Student Emploment Handbook

STUDENT EMPLOYMENT

Financial Aid
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*(804) 289-8438 Fax: (804) 484-1650*

Revision 4, 12/4/2015

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Student Employment

The Student Employment Program at the University of Richmond offers wonderful work opportunities for students. Students can defray the cost of their college education while also gaining valuable work experience and marketable skills. Working on campus is convenient, doesn't require a car and gives students the opportunity to work with mentoring staff. The university is interested in its students' well-being, career development and academic success.
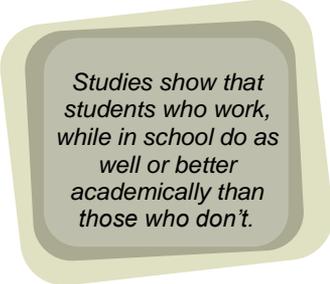
Studies show that students who work, while in school do as well or better academically than those who don't.

Student Employment is located in Sarah Brunet Memorial Hall in the Financial Aid Office and is typically open M-F 8:30a.m.-5:00p.m.

Eligibility for Student Employment

Enrollment

University of Richmond students enrolled in any of the academic schools at the University of Richmond are eligible to work through the student employment program as long as they are enrolled at least half-time (usually 6 credit hours/1.75 units) and are enrolled in a degree program. Exchange students who are already exempt from FICA taxes are also permitted to work.

If a student graduates or enrollment drops below 6 credits/1.75 units, the student can no longer be employed under the Student Employment Program due to FICA exemption laws.

Summer Eligibility

One exception to the above enrollment requirements applies to students working during the summer payroll period. Because students pay FICA taxes (Medicare & Social Security) during the summer, US citizen students who graduate in May can continue to work through the last work day of the summer payroll period. Richmond students do not have to be enrolled in summer classes as long as they were properly enrolled during the previous spring semester or are for the following fall semester. Therefore, incoming freshmen can work the summer before they start full-time enrollment at Richmond. International students, however, cannot work in the summer following graduation unless they will be enrolled for the fall or have been approved for Optional Practical Training (OPT) through the International Education Office.

Caution: Do not confuse the ability to work in the summer after graduation as the ability to work **any** semester after graduation. For example, if a student graduates in January, s/he cannot work the following spring semester because FICA exemption laws require students to be enrolled 6 credit hours/1.75 units. Additionally, students who withdraw, drop below the credit hour requirements, or become inactive must immediately cease student employment.

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Student-Athlete Eligibility

To confirm compliance with NCAA rules, student-athletes must report their employment to the University's Athletics Compliance Office *prior* to starting a job. The student-athlete must complete a form, which is then signed by the student-athlete and a compliance officer. Please note that adherence to the NCAA regulations is the responsibility of the student-athlete, but is coordinated by the Athletics Compliance Office within the Athletics Department.

International Student Eligibility

An international student who is interested in working on campus for the first time must contact Krittika Onsanit in the International Education Office at 287-6499 to determine if their visa allows him or her to work in the US. If so, she will issue a letter to the student stating this and the maximum number of hours (not to exceed 20 hours per week during the academic year) the student can work on campus. Then, before the student can legally work on campus, s/he must complete pre-employment paperwork and apply for a social security card by following the instructions listed in the *International Students* section later in this booklet and also available on studentjobs.richmond.edu/international/index.html. Students who work before they are approved will be penalized by not being allowed to work until the next semester or two months, whichever is longer.

In order for international students to maintain eligibility, they cannot work more than the prescribed number of hours per week listed on their letter from the International Education Office (20 hrs per week during the academic year and 40 hours per week in the summer). Students who violate this are immediately terminated from the Student Employment program. See International Student section later in this manual for more information.

Student Employment Programs: FWS and UWP

The University of Richmond has two Student Employment programs: the **Federal Work Study (FWS)** program and the **University Work Program (UWP)**. The primary difference between the two programs is that FWS is partially (75%) paid for by federal funds, and students earning these funds must be qualified to do so, whereas UWP is fully funded by the University of Richmond. Students who do not apply for or who do not receive an FWS award will automatically be employed under UWP.

Am I considered FWS or UWP?

Federal Work Study (FWS)

If a student has been given an FWS award as part of his or her need-based financial aid package, s/he can work under the FWS program and will get a bi-weekly pay check for all hours worked. Not every student receiving need-based financial aid receives FWS as part of his or her aid package. Nor are students receiving FWS guaranteed jobs; students must secure employment by one of the methods available listed in the *Finding an On-Campus Job* section of this handbook.

Some federal requirements to remember regarding FWS:

- No salary or lump sum payments are allowed. Therefore; all hours earned under FWS must be submitted and signed for by the student (electronic web time entry is acceptable).
- FWS students cannot work during a scheduled class time.
- FWS may only be earned during the academic year.
- Paid FWS positions **cannot** volunteer in the same position at the same time they are getting paid for that position. Any student employed under FWS must be paid for all hours worked up until they reach their FWS limit.
- Federal law requires that FWS students' hours must be paid to the student within one month of working. Therefore, it is imperative that students submit their hours to Payroll on time.

FWS Award Limits

Students working under FWS may only earn the amount stipulated in their FWS award (plus a small administrative allowance). If students are working more than one job on campus, their earnings limit will be met by combining the total pay received from *all* on-campus hourly jobs. Financial Aid monitors students' FWS earnings. When a student is nearing his or her award limit, they will check to see if his or her award can be increased by the Financial Aid Office. If so, s/he will continue to earn FWS. If not, Financial Aid will notify the appropriate supervisors when their FWS student has met their FWS earnings limit, and will switch the student from FWS to UWP, if the departmental budget allows.

University Work Program (UWP)

Students who are not awarded Federal Work-Study (FWS) as part of their financial aid package are automatically considered to work under the University Work Program (UWP). UWP is fully funded by the University of Richmond or other outside grants and funds. The program does not place limits on the number of hours a student can work or earn.

Finding an On-Campus Job

Website Job Listings

Jobs and corresponding job descriptions for available positions are posted on the Student Employment website at studentjobs.richmond.edu. Students are able to search and apply for positions for which they feel best suited. Applications are submitted directly to the supervisor listed as the contact.

Applications are available on the Student Employment website, Apply tab.

Annual Job Fair

On Tuesday of the first week of Fall term classes, Student Employment/Financial Aid holds a Job Fair for on-campus student employment opportunities. Approximately 25 on-campus departments are present to take applications for positions available in their departments.

At the Job Fair, Student Employment has applications available for students to complete and will make multiple copies for students to hand out to each department that they are interested in applying to.

Also at the Job Fair, students can complete their pre-employment paperwork, if they have their **original** I-9 document (most commonly presented are the social security card, birth certificate or unexpired US passport) with them. See *New Employee Paperwork* section, in this handbook, for more information on this.

New Employee Paperwork

-Original Documents Required! No Copies Accepted.
-Students Cannot Legally Work until Pre-Employment Paperwork is Complete

The first time a Richmond student is hired on campus (or performs services for compensation), s/he must complete several forms that will be used to establish a payroll record before s/he can work. S/he is also required to present **original documentation** to meet the I-9 form (most commonly presented are the social security card and photo ID **or** unexpired US passport **or** birth certificate, etc.). When complete, the new student employee will be given a Release to Work form to give to their supervisor notifying them that the they can legally begin working. **If a student has worked on campus before**, new tax forms and the Release to Work forms **are not necessary**.

US Citizens→ Students must come to the Financial Aid Office in Sarah Brunet Memorial Hall, M-F 8:30a.m-5:00p.m. to complete pre-employment forms and present **original** documents (social security card, passport, etc.) to prove they can work in the US. Visit the List of Acceptable Documents for all of the acceptable documents.This must be done before they start their first day of work.

International Students→ Due to international treaties and IRS documentation requirements, international students are required to complete their paperwork in the International Taxation Office in Maryland Hall. Specific steps are at http://studentjobs.richmond.edu/international/index.html and in the *International Students* section, later in this handbook.

Items to be Completed

1. Direct Deposit Form (if interested, bring a check from your check book, **or** bank routing and account numbers). If you do not bring a check, your first check will be sent to you.
2. W-4, Federal Withholding Allowance Form
3. VA-4, Virginia Tax Withholding Form

4. I-9 Department of Homeland Security-Employment Eligibility Verification Form
5. Present Original Document/s from the I-9 list.
6. Electronic Personnel Action Form (EPAF) (your supervisor must submit this to Student Employment via Bannerweb)

Acceptable I-9 Documents

The I-9 form is required by the U.S. Department of Homeland Security to verify eligibility to work in the U.S. This form requires that employees present **original** documents. **No copies are ever accepted.**

The back of the I-9 lists acceptable documents. The employee can present one document from List A **OR**   a combination of one document from list B and list C. All documents must be unexpired on the first date of employment. The documents most commonly used are:

1) an **original** Social Security card and **original** photo I.D. (driver's license, school I.D., etc.) **OR**
2) an **original** birth certificate and **original** photo I.D. (driver's license, school I.D., etc.) **OR**
3) an **original** unexpired US Passport.

Don't have any acceptable I-9 documents? Get a Receipt that you've applied for a new document. The easiest replacement is from the Social Security Administration (SSA)

Students who do not have a Social Security card may apply for a free replacement card at the local Social Security Administration (SSA) office at 1834 W. Cary Street (near Granby St.). The Student Employment website has directions to the closest office http://studentjobs.richmond.edu/apply/social-security.html. The SSA will issue the student a receipt stating that they have applied for a replacement social security card. **This receipt can be used in lieu of the original card to meet the I-9 temporarily and allow the student to start working.** The student can present this receipt to Financial Aid, complete the pre-employment paperwork and they will be given a Release to Work Form (described below), which signifies s/he is approved to work on campus temporarily. When the new

card arrives, the student **must** present the original card to Student Employment. This must be done before 90 days or the student will be terminated.

See http://studentjobs.richmond.edu/new-employees/stemplforms.mp4 for a narrated video of instructions on how to complete new employee paperwork.

Social Security Card Name Verification

Besides verification of employment eligibility for the I-9, the Social Security Administration also requires that each payroll record be established with the employee's name *exactly* as it appears on the Social Security card (even if it has a typo). Therefore, we request that if a student uses an original document **other than the social security card to meet the I-9 documentation requirement**, a *copy of* his/her Social Security card still be submitted or *via email arowland@richmond.edu or fax (804-484-1650).*

In order to change a student's name due to marriage, etc., the student must apply for a new social security card. When it is received, present a copy of the new card to Financial Aid who will update the student's record in Banner. Banner cannot be updated without the copy of the social security card showing the new name.

Release to Work Form--Authorization to Begin Work

In order for the supervisor to know when **a new student employee** has completed the required paperwork, the Student Employment Office/Financial Aid (or the International Taxation Office, if the student is an international student) will issue a Release to Work (RW) form as soon as the student is approved to work on campus. This form is given to the student, who is instructed to give it to their supervisor. The supervisor can then immediately begin working the student. Returning student employees do not need a RW form.

It will take a few days for your job to be entered into Banner and be available in Bannerweb. Hourly students should keep track of their hours worked on paper until it is available. If Bannerweb is not available 1-2 days after you have completed the pre-employment paperwork and started your job, ask your supervisor if an Electronic

Personnel Action Form (EPAF) has been submitted to Student Employment which notifies them that you have been hired in that position and where to charge your time.

Returning Student Employees

If students obtain subsequent jobs on campus and have previously received the RW form, they **do not** need to complete the pre-employment paperwork again. These students do not need another Release to Work form and can start working immediately. These forms only need be completed one time while the student is enrolled at the University. The supervisor just submits an Electronic Personnel Action Form (EPAF) in Bannerweb to notify Student Employment/Financial Aid of the student's new position. Bannerweb web time entry should be available within a week of the receipt of the EPAF from the supervisor.

Student Wage Structure and Wage Changes

Basic Wage Rate Structure

At the University of Richmond, we have a four-tier wage rate structure based on job duties and skills.

Pay Level	Wage Rate as of Fall 2015
Level I	$8.10
Level II	$8.60
Level III	$9.10
Level IV	$10.85

The rate of pay for each job is determined by the specific responsibilities of the job as stipulated in the job description on file in Student Employment/Financial Aid.

For the current rates for each level, please visit the website at: http://studentjobs.richmond.edu/apply/questions.html.

Hourly Summer Wage Rates

In an effort to make our on-campus summer student wages more competitive with the summer market and help with housing costs, the **hourly** rate for summer student employment is increased by approximately $2.00-$3.00 per hour (varies each year) over the regular academic year rates. This increase is in effect for any hours **worked** during the summer pay periods. Jobs return to the standard

student wage rate structure during the academic year. For more information on summer pay and housing issues visit the student employment website. Please note that this amount is subject to yearly review.

Cost of Living (Base Wage Rate Increases)

Each year, Student Employment/Financial Aid in coordination with Human Resources, determines if the overall student wage rate structure should be increased to reflect cost of living and/or market adjustments. Notification of these increases (when applicable) is made to the supervisors and is normally implemented at the beginning of a new academic year. New rates are also posted on the student employment website at http://studentjobs.richmond.edu/apply/questions.html.

Longevity Increases

Longevity increases are designed to reward students for continuous employment within a department and to encourage retention. Students become eligible for a longevity increase by remaining employed in the same position/job level in the same department for two consecutive semesters (not counting summer term). Longevity increases are automatically added to the pay rates for eligible students annually at the **beginning of the semester for which their employment started**. For example, if you started working in your job in a past spring semester, each year at the beginning of the spring semester you will be given a longevity increase, provided you worked two semesters during that review period. Currently, the amount of the longevity increase is $.10/hour. If students are abroad during any part of the year prior to the student's review date, they will not receive the longevity increase for that year, but could receive merit..

Merit Increases

Merit increases allow supervisors to reward students who perform at a level beyond expectation for a continued period of time. Students are eligible for merit increases at the same time as longevity increases. In order to be eligible for a merit increase, the student's supervisor would have to complete a Student Performance Evaluation. It is not required that the supervisor conduct performance evaluations, but is highly encouraged. The rating on the performance evaluation determines the amount of the merit

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increase. Currently, the ratings and corresponding increase amounts are as follows:

- "Competent" no merit increase
- "Commendable" receives a $.05 per hour merit increase
- "Exceptional" receives a $.10 per hour merit increase.

Performance evaluations received after the start of the student's anniversary semester will become effective during the pay period in which the evaluation was received and will not be made retroactive.

Promotions

Promotions to new positions will be made effective during the pay period in which they are received in Student Employment/Financial Aid and will not be made retroactive. When a student is promoted, the beginning rate for the new job description's wage level is given.

International Students (Non-Immigrant Visa Holders)

Due to tax treaties and conditions of the student visa for which the student was allowed to enter the United States, it is necessary to process international students slightly different than US citizens.

International students cannot be hired under the Federal Work Study (FWS) program and therefore should only be hired in positions that are considered University Work Program (UWP).

Instructions to be Approved to Work on Campus

Important: A Release to Work (RW) form **MUST** be in the supervisor's hand before the student may legally begin working their first job on campus.

Caution: Any international student who works before they have completed all of the steps below, will not be allowed to work for the rest of semester or for two months, which ever is longer.

The **international student:**

1. obtains a **letter from International Education** (Krittika Onsanit at 287-6499) indicating that s/he is authorized to accept part-time on-campus employment and the maximum work hour restrictions that s/he must adhere to.
2. looks for and acquires an on-campus job.
3. contacts Devon Lockart Slough at dslough@richmond.edu or 287-6007 in the Office of International Taxation (OIT) to **make an appointment** to complete the pre-employment tax & I-9 paperwork. She will instruct the student on what is needed to bring with them.
4. **completes the required paperwork in OIT** and receives instructions on the process of applying for a Social Security Card (SSC), if necessary.
5. **is given a Release to Work form** to give to their supervisor to notify them that s/he is approved to work on campus. Keep track of hours on paper until Bannerweb is available.

6. works while OIT forwards the pre-employment paperwork to Student Employment who matches it with the original EPAF (or payment memo) and enters the student job into Banner. The completed EPAF (if an hourly position) is sent back to the supervisor to indicate that the student can begin entering/submitting time.
7. **presents the new SSN** to the OIT immediately upon receipt. No tax treaties are granted until the SSN is presented and tax treaty paperwork has been signed..

For more information on this topic please visit the International Education website at: http://international.richmond.edu/students/index.html.

International Students' 20/40 Hour Work Limitation

US Immigration and Customs Enforcement (ICE) restricts international students, on F-1 or J-1 visas, from working more than 20 hours per week during the academic year. International students may work full-time during academic breaks (see the Student Employment website, international link, for partial week limits). Eligibility to work is contingent upon the student remaining in status. "In status" is a commonly used term that means the student is pursuing a full course of study, maintaining a valid I-20 or DS-2019, not working illegally (i.e. not exceeding the 20/40 hour per week rule or working off campus without authorization) or breaking any of the ICE rules and regulations by which the student must abide. If a student violates these terms, s/he violates his/her visa status and risks deportation.

An important item to note is that the hour-per-week limit is for all jobs worked on campus combined. So, if students are also working in more than one department, the combined total hours for all jobs cannot exceed 20 hours per week during the academic year and 40 hours per week during official breaks.

Because of the risk to the student and to the University, and the fact that the law does not allow international students to ever work over the limits, we determined that we must be proactive in ensuring international students are adhering to the requirements. **Therefore any international student who works more than his or her prescribed maximum hours will be terminated from the Student Employment program. This will apply to the first violation.** To ensure international students are aware of this policy, they sign a

statement that they are aware of these work hour limitations and consequences upon completing their pre-employment paperwork.

Student hours must be submitted timely and within the current payroll period. For a calendar and more information on Payroll schedules and deadlines, see the *Payroll Issues* section of this handbook.

Salary Positions and the Weekly Hourly Assignment:

International students working in a salary position will have a set number of hours assigned to that job. A few examples:

Residence Assistants RAs -- 15 hours per week
LAC Instructors -- 2.5 hours per week
Drill Instructors -- 2.5 hours per week

Total hours for all jobs must be taken into account. For example, if the international student is an RA during the school year, s/he can only work another 5 hours per week elsewhere on campus.

International Student—Other Considerations

Residents for Tax Purposes:

International students who are in the US on an F-1 or J-1 visa do not pay FICA taxes during their first 5 calendar years in the US. FICA taxes are social security, Medicare, old age benefits, etc. However, starting in their 6th consecutive calendar year in the US international students must pay FICA taxes on their summer employment. (FICA is not withheld on employment during the school year.) The most common situation where this occurs is when an international student attended high school in the US and then entered UR directly after their graduation. The student will mark their 6th calendar year during their time at UR. Please note that the term "resident for tax purposes" is an IRS term and not an immigration term. The student's immigration status does not change simply because the student is in the US for more than 5 calendar years.

Volunteering:

Under no circumstances can an international student volunteer their time on campus. US Immigration has strict rules regarding volunteering and international students who violate these rules risk cancellation of their visa and deportation and also open the university to penalties and fines. Any work done on campus must be approved employment.

Subsequent Employment:

Once an international student is approved to work on campus, the student is approved to work until the date of graduation (F-1 visa holders) or the last day listed on the visa documentation (for J-1s this is listed on the DS-2019) or when a student withdraws from UR. A student who obtains an additional job or a new job does not need to re-verify employment eligibility with OIT.

Minimum GPA:

International students whose grades are below a 2.0 GPA will be required to reduce their work hours on campus.

Payroll Issues

Payroll Department
Maryland Hall, G12
289-8171

Payroll handles all aspects of Web Time Entry (WTE), late time submittals, check distribution, direct deposit, W-2s and any issues with missing or lost checks. Lost or misplaced checks should be reported to Payroll immediately so a stop payment order can be placed and a replacement check generated.

Payroll Schedule

Students are paid on a bi-weekly basis. The two week pay period begins on a Sunday and ends on the second Saturday. Web Time Entry is to be submitted to the student's supervisor by 10a.m. on the Monday following the pay period, with payday on Friday. Visit studentjobs.richmond.edu/payroll/index.html to get a copy of the Student Employment calendar that identifies when time is due and when paydays are.

BannerWeb Web Time Entry (WTE) Instructions

If there are any problems with WTE, please contact Payroll directly at 289-8171.

IMPORTANT: Student employees must submit their hours worked in WTE before 10:00 a.m. on the Monday following the end of a pay period. After that deadline the time sheet is no longer available to update on the web, and payment for those hours may be delayed by 2 weeks. The student will then need to submit the hours on a paper time sheet to their supervisor. You will receive Payroll WTE reminders. The late timesheet is attached to those emails. Contact the Payroll department 289-8171 for further instructions. Do not hold time to be submitted at a later time. Federal Work Study laws requires students to be paid within one month of hours worked.

If you are not able to get into your timesheet for the first time, first ask your supervisor if an Electronic Personnel Action Form (EPAF)

was sent to Student Employment/Financial Aid. If yes, the WTE should be available 1-2 work days after the EPAF and the tax paperwork was completed; which ever is later. If you are going to get paid on a lump sum basis, WTE is not necessary. Contact Payroll, x8171 with problems after you have been able to get into WTE.

WTE Instructions

1. Log on to BannerWeb.
2. Click on "Employee Information".
3. Click on "Time Sheet".
4. Select the position for which you will be entering time.
5. Select the appropriate pay period from the drop down list.
6. Click on the "Time Sheet Button" at the bottom.
7. Enter the hours that you worked for that position by clicking on the appropriate day on the regular hours row. A pop-up box will prompt you for your "IN" and "OUT" time(s) for the day. Continue this process for each day you worked, **saving each time**. **(Do Not Hit "Submit"** until you have entered all of student's time **for the pay period**. If you hit "submit" in error before you have finished entering all of your time for the period, just ask your supervisor to return the timesheet to you for correction.)
8. Be sure to click on "Save Hours or Units" button each time you log on after entering hours.
9. **Once you have completely finished entering hours for the pay period**, **click on the "Submit" button**. You will be prompted to enter your PIN (your regular BannerWeb password) again as a certification. You MUST do this in order for the supervisor to be able to access and approve the student's timesheet.

Repeat these steps for each WTE position for which you need to report hours.

Late Time Submittal

Do not report hours for a previous pay period on the current pay period's time sheet. Late time should be submitted on the Late Paper Time Sheet **no more than one pay period late**. The Late Paper Time Sheet is attached to every WTE email reminder from Payroll and is also located on the Student Employment website, Payroll link. This sheet should be completed and given to the

supervisor to approve. In turn, the supervisor will forward it on to Payroll for payment. The student should not hand walk to Payroll.

Direct Deposit Option

The convenience of direct deposit of your pay check electronically into your banking account is now available to student employees. We encourage all student employees to participate. Generally, the student's funds can be directly deposited to any U.S. bank of the student's choice. To participate in direct deposit, the student should complete a Direct Deposit Authorization form in the Payroll or Student Employment/Financial Aid Offices. This form is also available on the Payroll website. Payroll asks that a voided check be included with the form, or the printed numbers from the bank, if possible. Please write VOID on your check. This check gives us the bank routing and account information. Students should read the disclosure statement carefully, paying special attention to their responsibility to notify the Payroll Office of any changes to their banking information.

The Direct Deposit form is available at: http://controller.richmond.edu/payroll/direct-deposit.html and it can be returned to Payroll in Maryland Hall, G-12,or Student Employment/Financial Aid.

If the student attaches a voided check or bank printout, the first pay check will be electronically deposited. If not, the first check will be a "pre-note". A pre-note is a test run to the bank and the student will be paid with an actual hard copy check. On the next payday, the funds will be electronically deposited into the student's account.

Students are notified by email on Thursday before the Friday pay day that the direct deposit notice is available for viewing in their BannerWeb account. This will give students all of the information that is typically on a hardcopy pay stub. Funds will be in students' accounts on Friday.

Pay Check Mailing/Distribution

If students do not have direct deposit, Payroll uses the addresses on record in the Banner system for mailing purposes. They use a hierarchy to determine where to send the check. During the school

year it is sent to students' campus address. If none exists, it is then sent to students' local address and finally the students' permanent address. During other times of the year (as well as holidays), contact Payroll for their current mailing hierarchy. Direct Deposit is a perfect way of avoiding misdirected checks.

If a student's address changes, contact registrar@richmond.edu or call 289-8639 to change it. If students are unsure where their checks will be or were sent, they should contact Payroll at 289-8171.

Taxes
FICA Exemption (Social Security and Medicare)

Student employees are exempt from paying FICA taxes during the academic year. This is typically an additional 7.65% that the student brings home compared to an off-campus job. Students do, however, pay FICA taxes during the summer.

State and Federal Taxes

State and federal taxes are withheld according to the tax forms students completed during their pre-employment paperwork.

If a student feels that their tax situation has changed since they completed their pre-employment paperwork and would like to change their withholdings, they can complete new forms in Student Employment/Financial Aid at any time.

Student Employment Policies

Students employed through the Student Employment Program are employees of the University of Richmond; therefore, student employees are expected to abide by certain responsibilities.

Ethics Compliance Policy

The University of Richmond is committed to complying with all applicable laws and regulations as well as maintaining the highest ethical standards of honesty and integrity. The goal of the compliance program is to facilitate this commitment. This Code applies to all parties representing the University, including student employees. In your role as an employee of the University, your conduct should be guided by the University's Code of Organizational Ethics and Integrity which can be found at *http://www.richmond.edu/compliance/code-of-ethics.pdf*. More information on the compliance program can be found at *www.richmond.edu/compliance* .

All members of the University community are encouraged to discuss compliance-related questions or concerns directly with their supervisor, department chairs, deans, directors, or other members of the University administration. We also have a way to report concerns confidentially or anonymously through the Ethics and Compliance Helpline. More information on the Ethics and Compliance Helpline is available on the compliance website and at *https://www.reportlineweb.com/Welcome.aspx?Client=richmond*.

The University also has a policy prohibiting retaliation against individuals who raise compliance concerns and questions. It is also available on the compliance website.

Please review the information referenced above and if you have questions about the University's compliance program, feel free to contact your supervisor.

Sexual Abuse Reporting Policy

On July 1, 2012, Virginia law pertaining to mandatory reporting of suspected child abuse and neglect will be amended to include all Virginia Public and Private Institutions of higher learning.   (Va. Code 63.2-1509)   Therefore, the following policy has been implemented.

Any employee of the University of Richmond or a volunteer associated with any youth activity being conducted on University property has any reason to believe that a child is abused or is being neglected has a legal obligation to report he information to Child Protective Services. If you fit in this category you are considered a "Mandatory Reporter".

Each year in Virginia, 39,000 children are reported to local Child Protective Services for suspected abuse or neglect. Because of your position you may recognize indicators of maltreatment and request help and services for the child and his/her family.

Child abuse/neglect is defined as any child under the age of 18 whose parent or other person responsible for the child's care:

- Causes or threatens to cause a non-accidental physical injury or mental injury.
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care.
- Abandons the child.
- Fails to provide adequate supervision in relation to the child's age and developmental level.
- Commits or allows to be committed any illegal sexual act upon a child including incest, rape, fondling, indecent exposure, prostitution, or to be used in any explicit visual material.

As a mandatory reporter while acting in the capacity listed above, you have a duty to immediately report suspicions of child abuse/neglect. There are two options for the University of Richmond:

1) You may contact the University Police Department at 289-8715; they are designated as a liaison for the University and

local Child Protective Services. URPD will collect information and contact Child Protective Services.

2) You may directly contact Child Protective Services thru the Virginia Child Abuse Hotline 1-800-552-7096.

As a mandatory reporter acting in good faith, you are immune from civil and criminal liability.

After a report is made a social worker will interview the child (parental consent may not be necessary) and all others involved. The social worker will complete an assessment determine the risk of harm and develop a safety and services plan within the family.

The University began this process at the beginning of summer 2012. An on-line awareness training component was phased in May and June of 2012. On-Line training has been selected to be the least intrusive to your time commitments and busy schedules. The expectation is that all mandatory reporters shall be provided this information and at some point complete the on-line training (> 1 hour, more information to be provided).

URPD is available to meet with groups with any further questions or discussions as to how to have those initial discussions with a child, etc. after the on-line training is completed.

Confidentiality Agreement (FERPA)

University of Richmond employees support a variety of university functions. Employees may, as part of their duties, need to access confidential individual information from various sources including, but not limited to, financial aid, personal health, tax, credit, bank, loan, personnel and academic records, and other information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Information Portability and Accountability Act (HIPAA) and the Gramm Leach-Bliley Act (GLB). With respect to these records and information, and all other confidential property, all student employees are required to read and agree to the following:

1. The employee acknowledges the confidentiality of all student, alumni, donor and employee information of University of Richmond and understands this information will not be revealed to, distributed to or discussed with anyone other than the

appropriate, designated supervisor and other University officials as designated by the supervisor.

2. The employee will not attempt to alter, change, modify, add, or delete student or employee record information or University documents unless specifically instructed to do so by the employee's supervisor or other University official.

3. The employee will access only the information specified and authorized by the supervisor. Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, student records, or other University information.

4. All procedures, creative work, written documents, records, and computer programs are created and documented according to standards set by the supervisor and the University of Richmond policies and materials are considered property of University of Richmond and not for public disclosure or use.

The employee understands that failure to abide fully by the above agreements is grounds for immediate discipline, up to and including dismissal from the work position and the University, as well as further disciplinary actions.

Maximum Work Hours

US citizens do not have a maximum hour limit of hours that they can work. It is recommended that students work less than 20 hours per week during the academic year, in order to maintain academic achievement. During the summers, students are limited to working 40 hours or less per week (all jobs combined). If overtime is inadvertent, time and one half must be paid.

International students are limited to the number of hours they may work. Please refer to the *International Students* section for more information.

Appropriate Dress

Employees are expected to dress in a neat, clean, modest (e.g., no cleavage, midriffs or underwear showing), and appropriate manner. Dress codes vary from job to job. Check with the supervisor.

Tardiness

Employees are expected to report to work on time. Please call the supervisor if an unforeseen problem delays arrival.

Illness

In case of illness, the employee needs to contact the supervisor and explain the problem prior to scheduled work time.

Overtime

Students must be paid time and one half for any hours worked over 40 hours in 1 week. Overtime should never be scheduled and only used in extreme cases deemed necessary by the student's supervisor.

Students **MAY NOT** volunteer to work in a position for which they are employed.

Inclement Weather

In the event the University closes due to inclement weather, student employees will be paid for that day only under the following conditions (*all three conditions must apply*):

* The *entire university is closed*
* The student has *regularly-scheduled hours* on the day the University is closed
* The student is *unable to make up the hours missed* (due to closure) within the same work week.

Students whose hours and/or days vary during the week should not be paid for hours missed due to closure. Whether these students must make up the hours missed should be considered on an individual basis based on the student employee and departmental needs.

Workman's Compensation

Like University staff, student employees are covered under the University's workers' compensation insurance should a work-related injury occur (students, however, do not have other health and vacation benefits). Students should immediately contact their Supervisor, if an accident occurs, who will follow the reporting procedures.

Unemployment Compensation

Students working under the Student Employment program are NOT eligible for unemployment compensation after termination of employment.

At-Will Employment

Unless an employee is bound by a written contract, UR adheres to the principle of employment-at-will. In compliance with employment-at-will, the University or the individual employee may terminate the employment relationship at any time. The severance of the employment relationship may be based on good cause, bad cause or no cause at all.

Resignations

If a student decides to change jobs or quit working, it is customary to give their department prior notice before leaving. To determine how much notice students should give the student's department, consider factors such as other staffing in the department. If unsure, two weeks notice is the standard notice.

If you have any questions or concerns, please feel free to contact the Student Employment/Financial Aid Office.

UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT/FINANCIAL AID OFFICE

Financial Aid
Sarah Brunet Memorial Hall
28 Westhampton Way
University of Richmond, VA 23173
Web site: studentjobs.richmond.edu
E-mail: lwillia6@richmond.edu
Phone: (804) 289-8438Fax: (804) 484-1650