFSA. The student employee must be meeting satisfactory academic progress, be degree seeking and enrolled on at least a half time basis (6 credits for undergraduate and 5 credits for graduate) during the academic year (fall and spring semesters). During the summer, the student employee must have intent to re-enroll for the following fall semester in a degree seeking program or enrolled in at least 3 credit hours and be graduating at the end of the summer semester.

Graduate Students Seeking Assistantships

Students seeking Graduate or Assistantships should search the Handshake website when applying to a specific academic program. For a student to be eligible to receive an assistantship upon entry into a graduate program, the following criteria must be met:

- The student must be conditionally or unconditionally accepted into a graduate program. Students who are provisionally accepted will not be eligible until they achieve conditional or unconditional acceptance into their program.
- The students must have an official transcript on file indicating completion of a baccalaureate degree from a regionally accredited institution.
- After receiving an assistantship, the student must maintain at least a 3.0 graduate GPA in order to retain or reapply for the assistantship.

These are minimum criteria. Graduate program coordinators have the right to impose additional criteria if they see fit.

Assistants are typically paid the following base stipends:
$6000 per year; $3,000 per semester

Health Insurance is not included in assistantships.

Multiple Sources of Employment

Students *may* work for more than one department at any given time. **If a student works in two or more departments, it is the responsibility of all supervisors and students to ensure that the student does not work more than a total of 20 hours per week during the fall/spring semesters**. **It is particularly important that international students do not exceed 20 hours per week as this could result in deportation**.

Office of Residence Life

Student employees working as a Resident Adviser (RA) are on an on-call basis. RAs work an average of 20 hours per week. RAs are not allowed to work another hourly student employment position.

Recruitment & Selection: Student Employment Process

Create the Position

A current and accurate position description is required for each student job. The purpose of the PD is to identify the expectations of the job and the knowledge, skills, and abilities (KSAs) that are required to be a successful candidate. It also establishes the appropriate pay rate. If a supervisor employs more than one student with the same responsibilities and KSAs, the same PD may be used.

Advertise the Job (Recommended but not required for student positions)

To facilitate the recruitment process, Federal Work-Study and Lander Work Study job vacancies should be advertised on Handshake.

Review applications

Review applications and other requested documents, such as resumes, cover letters, etc. thoroughly for each applicant. Compare their skills, talents and experience to the PD created for the position. Select the best applicants that meet your needs to interview. Student Employment recommends interviewing at least two candidates per position that you are hiring for.

Interviews

When planning for interviews, all applicants should be asked the same set of questions to ensure fairness and accuracy in the selection process. If you need sample interview questions, we can provide that. For student interviews it is recommended not to ask more than 15 questions. Begin with easy questions and work your way to the harder questions. If the candidate is nervous, put them at ease, this may be their first interview.

During the interview watch for non-verbal cues, professionalism, soft skills, etc. Leave

time at the end of the interview for the candidate to ask questions.

After the interview immediately discuss with your search committee on the candidate's performance and fit for your office. If you interviewed alone, reflect on the candidate's answers and how they would fit in your office dynamic.

Hiring

Contact the student(s) you have selected to work in your office first and get a confirmation that they accept the position you are offering. Then contact the other candidate(s) you interviewed to let them know of the decision.

DON'T FORGET to go back to your posting in Handshake and update each applicant and send an email to go to the candidates you did not interview/hire. When completing this process and expiring your job description, Handshake will put this posting in an expired status and you will be able to use it again in the future.

Submit hiring paperwork

After selecting the successful candidate(s), the hiring supervisor/department must submit hiring paperwork to Student Employment. Please follow these steps to ensure the hiring paperwork is completed thoroughly.

Completing New Hire Paperwork

1. Complete Supervisor Request Form (available on MyLander:Dynamic Forms). To hire students for fall/spring term, Supervisor Requests will be accepted in August. Financial Aid has to review each position. If you decide to hire a student for the summer term, a separate Supervisor Request form has to be submitted.
2. Inform the student that they may need to meet with Student Employment to complete the E-verification Process. Our office will reach out to the student and provide information on how to schedule an appointment and what documents they need to bring to that appointment.
3. The student will need to sign the Work Authorization Form before they can start working. After the students and Student Emloyment manager sign, the supervisor will be the last to sign. This is the documentation needed in order for the student to start working. It is best practice to schedule your student worker only if you have this signed form. If you do not have the form, please contact Student Employment.

I-9 Form: Employment Eligibility Verification Form

The United States Citizenship and Immigration Services requires an I-9 Form to be completed by all student employees, providing both identity and eligibility to work. Lander University's procedures state that the I9 form must be completed on or before the student employees 1st day of employment. The student will meet with the office of Student Employment. Our office will reach out to any students that need to complete the e-verification process once the Supervisor Request form has been received.

E-Verify

All new student employees hired on or after June 1, 2011 are entered into the E-Verify internet-based system operated by DHS (Department of Homeland Security in partnership with Social Security Administration). This enables employers to electronically verify the employment eligibility of their newly hired employees All rehires with a break in service of one year or longer will also need to complete a new electronic I9 and be re-verified through the E-Verify system.

International Students: You may hire an international student. There are strict guidelines for not working over 20 hours per week during the academic year. During breaks and summers, they can work up to 37.5 hours a week.

Monitoring Budgets

It is the responsibility of each individual department to monitor their own student employment budget. However, Financial Aid will be notified if a FWS student goes over or is close to their financial aid eligibility. You will be notified of this as well.

Wage Scale and Pay Levels (see Attachment A)

Student employees are paid $8.00 per hour. For managerial and more intermediate duties, students can be paid more. Approval is required and that approval comes from the VP of Finance & Administration. Students employed in the same position, regardless of FWS or LWS, performing the same responsibilities, must be paid the same hourly rate or within the same pay range.

Federal Minimum Wage

The federal minimum wage for covered, nonexempt employees is $7.25 per hour effective July 24, 2009. However, Lander has raised the pay wage to $8.00 effective August 2021. The federal minimum wage provisions are contained in the Fair Labor Standards Act (FLSA), which is administered and enforced by the U.S. Department of Labor (DOL) Employment Standards Administration's Wage and Hour Division. Many states also have minimum wage laws.

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping and child labor standards affecting full-time and part-time workers in the private sector and in federal, state and local governments. For more information please go to https://www.employmentlawhandbook.com/federal-employment-and-labor-laws/flsa/

Meals and Breaks

Meals and breaks for student employees are not required by FSLA, however, employers can at their own discretion, choose to grant a meal break, regular break or rest period

(typically lasting 20 minutes or less). These breaks do not need to be paid breaks so long as the student employee is free to do what they wish while on break.

Overtime

If a student employee works more than 37.5 hours per week, whether during the summer or a designated break (Thanksgiving, winter, spring) the department will be charged time and a half for all hours the student(s) worked over 37.5 hours for that week. Overtime would need to be approved prior to the work being done.

Disability Services

The Americans with Disabilities Act (ADA) prohibits employees with disabilities from being discriminated against. An employee with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life; has a record of such an impairment; or is regarded as having such an impairment. If an employee qualifies as disabled as defined by the ADA, the employee is entitled to a reasonable accommodation to facilitate employment, so as long as they can perform the essential functions of the job that they are being hired to do. The Office of Disability Services will collaborate with hiring departments to help reach a solution for reasonable accommodations for any student employee that needs assistants on the job. For more information on services ODS can provide please visit their website at https://www.lander.edu/campus-life/wellness-center/disability-services.html.

Resignations/Terminations

If your student is terminated or ends employment send an email to ccarpenter1@lander.edu. We will need the student's name, L-number, reason for the end of employment and effective date.

One-Time Pay at Completion

If a student employee is hired and payment is lump sum after completion, **ALL hiring paperwork should be completed and processed when the student is actually hired and not near the end or completion of the assignment**. This causes non-compliance issues and paperwork needs to be on file for the duration of the employment contract. It is preferred that the completed one-time pay form be completed in Dynamic Forms. You can reach out to ccarpenter1@lander.edu to get a link to this form.

Evaluations

It is important for supervisors to identify job responsibilities and define performance expectations for the student employee. Periodic performance appraisals, both formal and informal, should be conducted. We strongly recommend that all student employees be formally evaluated during each semester. Evaluations are a valuable tool in assessing the student's progress, providing positive reinforcement for good performance or an opportunity to discuss areas that need improvement, and for establishing goals. Evaluations encourage communication and benefit both the student employee and the supervisor.

A student's employment will prove more meaningful if the job is viewed as a learning experience. With this goal in mind, supervisors can assist a student in reaching his/her potential by evaluating the student's performance. Student employment evaluations also serve as a useful tool when writing reference letters for the student employee.

Please contact the Student Employment office if you need a sample evaluation. Supervisors may develop their own evaluation systems provided they are consistent and related to job performance. A signed copy of the evaluation form should be given to the student employee and the original should be kept by the supervisor.

FICA Status

FICA (Federal Insurance Contributions Act) is a tax on earnings or wages. Where an employer-employee relationship exists, employers are required to withhold FICA from the earnings/wages of an employee and pay a matching contribution, subject to certain maximums. The Internal Revenue Service Revenue Procedure 98-16 sets forth the standards that are used to determine whether student employees are eligible for the student FICA exemption.

A student employee of Lander University is eligible for this exemption if the following conditions are met:

1. The student employee must be enrolled and attending classes on at least a half-time basis, either in an undergraduate or graduate program. Per the University Registrar's guidelines, half-time basis equates to at least six credits taken each term for undergraduate students, and at least five credits taken each term for graduate students.

2. The FICA exemption is not available for a student employee during summer break if he/she is not enrolled at Lander University on at least a half-time basis during the summer semester. The FICA exemption does not apply to any other university break unless that break extends more than five weeks in length.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law designed to protect the privacy of a student's educational records. A student's sole purpose for being at Lander University is enrollment; therefore, per FERPA regulations the work record becomes part of the enrollment record and cannot be released without signed permission from the student.

Supervising Student Employees

Guidelines for Supervisors

The supervisor plays a key role in the employment program. A supervisor is responsible for making the assignment not just a job, but also an opportunity for students to learn and test new skills while they earn necessary funds.

Roles of a Supervisor

- Teacher
- Trainer
- Mentor

- Manager
- Communicator
- Leader
- Liaison
- Mediator
- Organizer

Supervisor Responsibilities

- Verify that the student employee is enrolled on at least a half time basis (6 credits for undergraduate and 5 credits for graduate) during the fall and spring semesters.
- If hiring for a FWS position, the supervisor can attain the award information from the Financial Aid office.
- Determine and create a job description for each student position in the department.
- Review the position description with the student employee.
- Submit a Supervisor Request Form to initiate on-boarding.
- Keep an accurate record of the FWS budget allocation and current expenditures.
- Do not permit students to begin working until a signed work authorization has been received. This is provided by Student Employment.
- After class schedules have been finalized, establish a compatible work schedule for each student
- At the earliest convenient date, coordinate a group/individual orientation session with all student employees to establish the nature of the students' duties, expectations concerning punctuality, dress code, confidentiality of assigned work (if applicable), training and compliance with time-keeping regulations, and other general responsibilities.
- Ensure detailed departmental time records (i.e., student employee timesheets) are properly completed and entered in MyLander.
- Keep an accurate account of the time worked by FWS students and an accurate account of the hours still remaining to be worked. Students are not allowed to exceed the authorized FWS amount as noted on the financial aid award notice. Financial Aid will also alert Payroll and Student Employment when the award has been reached or is approaching. We will then notify the supervisor of this change from FWS to LWS.
- Notify students of paydays and other payroll related information deemed appropriate.
- Inform Student Employment regarding any student who has resigned or has ben terminated from work by sending a detailed email. Name, L-number, Reason, Effective Date
- Provide the students with feedback on their performance in a timely manner.

What Students Need for Success in the Workplace

1. ***Clearly defined expectations***
   What specific tasks are the student employee's responsibilities?
2. ***Information about the mission/purpose of the department***

What services does this office provide?

3. ***Supervision***
   To whom should the student employee report for daily tasks/assignments or priority projects?
4. ***Channel of communication***
   If the student employee has a problem or concern, who is the best person to offer clarification?
5. ***Instruction regarding attendance and punctuality***
   How many times can the student employee be absent from work before jeopardizing his/her position?
6. ***Training***
   What type of formalized training does the student employee receive?
   Is the training important to the student employee's job performance?
7. ***Guidance regarding physical appearance***
   What guidelines must students adhere to concerning dress within the workplace?
8. ***Positive attitude***
   How should the student employee present him/herself to the clientele the office serves?
9. ***Commitment to confidentiality***
   Will the student have access to confidential data?
   What is his/her comfort level with this responsibility?
   How will the student's commitment to maintain confidentiality be handled?
10. ***Knowledge about evaluation standards***
    On what specific items is the student employee evaluated?
    How often do written evaluations occur?
    Is the rate of pay determined by the student employee's job performance and evaluation?

Guidelines for Student Employees

On campus positions are an educational opportunity to enhance a student's college experience. By accepting campus employment, the student is accepting the responsibilities of that employment. In this regard, certain guidelines and responsibilities have been established for the student.

These guidelines are intended to provide answers to the many questions raised regarding student employment. The supervisor and/or Student Employment Office are ready to provide any assistance not covered in these guidelines. Whether or not the student is a financial aid recipient employed by the Federal Work-Study Program or Lander Work-Study Program student employee, jobs for students are valuable experiences providing the necessary transferable skills needed to achieve long-term career success.

Student employees are expected to maintain high standards on the job that reflect well on both themselves and the university. They are to perform assigned duties promptly and efficiently. In addition, students are to exercise good judgment and show courtesy to fellow employees, employers, and the general public.

Lander University Student Employee Handbook

The Student Employee Handbook is maintained by the Student Employment office. You can contact this office for a copy.

Student Employee Rights

As an employee of the university, students have a right to:

- Information regarding the rate of pay, award amount (FWS), and the number of hours to be worked per week.
- A specific job description, as well as the supervisor's expectations and standards.
- A clearly defined work schedule.
- Adequate training to perform assigned tasks.
- A safe and sanitary work environment.
- Regular supervision and review of work performed (evaluation).
- Clear explanation of the procedures for submitting completed timesheets.
- Instructions by supervisors regarding procedures to be followed if the student cannot report for a scheduled work period.
- A procedure for stating concerns related to the job or supervisor.

Student Employee Responsibilities

Student employees are encouraged to:

- Become familiar with information provided regarding the terms of the Student Employment Contract and/or FWS award, and general student employee policies
- Provide supervisor with a copy of class schedule. Students may not be assigned work during times that classes are scheduled.
- Report to the designated department on the agreed contract starting date.
- Complete all hiring paperwork in a timely manner.
- Understand the specific job responsibilities, as well as the supervisor's expectations and standards.
- Observe specific employing unit work rules and requirements.
- Report promptly at your scheduled time and work for the required period of time.
- Notify supervisor if unable to work during assigned time due to illness or other acceptable reasons. Give sufficient advance notice when possible.
- Perform tasks in an efficient and timely manner.
- Use time productively and avoid socializing on the job; if possible, schedule two- or three-hour time slots when determining work schedule.
- Be courteous at all times to supervisor, other department members, and guests.
- Accurately complete, sign and submit timesheets to their supervisor each pay period.

Performance Prohibitions

- Unauthorized disclosure of confidential information or falsifying information.
- Improper use of any university property including office supplies, equipment, mail or phone service.
- Threatening, attempting, or doing bodily harm to another person.
- Use of alcohol or illegal drugs during work hours or reporting to work under the influence of such.
- Possession of illegal weapons.
- Falsification of hours and/or signatures on timesheets.
- Theft of money, equipment, personal or university property.

Consequences

Violation of these rules could result in immediate termination. However, these work rules are general and there may be others specific to the position and/or department. Please share this with your student employees:

> *The development of good work habits is vital to your career. Do not hesitate to ask your Supervisor questions if you do not understand your job responsibilities. Maintain a good relationship with your supervisor; future employers may seek a recommendation from your on campus employer.*

Standards of Conduct and Sanctions

If a student's performance or behavior on the job is unsatisfactory, the immediate supervisor should discuss the situation with the student. If sufficient improvement does not occur, the supervisor, along with the student, should develop a written notice stating the deficiencies and a time period in which improvement is expected. The student and supervisor should sign this agreement to indicate it is mutually agreed upon by both parties. If improvement is not satisfactory within the given time period, the department should notify the student and Student Employment in writing of the reason for the dismissal. Notification to Student Employment should be delivered via an email.

Students are subject to immediate dismissal from their campus employment for:

- Not reporting to work as scheduled without a legitimate reason and/or without calling their supervisor. (Some departments may opt to give a warning on the initial infraction and dismissal if it occurs again.)
- Falsifications of information on time sheets or having someone else sign the timesheets.
- Improper or insufficient skills (computer competency, literacy, etc.) for the job assignment if they are requirements of the job.
- Breaches of confidentiality of the university, student records and job related information, and any act of dishonesty.

This list is not comprehensive, and supervisors may deem other actions inappropriate thus resulting in reasonable cause for termination. We encourage on campus supervisors

to contact us with questions regarding these matters.

Top 10 Suggestions on Working with Student Employees

BE AN EXAMPLE. Model strong working habits through efficient, dedicated work practices. Let your own approach to daily work be an example from which students can learn.

BE FLEXIBLE. Understand that student employees are students first, and employees second. Though it is important to have high standards on the job, it is also important to be flexible to accommodate academic obligations.

COMMUNICATE EXPECTATIONS. Communicate the job standards and expectations to your student employees. One cannot assume that these are self-evident to the student employee, even though they may seem obvious to you.

GIVE FEEDBACK FREQUENTLY. Provide consistent and appropriate feedback to your student employees. Student employees - like all employees - benefit from feedback on job performance, provided it is communicated with a positive spirit.

BE FAIR. Supervisors who are too lenient are not doing students any favors. Campus jobs are substantive work experiences. Treat student employees as you yourself would like to be treated in a given situation.

TRAIN, TRAIN, TRAIN. Take time to train your students in important work skills, attitudes, and habits, such as perseverance, time management, phone skills, quality service practices, and handling difficult situations.

BE A TEAM PLAYER. As a team leader, develop and nurture the unique contributions of each team member. Take a global perspective.

GIVE RECOGNITION. When you see a student going the extra mile or persevering through difficult situations, acknowledge this in front of other staff and peers or in private depending on the employee. People need to feel appreciated.

SHARE THE VISION. Have regular staff meetings with your student employees, and inform them how their work fits into a larger purpose of the department and institution. Remember, purposeful work is meaningful work.

BE AN EDUCATOR. To the degree that we each *enhance* the lives of others, we are all educators. How can you contribute to the education of your student employees?

Lander Policies

Equal Opportunity

Lander University does not discriminate and will not tolerate discrimination on the basis of age, color, disability, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status. Conduct by a member of the university community that constitutes discrimination or harassment on the basis of any protected class is a violation of university policy and is sanctionable.

Inquiries or requests for reasonable accommodations for disabilities may be directed to the Office of Disability Services.

Discrimination & Harassment

It is the policy of Lander University to provide a work and study environment free from all forms of harassment including sexual harassment, intimidation, and exploitation. Harassment is unwelcome offensive verbal, physical, or written conduct when:

- Submission to the conduct is made a condition of employment or admission of an applicant.
- Submission to or rejection of the conduct is made the basis for personnel action (recommendation for promotion or tenure) or grades.
- The conduct seriously affects an employee's performance or creates an intimidating, hostile, or offensive work or study environment.

The conduct includes, but is not limited to, unwelcome offensive behaviors referring to a person's race, sex, color, national origin, religion, age, genetic information, sexual orientation, disability, veteran status, parental status or political affiliation. Questions, assistance or violations related to these policies should be directed to the university's Office of Equal Opportunity at (540) 568-6991.

Disabilities & Reasonable Accommodation

The university will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to university employment, university educational opportunities, and the university's programs and services. Persons with disabilities are held to the same standards of conduct as other employees, students, or visitors and a disability will not excuse misconduct.

The Americans with Disabilities Act as modified by the ADA Amendments Act of 2008 (42 U.S.C. § 12,101 et seq.), and Section 504 of the Rehabilitation Act (29 U.S.C. §791, et seq.) prohibit discrimination against a person with a disability in the offer or conditions of employment, and in the participation or furnishing of services. The university is obliged to provide reasonable accommodations to enable qualified individuals with disabilities to perform a job, participate in a class, or participate in other university functions.

Transfer or Separation from Employment

Student employees must return all university property such as keys, electronic equipment, uniforms, etc. *before* they leave the position to their supervisor.

Alcohol and Other Drugs

Lander University strives to provide a healthy and safe environment for employees and to comply with laws relevant to the abuse of alcohol and controlled substances. It is the intent of the university to fairly and equitably apply this policy while offering support and possible solutions to employees who are dealing with alcohol and other drug-related problems.

The following acts by employees are prohibited and may result in termination:

- the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace;
- impairment in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes);
- failure to report an arrest for any offense related to criminal drug laws or alcoholic beverage control laws or laws that govern driving while intoxicated, based on conduct occurring on or off the workplace to your supervisor or designee within 72 hours of an arrest;
- The criminal conviction for a(n):
    - violation of any criminal drug law, based on conduct occurring either on or off the workplace; or
    - violation of any alcoholic beverage control law, or law that governs driving while intoxicated, based on conduct occurring either on or off the workplace; or
    - employee's failure to report, within five calendar days, the conviction for any offense described above to his or her supervisor.

Prohibition of Weapons

Carrying, maintaining, or storing a weapon, concealed or otherwise, on any property owned, leased, or controlled by the university is prohibited.

Graduate Assistant

A Graduate Assistant is assigned to an academic department, support program or administrative office to assist faculty members in preparing for instruction, leading

discussion groups, grading papers, conducting research, preparing laboratories, performing departmental administrative tasks, etc. Specific duties will vary according to the needs of the department.

Other Types of Assistants

Some assistantships are assigned to Student Affairs (Service Assistants), Athletics (Athletic Assistants), or Grants (Research Assistants). The assistantships in Student Affairs and Athletics are handled within their division, and the grant related assistantships are handled individually by departments with external funding and approval from the Office of Sponsored Programs and Vice Provost of Research and Scholarship.

Assistantship Hours

In accordance with university policy guidelines, Graduate Assistants will provide an average of 20 hours of assistance each week. Graduate Assistants cannot be asked to perform more than an average of 20 hours per week unless special permission is granted from The Graduate School. Visa requirements stipulate that international students may not in any circumstances work more than 20 hours per week. Students may not begin their assignment prior to completion and submission of all required forms.

Application for Assistantships

Application Process

Applications for a graduate assistantship are completed through Handshake. You will receive instructions on how to apply for a GA position upon admittance to Lander University.