



Student Employment Handbook

This handbook includes Student Employee Responsibilities and Student Employment Service Policies.

Student Employment Location: GC 314L (in Student Success & Career Services area). Office Hours will be posted at front desk or you can e-mail studentemployment@oru.edu

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Student Eligibility

Oral Roberts University provides students with part-time jobs working for the institution. Persons eligible to be hired in student positions should be registered, full-time residential, enrolled undergraduate students. Graduate students are normally hired in graduate assistant positions in the graduate departments. Full time graduate students who are enrolled in on campus classes in some cases are also allowed to work in undergraduate positions, receiving the same pay as undergraduate students.

Students enrolled in online classes are not eligible for work-study.

Students are permitted to be employed in only one position on campus at a time, excluding summer employment. This can be evaluated on a case by case bases.

It is the policy of ORU that all persons shall receive opportunities in accordance with their individual job-related qualifications, without regard to race, color, sex, national origin, veteran status, or disability. This policy extends to all student-related employment functions.

Anyone obtaining employment in the United States is required to provide documented evidence that they are authorized to work.

Employment During Periods of Nonattendance

Students may be employed during a period of nonattendance, such as a summer vacation period. Students are eligible to work during the summer vacation period if at least one of the following conditions apply: (1) the student is enrolled for one or more summer sessions, (2) the student was enrolled full-time for the spring semester of that year, or (3) the student is a new or transfer student and is enrolled full-time for the following fall semester of that year. A letter of acceptance from the Admissions Office for the fall semester must be presented. Students who are eligible may also work during the breaks.

A student employee, who is a U.S. citizen or permanent resident, graduating in May is permitted to continue student employment through the summer following graduation. School enrollment is not necessary in this instance. A student graduating in December will not be eligible to continue working in the spring semester unless enrolled at ORU in a graduate school.

An international student with an F-1 student visa is eligible to work either to the date of graduation or the I-20 completion date, whichever comes first. If the student is continuing studies post baccalaureate or at a higher level, a new I-20 with the new completion date and level must be provided to confirm work eligibility. The international student advisor in the ORU Admissions Department should be contacted if a student wishes to pursue further coursework or a master's program at ORU.

Postgraduate enrollment does not guarantee automatic work authorization for an international student.

Maximum Hours of Employment

Students who are employed in on-campus positions during the academic year when classes are in session are limited to working an average of 10 hours per week. During the summer and periods of nonattendance such as fall, Christmas, and spring breaks, students are allowed to work a maximum of 40 hours per week. The amount worked during these periods is included in the total hours for the semester.

This same policy applies for international students with an F-1 classification; however, an average of 14 hours per week when classes are in session may be worked.

Maximum Amount of Earnings

The campus work study award or unmet demonstrated financial need is for an entire academic year unless otherwise stated on the financial aid award letter.

The maximum amount a student can earn through work study is the total awarded by Financial Aid. Earnings cannot exceed the annual amount of this award and should not exceed the semester amount.

Work study earnings must fit into a student's financial aid package, which cannot exceed the cost of attendance. A student's work study award may be decreased or increased (up to the maximum award) depending on the student's overall financial aid package. These changes might be due to (1) additional unmet demonstrated financial need because of aid first offered that had been declined, (2) additional unmet need that is not being met by other forms of financial aid, and (3) reduced unmet demonstrated financial need because of additional aid or gifts of money from relatives.

Terms of Employment

Student employees are employed with the understanding that they will perform the task assigned in accordance with work standards of quality and timeliness as established by supervisors. Students are expected to develop work and personal habits that contribute to the performance of work in an up-to-standard manner and not to involve ORU in loss of time, property, or reputation.

It is the supervisors' responsibility to explain to the students the terms of employment. This should include a description of the duties, the hours of work, the rate of pay, any performance expectations, and any departmental policies. A written presentation of this material avoids misunderstandings. Student employees are expected to abide by all University rules, regulations, and policies, and by the terms of employment. If in doubt,

students are expected to ask for assistance until the information and instructions are understood.

Student Employee Evaluation

Student employees may be evaluated at the end of the academic year in the spring semester by their hiring manager. If students do not work a full semester or academic year, they can be evaluated at the time of their termination. The completed form will be reviewed with each employee and then signed by the supervisor and student employee. The purpose of this evaluation is to confirm orally and in written form the work performance of the student. These evaluations are placed in each individual's file in the Student Employment Office.

Office Hours and Breaks

The supervisor, in conference with each student, sets the work schedule. Students are responsible for meeting that schedule each work day and expected to be at the assigned work area and ready for work at the time prescribed. Students are expected to perform the prescribed work during the given number of hours of the work schedule. Studying will not be tolerated during working hours.

Student employees who work four consecutive hours should not be denied a rest or coffee break where it is the departmental policy to permit such interruptions for full-time employees. At a student's request, time is made available for the student to have a lunch and/or dinner period without pay when the work shift extends to more than four hours. Such meal periods that interrupt a work shift shall not be less than 15 minutes and not more than one hour.

Absences and Tardiness

Student employees are expected to notify the immediate supervisor before the prescribed work time if they will be late or absent. If an absence is due to an illness or death in the family, student employees must specify the expected date of return to work.

FERPA—The Family Educational Rights and Privacy Act

Summary

Under the terms of FERPA, Oral Roberts University has established the following as **Directory Information**, which may be released to those requesting it unless the student specifically requests otherwise by submitting written notification to the Office of the Registrar. As noted by the asterisks below, certain Directory Information is not released to unauthorized parties per ORU policy.

1. Student's Name*
2. Local Address/Phone*
3. Permanent Address/Phone
4. Email Address*
5. Date and Place of Birth*
6. Hometown
7. Degrees and Awards Received and the Dates
8. Dates of Attendance (Current and Past)
9. Full- or Part-time Enrollment Status
10. Participation in Officially Recognized Activities
11. Participation in Officially Recognized Sports
12. Weight/Height of Members of Athletic Teams
13. Most Recently Attended Educational Institute
14. Major Field of Study
15. Academic Level
16. Residency Status
17. Photographs

*** Not released per ORU Policy**

All other information may not be released without written consent of the student, except exceptions listed under FERPA 34 CFR Sec. 99.31. **Grades, social security numbers, Z numbers, ethnicity, and student schedules may not be released to anyone other than the student and NEVER over the phone.**

PLEASE NOTE: Students are given the opportunity to restrict Directory Information each year. If the student restricts the release of Directory Information, a "CONFIDENTIAL" notation appears when there is an attempt to access student records on Banner. No information can be released on that student without further written permission of the student. Appropriate faculty/staff response: *"There is no information available on that person."* OR *"I can neither confirm nor deny that information."*

Policy for the Privacy and Release of Student Information

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student education records. The law governs access to records maintained by educational institutions and the release of information from those records. All employees including student employees of Oral Roberts University or any of its affiliates are required to abide by the policies governing review and release of student education records. Each employee holds a position of trust and must recognize the responsibility entrusted to him or her in preserving the security and confidentiality of student information. Therefore, each employee should adhere to the following guidelines:

- Do not make or permit unauthorized use of any information.
- Do not seek personal benefit or permit others to benefit personally by any confidential information that has come to them by virtue of their work assignment and in accordance with university and office policies.
- Do not exhibit or divulge the contents of any record or report to any person, except in the conduct of his or her work assignment in accordance with University and office policies.
- Do not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.

Do not remove any official record (or copy) or report from the office where it is kept, except in the performance of one's duties.

- Do not aid, abet, or act in conspiracy with another to violate any part of this policy.
- Immediately report any violation of this policy to the supervisor.

FERPA affords students certain rights with respect to their education records. These rights are as follows:

- The right to inspect, review, and obtain copies of certain education records within 45 days of the day the University receives a request for access
- The right to request the amendment of education records believed to be inaccurate or misleading according to established guidelines

- The right for currently enrolled students to withhold information contained in the education records, except to the extent that FERPA authorizes disclosure without consent
- The right to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA

ORU designates the following categories of student information as public or “Directory Information.” Under FERPA such information may be disclosed by the institution for any purpose at its discretion. ORU per policy does not disclose name, address, telephone number, date/place of birth, email address, or student identification number (Z number and/or SSN). Under no circumstances should an employee give student records information to any other person who has not been authorized to receive such information. Although directory information may be released without prior consent, any requests for this type of information should be referred to the Office of the Registrar.

- *Category I:* Name, address, telephone number, dates of attendance, classification
- *Category II:* Previous institution(s) attended, major field of study, awards, honors (including Dean’s List), degree(s) conferred (including dates)
- *Category III:* Past and present participation in officially recognized sports and activities, physical factors (height, weight) of athletes, date and place of birth
- *Category IV:* Grade reports to parents or guardians of undergraduate students who are of dependent status

Note: No present or former Oral Roberts University employee shall disclose or use, without an appropriate authorization, any information acquired by him or her in the course of his or her official duties. Inappropriate disclosure of a student’s educational record is grounds for disciplinary action up to and including dismissal, regardless of whether criminal or civil penalties are imposed.

Any questions concerning FERPA may be referred to your immediate supervisor or the Registrar’s Office at (918) 495-6549.

For more information see the following:

Student and Parent Handbooks
 University Catalog
 Course Schedule Booklet

Confidentiality and Proprietary Policy

Confidential and Proprietary Information: Through the employment relationship with ORU and/or any affiliated entities, one may have access to certain information that is of special and unique nature and value to ORU. This may include, but is not limited to, business operations; internal structure and financial affairs; systems and procedures; confidential reports; lists of former, present, and prospective accounts, customers, vendors, suppliers, and employees; marketing and business strategy; contracts and agreements with persons or entities; information regarding students, partners, and other constituents; and other proprietary and confidential information.

Nondisclosure: While employed or after termination of employment, an employee shall not for any reason or purpose, directly or indirectly, divulge or disclose to any person or entity any of the proprietary and confidential information or any other information or knowledge respecting the business or affairs of ORU or its officers, directors, employees, or students learned or conceived by an employee while in the employ of ORU, but shall hold the information confidential and secret and use his/her best efforts to limit access to confidential and proprietary information to those who have a need to know the information for the business purposes of ORU. Any violation of the terms and conditions of the policy is grounds for immediate termination.

Ownership and Return of Information: All writings, records, instruments, documents, customer lists, data, reports, programs, software, computer-stored information, hardware, telephone and address books, card decks, listings, programming, customer files and records, and any and all other instruments, records, and documents recorded or stored on any medium whatsoever (regardless of whether the medium is owned by ORU or employee) relating or pertaining directly or indirectly to employment with ORU shall at all times be and remain the property of ORU. Upon the termination of employment, the employee shall return to ORU all records, along with all other property belonging to ORU. The employee shall return any copies of any such records at such time as his/her employment ceases. In the event the employee fails to return any records or other property of ORU, in addition to ORU's other legal remedies, ORU may deduct the value of the unreturned records or property from any compensation payable to the employee. -8/2009

How Students Are Paid

Student employees are paid for all hours worked as recorded in the Kronos timekeeping system. They are responsible for recording their hours, via ORU Student ID card, by swiping in and out through a Kronos Timekeeper machine located throughout the campus. Supervisors are responsible for showing students which clock to use and how to use this system. It is the students' responsibility to let their supervisor know if they forget to swipe in or out at any given time, or their hours will not be recorded or paid

until the next pay period, or whenever the error is found.

Student employees working off-campus or at a location where no time-keepers are located will need to submit a manual timecard for all hours worked. They are responsible for recording the date, actual time in, and the time out for each day worked within a pay period. The timecard should list the identification number, name, and the cost center/org number of the department where they work. Students and their supervisors are responsible for totaling the timecard and ensuring its accuracy.

All manual timecards must be signed and certified as correct by student employees and the supervisor on the Front or back of the timecard. Timecards are due in Payroll by 4:00 p.m. on the Monday following the end of the pay period. If Monday is a holiday, they are due the previous Friday. If the deadline is missed, the timecard will be processed the following pay period. A timecard can be e-mailed (Best Option), with a supervisor signature on the front to studentemployment@oru.edu. Supervisors processing electronic timecards will need to review and approve the timecards through the Kronos timekeeping system no later than 3 p.m. on the Monday following the end of the pay period.

Students allowing someone to clock in or out for them is prohibited. In addition, falsification of hours is grounds for disciplinary action up to and including termination.

Students will not be paid unless they have a complete file at the Student Employment Office nine business days prior to the paycheck date. This includes: (1) Notification of Employment, (2) Withholding Certificate, (3) Acknowledgment of Student Responsibilities, (4) all necessary I-9 information, (5) Employment Eligibility Verification, and (6) Student Change of Status form (if applicable). Any students hired and processed after this deadline each pay period will be paid the following pay period.

Students can sign up for Direct Deposit or receive a paper check. The pay check will be available in the Student Accounts Office, after 8:00 am, according to the respective pay period schedule. Employee Self Service via [VISION](#) is available for pay stub viewing, W2 tax information and to make W4 withholding changes.

There is a fee required of employees requesting replacement of payroll checks and payments of garnishments or child support. Charges are as follows: (1) replacement of payroll check—\$25 deduction from net pay of replacement check, (2) garnishments—\$3 deduction per pay period, and (3) child support payments—\$5 deduction per pay period. These payments will be made through payroll accordingly.

Student employees are not eligible for any benefits such as vacation, sick leave, medical, and unemployment compensation. Students are subject to payroll deductions for federal and state taxes.

Student Workers with FICA withholdings may be eligible to participate in ORU's 403(b) Retirement Plan. For more information contact benefits@oru.edu .”

Sexual and Other Prohibited Harassment Policy

A. Policy

Oral Roberts University (ORU) is committed to providing an environment in which its employees and students are treated with courtesy, respect and dignity. Harassment on the basis of race, color, national origin, disability, sex, age, genetic information, or any other protected status under federal, state or local law applicable to the university is a violation of this policy. ORU does not discriminate on the basis of sex in its education programs and activities. In addition, sexual harassment and gender based discrimination are prohibited by Title IX. Sexual or other prohibited harassment may involve unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct or communications by a faculty member, administrator, staff, contractor or fellow student. Sexual violence is also form of sex harassment prohibited by ORU and Title IX. Inquiries regarding Title IX can be referred to ORU's Title IX Coordinator or the Office of Civil Rights, Department of Education.

Violation of this policy will result in disciplinary action, up to and including suspension, termination of employment, and expulsion from school. It is also a violation of ORU policy to engage in any conduct or communication in retaliation or reprisal against anyone who has reported harassment, assisted in a harassment complaint or cooperated in a harassment investigation. Nothing in this policy alters the provisions of the Honor Code.

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B. Application

This policy is applicable to all students, administrators, faculty, staff and contractors of ORU. These individuals are responsible for immediately reporting any knowledge or information concerning harassment to the appropriate ORU official identified below. This policy shall be published on the ORU website; included in student, faculty and staff handbooks; and published in such other forms/manners as may be deemed appropriate.

C. Definitions

Sexual harassment is any unwelcome sexual advances; requests for sexual favors; or other verbal, physical or visual conduct of a sexual nature including sexual violence. Sexual violence, as that term is used in this policy, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping.

Harassment occurs when any one of the following conditions is present:

1. Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of an individual's employment, or educational opportunity whether those programs take place in university facilities, on a bus, at a class or training program or a school-sponsored trip.
2. Acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or when an individual may be unable to give consent due to an intellectual or other disability.
3. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or determining academic performance, evaluation, grades, advancement or continuation as a student
4. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

Harassment and/or sexual violence against their will or where a person is incapable of giving consent may be found in a single episode, as well as in persistent behavior. Prohibited conduct includes deliberate, repeated, unsolicited verbal comments; sexual jokes or ridicule; physical gestures or actions of a sexual or physical nature; and solicitations for sexual favors.

An amorous relationship between any faculty or administrator and any student for whom he or she has a professional responsibility is inappropriate. In a relationship between any faculty or administrator and a student for whom there is no current professional responsibility, there should be sensitivity to the constant possibility that he or she may unexpectedly be placed in a position of responsibility for the student's instruction or evaluation.

D. Complaint Procedures

Employees should report the incident to their supervisor as soon as possible. In the event a supervisor is notified, the supervisor should then notify the Director of Human Resources. If the supervisor is the source of the alleged harassment, the employee should report the problem to the Director of Human Resources and/or the supervisor's superior. All reports of sexual harassment and violence should be reported to the Director of Human Resources, who serves as ORU's Title IX Coordinator.

In the event a student is subject to harassment, sexual violence or has knowledge or information concerning its occurrence, it is his/her responsibility to report the matter to

the appropriate dean. Undergraduate students should report to the Dean of Men or Dean of Women. Graduate students should report to the dean of their graduate school. It is the respective dean's responsibility to immediately inform the Director of Human Resources of any such complaints. In the event a report to the applicable dean is not practical, the student is requested to report the matter directly to the Director of Human Resources. Should the complaint allege harassment of a student by a staff or faculty member, the Dean receiving the complaint should immediately contact the Director of Human Resources. All reports of sexual harassment and violence should be reported to the Director of Human Resources, who serves as ORU's Title IX Coordinator.

Director of Human Resources
7777 South Lewis, Stovall Administrative Center
Tulsa, OK 74171
918-495-7163

Initially, the reporting party will be requested to complete a Complaint Form (www.oru.edu/complaint) identifying the parties involved, the conduct complained of, and other pertinent information. After receipt of the Complaint Form, the matter will be referred to the Director of Human Resources who serves as the Title IX Coordinator for a prompt, thorough and impartial investigation. The reporting party and other individuals who have knowledge or information concerning the subject of the complaint are expected to cooperate in the investigation. While ORU will endeavor to maintain the sensitive nature of any complaint, absolute confidentiality is not and cannot be guaranteed. Both parties involved in the investigation of a complaint will be afforded to present information, evidence and identify witnesses to be interviewed by ORU.

In the event the outcome of the investigation indicates conduct or communications in violation of this policy, ORU will institute remedial action to address the conduct and communication that are designed to prevent re-occurrence. To the extent appropriate, ORU will advise the parties of any remedial or disciplinary measures to be taken as a result of its investigation into the complaint. Any student adversely affected by these measures may, under certain circumstances, institute a formal grievance procedure.

The standard for determining whether conduct in violation of this policy occurred shall not be greater than the preponderance of the evidence standard – i.e. more likely than not that sexual harassment occurred, however, ORU may take disciplinary action based upon a lesser standard depending upon the facts and circumstances of the complaint.

Student, Faculty or Staff aggrieved by the outcome of the investigation, may appeal the decision through ORU's grievance procedure applicable to students, faculty and staff.

The investigative process generally takes sixty (60) days, however, the facts and circumstances of a particular complaint may vary the timetable. Upon completion of the investigation, the parties involved will receive notice of the outcome of the complaint. The parties have thirty (30) days following receipt of the notice to file any appeal.

E. No Retaliation

All faculty, staff and students of ORU have a responsibility to report inappropriate conduct occurring at ORU. No one who in submits a complaint in good faith or who, in good faith, cooperates in the investigation of a complaint shall suffer harassment, retaliation or adverse consequences because of these protected activities. Any individual who retaliates against another individual who has submitted a complaint or has cooperated in the investigation of a complaint is subject to disciplinary action up to or including termination or expulsion from the University. -9/2011

W-4 Form

Students with questions regarding the completion of the withholding certificate should call the IRS at 1-800-829-1040 or request an information sheet from Career Services.

Student Pay Plan

A student's rate of pay is based on the job classification. The positions pay a rate of no less than federal minimum wage.

Any increase in a student's rate of pay must be requested by the student's supervisor and submitted to the Student Employment Office. During the time of a wage freeze, student pay increases will not be processed.

Discipline Procedures

It is the policy of ORU that supervisory efforts should be centered on preventing serious personnel problems rather than on disciplining employees for misconduct. However, supervisors have the right to discipline or to summarily discharge an employee. Should disciplinary action become necessary, the action taken should be primarily corrective rather than punitive and should be appropriate to the offense, with care taken to ensure that the dignity of the employee is respected.

Employees being counseled or reprimanded should be told what they have done wrong and should clearly understand what is expected, both in behavior and job performance. A reasonable period of time (two weeks is suggested) to improve performance or correct actions or attitude should be given, and students should be informed of the time limit. A copy of the written record of the counseling session covering job performance or behavior changes expected should be given to these student employees. A copy of

this written corrective action must be forwarded to the Student Employment office.

Resignation or Discharge

Termination is a result of (1) a student resigning, (2) a student being discharged, (3) a student's work being completed, (4) a student withdrawing or graduating from school, (5) a student being suspended from school or (6) a second semester of academic probation. Student employees who must resign for personal reasons are expected to give at least one week's notice and to present a written letter of resignation to the supervisor.

Student employees may be considered as having resigned for the following actions: (1) walking off the job, (2) being absent without permission for three consecutive days, or (3) failing to return to work within three days following the end of a personal leave of absence (for illness, death, or other emergency).

Student employees may be discharged for (1) failure to perform the job in a satisfactory manner, (2) failure to comply with departmental policies, (3) repeated absences without getting permission and making arrangements in advance, (4) repeated tardiness, (5) dishonesty in any form, (6) insubordination to the employer, and (7) inappropriate disclosure of a student's educational records as protected by FERPA or other proprietary and confidential information.

In most instances, the discipline procedures as previously described should be followed and the SEO consulted before student employees are dismissed or discharged. However, willful, deliberate, or negligent acts that cause serious disruption in the continuity, efficiency, or safety of department work are sufficient cause for immediate discharge. The supervisor should always keep a written record of the reason for and the circumstances of any dismissal. A copy of such records must be forwarded to the SEO.

If student employees are dismissed for any of the reasons listed above or for timecard fraudulence, students may become ineligible to work on campus for a specified period of time, including the remainder of the semester. The length of time for ineligibility will be based on the offense and determined by the SEO. The maximum length of ineligibility for on-campus work will be no longer than two semesters.

Work Related Issues

Dating and/or family relationships between supervisors and subordinates is prohibited. A supervisor/subordinate relationship exists when staff or faculty, as the hiring manager or cost center/org manager employer, has control in determining the student employee's work assignments, rate of pay, time card hours approved, yearly evaluations and similar parameters.