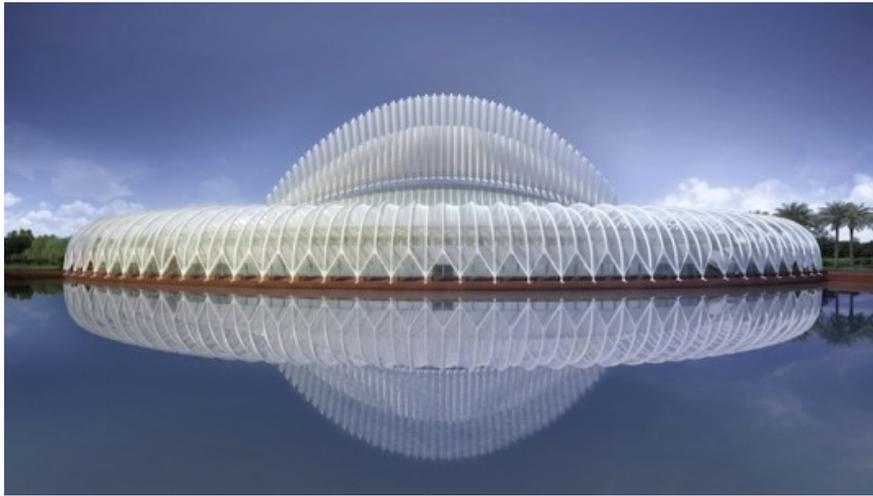




FLORIDA POLYTECHNIC UNIVERSITY



Student Employee Handbook

Revised August 18, 2021

Florida Polytechnic University is committed to equal employment opportunity and nondiscrimination toward applicants and employees with respect to race, color, religion, age, disability, sex, sexual orientation, marital status, national origin, and veteran status consistent with Federal and State law. Unlawful discrimination, harassment, and retaliation are prohibited by the University. Behavior that constitutes unlawful discrimination, harassment or retaliation is unacceptable.

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FLORIDA POLYTECHNIC UNIVERSITY

PREFACE

This Handbook has been prepared by Florida Polytechnic University (“the University”) to provide student employees with general information concerning University regulations, policies, procedures, and facts of interest. It should not be construed as a contract between the student employee and the University.

Each student employee has the responsibility to familiarize himself/herself with the University regulations, policies, and procedures. By accepting a position of employment at the University, the student employee is deemed to have given their consent to the policies and regulations of the University. The University reserves the right to alter the rules, regulations, and policies referenced herein, for which notice will be given through standard and established channels. This *Handbook* may be revised from time to time and placed on the University’s website.

Unless specifically set forth in writing to the contrary (and approved through official university channels), student employment is considered “at-will” and employment may be terminated at any time and for any (or no) reason, without prior notice, at the will of the University or the student employee.

INTRODUCTION

Congratulations on your new job at Florida Polytechnic University. Student employment is intended to provide students with a part-time employment experience, supplemental income, and occupational opportunities outside the classroom designed to enhance the student's educational experience and help prepare them for employment upon graduation.

Student employees gain professional work experience related to their major, are able to connect and network with role models and professionals within their chosen field(s) of study, and secure valuable employment references and contacts.

This handbook is intended as a guide to working on campus. It includes information on employment expectations, communication with your supervisor, student work policies, hours worked, payroll, etc.

Questions about information contained within the handbook may be addressed to the Human Resources department or the student employee's immediate supervisor.

OVERVIEW OF STUDENT EMPLOYMENT

Student employees are considered temporary, hourly, OPS (Other Personnel Services), non-exempt, at-will employees. Student OPS positions are only available to those students who are currently enrolled/registered at the University and subject to meeting eligibility requirements.

TYPES OF STUDENT EMPLOYMENT

There are a variety of available student jobs at the University. Each position seeks to create meaningful real-world opportunities wherein the student employee acquires and develops applied workplace experience, knowledge, skills, and abilities through practical applications in a professional setting. Student positions are posted by each department on the Workday platform.

FEDERAL WORK STUDY PROGRAM (FWSP)

The Federal Work Study Program (FWSP) was established by Congress as part of the Economic Opportunity Act of 1964. The primary mission of the FWSP is to:

- Help students who need part-time employment income to help meet educational expenses.
- Assist the student in developing good work habits in preparation for entering the workforce.
- Provide valuable employment opportunities that reflect the educational goals of the student.
- Improve relations between the University and the community.

FWSP employment is reflected as part of the student's financial aid package and cannot be awarded unless the student has submitted a Free Application for Federal Student Aid (FAFSA).

How does a student qualify for Federal Work Study?

- Must have a current year, error-free verified FAFSA on file.
- Must meet standards for Satisfactory Academic Progress.
- Must have remaining financial need in their Cost of Attendance for the academic year.
- Must be attending at least part-time each semester (6 credit hours).

How many hours can a Federal Work Study student work?

- Federal Work Study students can work a maximum of 20 hours per week (part-time). The supervisor of the Federal Work Study position will confirm the weekly number of hours the position will be scheduled to work.

Am I assured a position every year?

- Unfortunately, no. Students must reapply yearly for their FAFSA by Oct. 1 in order to determine continued or new financial needs.
- Position availability may also depend upon the total amount of funding Florida Poly receives each year.
- Students who continue to receive FWSP financial aid will receive priority consideration for employment to the same or similar positions should they be available.

For more information regarding the Federal Work Study position, students may call 863-874-4774, send an email to FinancialAid@floridapoly.edu, or visit the Office of Financial Aid during business hours.

STUDENT OTHER PERSONNEL SERVICES (OPS) POSITIONS

Student OPS positions are advertised through the Workday portal.

GRADUATE ASSISTANTSHIP

For graduate students, on-campus employment consists of Graduate Assistantships. Graduate Assistantship positions vary widely depending upon the needs of the hiring departments. Positions may be posted via the Workday portal and also communicated to graduate students through departmental channels.

STUDENT EMPLOYMENT FUNDING

Student OPS positions are contingent upon the availability of departmental funds. Federal Work Study Program (FWSP) employment eligibility is calculated based upon financial need (via the FASFA application) and is included in the student's Financial Aid Award summary.

STUDENT EMPLOYMENT ELIGIBILITY AND RESTRICTIONS

Students desiring to work on campus must meet enrollment criteria, be eligible to work in the United States, and meet and maintain specific academic criteria (see below).

Employment Eligibility Criteria for Current Students

- Current student workers must maintain a cumulative GPA of 2.25 (or higher)
- Have successfully completed 9 or more credits in the most recent fall or spring semester – with a GPA of 2.0 or higher
- Be enrolled (and maintain enrollment) for at least half-time as a graduate or undergraduate student
- May not perform or be scheduled to work during regularly scheduled classes or exams

Employment Eligibility Criteria for New Students

- Must maintain a minimum cumulative GPA of 2.25 (or higher)
- Be enrolled at least half-time as an undergraduate or graduate student
- May not perform or be scheduled to work during regularly scheduled classes or exams

CONTINUING/ONGOING EMPLOYMENT

A student employee is not guaranteed continued employment from one semester to the next. A supervisor may end your appointment as a student employee at any time (see termination section below).

TERMINATION

Student employees are considered "at-will". This means your employment may be terminated "without cause" – by you *or* the University – at any time and no explanation is required for the termination. Alternatively, if the circumstances warrant it, student employees can be terminated "for cause" by the University and a specific explanation is provided for the termination.

"For cause" terminations of an at-will student employee by the University generally involve significant or repeated disciplinary issues, such as misconduct or insubordination, which could also result in serious consequences under the Student Code of Conduct.

Examples of reasons for termination with cause include, but are not limited to:

- Failure to adhere to IT policies and procedures
- Failure to complete required employee training
- Recurring absences or tardiness
- Refusal to perform assigned duties
- Intentional falsification of hours worked on payroll records
- Recurring dress code infractions
- Inability to perform tasks assigned, after completion of training
- Violations of the Student Code of Conduct
- Violations of University policies concerning confidential information

STUDENT EMPLOYMENT AND PAYROLL

REPORTING TIME-WORKED

Student employees must record their daily work hours via the "Time" worklet in Workday. All time for the workweek must be submitted by the student employee every Thursday to allow time for supervisors to review and approve the information every Friday.

- Student employees should not begin work before their normal work schedule starting time, nor should they work beyond the established work schedule ending time unless specifically authorized, in advance, by their supervisor.
- A student employee may not take work home to be completed after scheduled working hours unless approved, in advance, by their immediate supervisor since this work will be treated as "hours worked."
- Student employees who falsify any type of University document or falsely report time worked, leave usage, etc., shall be subject to disciplinary action up to and including dismissal.

Payroll Calendar

Student employees are paid on a semi-monthly pay cycle. Pay dates fall on the 15th and last day of the month. If either the 15th or the last day of the month falls on a weekend or a University holiday, the Friday (or last business day) *preceding* that date will be the pay date.

Prompt completion of a student employee's new hire paperwork and the Workday onboarding process will ensure timely payment of wages. It is critical that the student employee's personal information is entered into Workday, is verified, and any changes are made by the student employee in a timely manner.

The University *strongly* encourages direct deposit. The student employee's pay will be deposited directly into the account they select in Workday during their onboarding process. Electronic payslips may be accessed via Workday where student employees can print them directly if needed.

Once a student employee receives their first payslip, they need to verify that all the information is accurate; particularly any deductions (if applicable). The student employee should contact the Payroll Department immediately if they have any concerns about the information on their payslip.

Non-exempt student employees will be paid based on their hourly-rate times the number of hours submitted in a workweek. The University's standard workweek is 12:00 a.m. Friday to 11:59 p.m. on Thursday. If a non-exempt employee physically works over 40 hours in a workweek, those hours over 40 will be calculated as overtime, at one and a half times the hourly rate.

Federal income, Social Security, and Medicare taxes are deducted each pay period.

Exemption from Federal Withholdings & FICA Taxes

FICA is Social Security payroll taxes collected under the authority of the Federal Insurance Contributions Act (FICA). In general, FWSP and Student OPS employees are exempt from FICA taxes as long as they maintain the criteria for holding a student employment position (i.e., are enrolled, making satisfactory progress to degree, and are working fewer than 32 hours per week). If the student does not maintain eligibility to remain employed as a "student," the student and hiring department is subject to all federal taxes, including FICA.

Non-resident aliens (NRA) currently on an F-1 or J-1 visa are exempt from FICA taxes under IRC section 312(b). NRA students that fall out of status on their visas will be assessed FICA taxes retroactive to the beginning of the year. J-2 and F-2 visa holders are subject to FICA taxes. H1B1 visa holders are subject to FICA taxes.

Student employees claim exempt status by completing a W-4 annually. For additional information, contact the Payroll department.

INTERNATIONAL STUDENTS

In order to be hired at the University, international students must have a Social Security Number (SSN). If you do not already have one, you will need to secure a letter from the hiring department (confirmation of employment offer) and present this to the Social Security Office to apply for an SSN card.

International students must not work more than of 20 hours per week while school is in session (fall and spring terms).

WORKPLACE POLICIES

Absences/Attendance

When a student employee is hired at the University, they accept the responsibility to work each day as scheduled. As a general guideline, the student employee will be considered excessively absent if their absences are impacting the efficient operation of their department. Excessive absenteeism may lead to disciplinary action, up to and including termination.

Management has the discretion to determine the facts of a specific situation, taking into consideration any extenuating circumstances.

If a student employee is unavoidably absent from their job, it is their responsibility to let their supervisor know of the circumstances of their absence as soon as possible on the first day of their absence and when they expect to return to work. If a student employee's anticipated return date changes, they must keep their supervisor informed.

Please note: Student employees who are absent without authorization for three or more consecutive workdays may be considered to have abandoned their position and to have voluntarily resigned from the University.

Appearance

All student employees are expected to be clean and neat in their office attire and appearance. Check with your immediate supervisor to ensure there is no formal dress code within the department. In general, well-maintained, properly fitting clothing in solid colors is appropriate for most office environments. Student employees should wear footwear that fits well and is appropriate to the nature of the assigned work (i.e., if you are working in a position that requires walking and/or making deliveries, heels and/or flip-flops should not be worn, as they may present a physical risk of injury to the employee.)

Breaks/Rest Periods

Student employees who work four consecutive hours are permitted to take a 15-minute break period when possible. Rest/break periods are not cumulative and may not be used to extend a lunch or to arrive late/leave early. Break periods are approved and set by your supervisor. Depending on the total number of hours you are scheduled to work during a single shift, you may be permitted to take a lunch break. Note that student employees are not paid for meal breaks. Speak with your supervisor regarding lunch and break periods for additional information. If a student employee is scheduled to work from 8:00 a.m. – 5:00 p.m., they will normally be scheduled for a one-hour lunch break. Because student employees are paid hourly, *this is not a paid lunch break*. Student employees are strongly encouraged to leave their assigned workstation or work area during breaks.

Injuries

The University is committed to providing a safe and healthy environment for all student employees. Student employees must practice good safety habits and observe appropriate precautions at all times for the protection of themselves and others. If a student employee sustains a work-related injury their medical expenses and a portion of their earnings may be covered under the University's Workers' Compensation program. **If a student employee is injured while performing their job, they must notify their supervisor immediately. The supervisor will then contact Facilities & Safety Services and an incident report will be completed.**

If medical attention is required, contact either Facilities & Safety Services or the Human Resources department prior to seeking medical care. The student employee will receive guidance on getting medical treatment and adequately documenting what occurred.

To obtain authorization for Workers' Compensation claims, student employees need to contact **AmeriSys at 1-(800) 752-0886**. Student employees will be asked a series of questions about the work-related injury and will then be instructed on which medical facility to go to for services.

Drug-Free Environment

The University abides by the requirements of the Drug-Free Schools and Communities Act Amendment of 1988 and the Drug-Free Workplace Act of 1988. Accordingly, the University prohibits the unlawful manufacture, alteration, possession, use, distribution, or dispensation of a controlled substance or use of any illicit drugs by the members of the University community on its property, or as part of any University-sponsored activity.

For additional information, please see FPU-1.0036P Drug-Free Environment on the [Policies website](#).

Grievances

The University encourages informal resolution of grievances and complaints whenever possible. A student employee's immediate supervisor is available to help resolve any work-related concerns or misunderstandings. Should this type of informal resolution be unsuccessful, a student employee may choose to initiate a formal grievance or complaint.

For additional information, please see FPU-6.0011P Employee Grievance Procedure on the [Policies website](#).

Resignations

Student employees should exercise professional courtesy when resigning from their position. A two-week advance notice is considered appropriate in both the private and public sectors. This allows sufficient time to complete outstanding projects, coordinate job assignments after the employee's departure, and for the supervisor to post the position vacancy.

Sexual Harassment Policy

The University's Sexual Harassment policy affirms the University's commitment to ensure that members of the University community shall be permitted to work, study, and interact with one another in a dignified learning environment free from any form of sexual harassment. University policy imposes mandatory reporting of violations for certain University employees, and all employees are expected to comply with such requirements.

Student employees may direct any person who believes they have been subjected to sexual harassment; any person who believes they have been subjected to retaliation related to an allegation of sexual harassment; or any person who believes that others have been subjected to sexual harassment, in violation of the University's sexual harassment policy, that may wish to seek guidance, counseling, or file a complaint to:

Title IX Coordinator

- **Michelle Disson**
- 4700 Research Way, Lakeland, FL 33805-8531
- (863) 874-8484
- TitleIXCoordinator@floridapoly.edu

For additional information about sexual harassment, please see FPU-1.005P Sexual Harassment on the [Policies website](#) or contact the Title IX Coordinator.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The University is committed to providing and maintaining a dignified environment in which all members of the University community appreciate and respect one another by collectively sustaining a welcoming environment to work, study, and interact with one another free from any form of unlawful discrimination. The University shall not unlawfully discriminate in offering access to any educational programs or activities or in conducting its employment practices on the basis of race, color, national origin, marital status, sex, religion, age, disability, sexual orientation, gender identity, gender expression, or veteran status (each hereinafter referred to as a "protected class") or any other legally protected class or basis under applicable federal and/or state laws.

For additional information about the University's policies and procedures related to non-discrimination and equal opportunity, please see FPU-1.004 Non-Discrimination and Equal Opportunity Regulation on the [Policies website](#).

University-Required Training

As a condition of employment, student employees are required to complete all University-mandated training as part of the onboarding process. Failure to complete the training within the prescribed timeframes may result in suspension and/or termination of employment.

STUDENT EMPLOYEE SAFETY

WORKERS' COMPENSATION

The University is committed to providing a safe and healthy environment in which all faculty, staff, and students may work and study. To help uphold this commitment, the Facilities & Safety Services department, Environmental Health & Safety (EH&S) is responsible for informing the University community of the general safety training that is required of employees.

Student employees must practice good safety habits and observe appropriate precautions at all times for the protection of themselves and others. Even then, accidents and injuries on the job can happen. If a student employee sustains a work-related injury, their medical expenses and a portion of their earnings may be covered under the University Workers' Compensation program.

What student employees must do if injured while performing their job:

- Notify their supervisor immediately. The supervisor must then contact Facilities & Safety Services. An incident report will need to be completed.
- If medical attention is required, contact either Facilities & Safety Services or the Human Resources department prior to going to a medical care provider. The employee will then receive guidance on getting the medical attention they may need.
- To obtain authorization for Workers' Compensation claims, student employees need to contact **AmeriSys at 1-800-752-0886**. They will be asked a series of questions about their work-related injury and then will be instructed on which medical facility to go to for services.
- When they arrive at an authorized medical care provider's facility, the student employee should be prepared to show proof of identification.

- Provide the Human Resources department with medical documentation of their initial work status and any subsequent changes to it. The student employee's authorized medical care provider must support, in writing, all injury-related time away from work.
- Contact their supervisor daily or according to a schedule established by the supervisor in order to keep him/her informed about their current work status, ongoing treatment, and prognosis for recovery.
- Attend all scheduled medical appointments. Failure to do so may result in disciplinary action up to and including termination.
- When an authorized medical care provider releases the student employee to return to work (regardless of assigned limitations or restrictions), the student employee must be willing and able to return to the workplace.

For more information regarding Workers' Compensation, please contact the Human Resources department or the EH&S department.

ALLIGATORS AND SNAKES

Alligators can be found in virtually every body of water on campus and are normally shy creatures. But when fed by people, they lose that fear and associate people with food. There are numerous cases in Florida where alligators have attacked people or pets because they have lost the fear of humans.

Student employees should be aware of the possibility of alligator attacks when in or near fresh or brackish water bodies. Attacks may occur when people do not pay close enough attention to their surroundings when working or recreating near water.

- Do not swim in any of the ponds or lakes on or near the campus as the waters might be inhabited by alligators.
- Alligators are most active between dusk and dawn.
- Leave alligators alone. State law prohibits killing, harassing, or possessing alligators.
- Never feed or entice alligators – it is dangerous and illegal. When fed, alligators overcome their natural wariness and learn to associate people *with food*.

Report nuisance alligators to Florida Fish and Wildlife Conservation Commission (FWC) by calling 1-866-FWC-GATOR (866-392-4286).

Of the many species of native snakes in Florida, not all are venomous. Still, we strongly suggest that individuals give all snakes plenty of room.

For additional information, please review FPU-1.0031P Campus Water Bodies on the [Policies webpage](#).

STUDENT EMPLOYEE DISABILITY ACCOMMODATIONS

REASONABLE ACCOMMODATIONS

Upon request, the University provides reasonable accommodations to persons with disabilities. Consistent with its obligations under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008, and all other federal and state laws and regulations prohibiting discrimination on the basis of disability. The University provides reasonable workplace accommodations to qualified student employees and applicants with disabilities.

The ADA defines the term "disability" with respect to an individual who has a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment. A qualified individual with a disability is a person who "satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position." The term "reasonable accommodation" means a modification or adjustment to the job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Essential functions are, by definition, those that the individual who holds the job would have to perform, with or without reasonable accommodation, to be considered qualified for the position.

It is the intent of the University to extend reasonable accommodations to the known limitations of qualified persons with disabilities who are student employees or applicants for employment, so that these individuals may perform the essential functions of a position and/or participate in the employment application process. In general, it is the responsibility of the applicant or employee with a disability to inform the University that an accommodation is needed for the individual to participate in the application process, to perform the essential job functions, or to receive benefits and privileges of employment.

All requests for accommodations will be evaluated on an individual basis to determine the appropriateness of the request. Moreover, employment opportunities shall not be denied because of the need to make reasonable accommodations for an individual's disability. To request a reasonable accommodation, applicants and employees should contact Human Resources.

For more information on requesting an accommodation, please contact the Human Resources department by emailing hr@floridapoly.edu or calling 863-874-8425.

NOTIFICATION OF SPECIAL NEEDS (EMERGENCY SITUATION)

Individuals are encouraged to report any special needs to their supervisor and to the Human Resources department to ensure protection during emergency evacuations. Student employees should work with the Human Resources department and Environmental Health & Safety to ensure they are notified that a student employee will require assistance in exiting a building during an emergency.