

Student Employment Handbook

**Policies and Procedures for
Students and Supervisors**



**Student Employment Services
State University of New York
College at Cortland
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Hours: Monday-Friday 10:00-4:00**

INTRODUCTION

SUNY CORTLAND STUDENT EMPLOYMENT HANDBOOK FOR SUPERVISORS AND STUDENTS

Welcome to SUNY Cortland and the opportunities for students to work while they pursue their college education. This Handbook describes the policies and procedures that students and supervisors must follow as they utilize employment opportunities to better campus services and provide an atmosphere for unique learning outside of our classrooms. The following information should be helpful to student employers, students who are beginning a part-time or seasonal employment search, and currently employed students.

STUDENT EMPLOYMENT SERVICES MISSION STATEMENT

The objective of Student Employment Services (SES) is to provide for the students and staff of SUNY Cortland an office designated to assist in the definition and achievement of personal, academic, and professional career-related objectives that may be addressed through student work experiences. Through the utilization of resources, such as trained and attentive staff, an Internet and in-person job listing system, interdepartmental cooperation, and appropriate state, federal, and campus guidelines, SES can be instrumental in connecting students with college staff and faculty in productive, collaborative, and mutually beneficial working relationships.

As part of a continuous dedication to quality, SES is committed to the following standards of service:

- Students and employers, the reason why we exist, will be treated with respect, greeted with a smile, and affirmed with a thank you;
- No matter what other activities might occupy our time, students and employers will always take precedence as our highest priority;
- Our staff will always treat personal information with sensitivity and uphold confidentiality;
- We will maintain working knowledge of local, state, and federal regulations related to employment of students and courteously refer to experts when we are uncertain;
- We will strive to respond to positive and negative feedback provided by students and employers by constantly adjusting and improving our services.

INTRODUCTION TO STUDENT EMPLOYMENT SERVICES

Many SUNY Cortland students find it possible to meet a significant portion of their financial obligations by working part-time during the school year and full-time during the summer. Students work for a variety of reasons. Some students need their earnings to help finance their education, while others spend their earnings primarily on living expenses and/or social activities. Still other students specifically seek the skills and work habits that can be gained through work experience. We encourage all student workers to consider the benefits of part-time work that accrue and make job search and attainment of permanent positions, as well as transition to those positions, smooth and less stressful. Student positions on campus generally serve two primary purposes: 1. to provide students with financial support and positive work experiences; 2. to help carry out the daily operations of SUNY Cortland. Though we strongly urge that classes and related studies should be the first priority of each student, we also stress that the benefits of part-time work during college are many and varied. They include, but are not limited to, the improvement of oral and written communication skills, organizational abilities, responsibility, and reliability, as well as friendship, loyalty, and a sense of

competence and purpose.

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PROCEDURES

Only Hire Students

Please keep in mind that only college students enrolled in at least a half-time basis should be hired. For this purpose only, a college student is defined as anyone at a SUNY unit currently enrolled with at least six (6) undergraduate credit hours or six (6) graduate credit hours if the college is in session. During the summer session and intercession, a student is defined as anyone who has enrolled in the subsequent semester, or who has just completed a semester or graduated, consistent with the above definition.

At any time during such employment, a student may lose student status either through withdrawal (other than leave of absence), suspension, or academic dismissal. **It is the student's responsibility to notify his or her supervisor and Student Employment Services of any change in status.** If a student is suspended or dismissed, the supervisor should immediately terminate his or her employment.

The hiring of SUNY students will be based on the following priority:

1. SUNY Cortland students
2. All other SUNY units including community colleges

On-Campus/Off-Campus Job Posting and Referral Services

Students who are looking for part time jobs both on and off campus should come in to the Student Employment Office (B-4 Van Hoesen) to register to use our services. Once students are registered, they have access to the JobConnect SES web interface that lists of all part-time, non-Work Study positions posted through SES by on-campus and off-campus organizations. The program makes job hunting for SUNY Cortland students as easy and efficient as possible. JobConnect, via the JobConnect link at www.cortland.edu/career, may be accessed anywhere the Internet is available by any currently registered SUNY Cortland student, incoming student who has pre-registered for classes, or alumni. SES also maintains an in-person job bulletin board for on-campus and off-campus positions, which is located at the entrance to the SES office.

SES is the central referral agent for students seeking part-time employment while attending SUNY Cortland. Therefore, **all student job vacancies should be listed with this office; for on-campus employers the minimum posting time is three business days, after which a posting can be removed and the position filled.**

All employers may list as many job openings as they wish at no cost. The SES staff is available to accept all in-coming job postings and give assistance to employers who would like to use the job posting service.

While we rely on our students to help us keep our referral information up to date, we also rely on our employers to keep our job posting information current. **Once a vacancy has been filled, on-campus and off-campus employers must contact the staff at SES so that the job posting may be taken off of JobConnect and the appropriate bulletin board. This courtesy will prevent SES from referring students to jobs that have been filled.** We also ask our employers to inform us promptly whenever wages, hours per week, and duties for posted positions change.

The offices of Human Resources, Payroll, and Student Employment Services are responsible for enforcing and monitoring SUNY Cortland policies, procedures, and eligibility requirements as they relate

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to student employment and comply with local, state, and federal employment regulations. Managers of individual areas are notified by one of the three offices listed above when any variations from or changes to policies, procedures, and eligibility requirements occur. It will then be the responsibility of the manager to take immediate corrective action and notify SES of the disposition of any infractions.

Employment vacancies are made available for student review in accordance with employer specifications and in compliance with local, state, and federal regulations. When students seek job information for on-campus and off-campus positions, they are given descriptions provided by employers and advised to contact the employer directly to complete application materials and/or schedule an interview.

If a student has been given a **referral, they are expected to report the result of the referral to SES within two weeks of receiving the information.** This procedure is followed so that the Coordinator of SES can maintain accurate records for the completion of year-end paperwork that is required in order to assure that the office receives continued Federal funding. **Only averages are reported; no personal student information is listed in these reports.**

On-Campus Job Vacancy/Hiring Procedures

Any office looking for student employees must adhere to the following hiring procedures:

1. Hiring Office must complete On-Campus Job Posting form from SES (see **Appendix A**)
 - a. Must include employment period and brief job description
2. Vacancy Announcement must be posted on campus with SES for at least 3 business days. Alternate advertising is encouraged, e.g. class announcements, bulletin boards, email list serves, etc.
3. Once postings have expired or the minimum posting time has been met, supervisor should interview candidates.
4. Offer position in accordance with the 'Only Hire Students' policy on page 1
5. Complete the "Appointment Form – Student Assistant Payroll" (**Appendix B**) and submit to Payroll Office, Room 330 Miller Bldg.
6. Provide student with "Student Assistant Payroll Employment Card" (**Appendix C**) which must be submitted by student to Career Services, B-4 Van Hoesen.

Summer/Winter Break Employment

If an office has a demand for student employees over a winter or summer break, all advertising should be done prior to the end of the semester in order to give SUNY Cortland students an opportunity to apply. The 'Only Hire Students' policy from page 1 still applies during the breaks.

At a Glance - Facts About Student Work at SUNY Cortland

1. Student Employment Services (SES) is located at B-4 Van Hoesen Hall; phone: 753-2223.
2. Students must register at SES (a 7-8 minute process during the first visit only) in order to obtain off-campus job referrals; since we require that students report back to SES about their referrals, they should be in touch with SES at least once each semester. If a student does not have any contact with SES for a period of six months, they risk having their student record restricted from the SES database making it necessary for them to re-register for further services. There is no SES registration required if students wish to limit their job search to only on-campus (as is required for SUNY Cortland international students).

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3. Separate applications for financial aid are always required for each academic year that a student wishes to be considered for employment under Federal Work-Study. These forms are available in the Office of Financial Advisement at 205 Miller Building.
4. Students may work on-campus in more than one department at a time, and may serve as Federal Work-Study workers and Temporary Service workers at the same time. They are, however, required to complete different time sheets and must abide by all other policies specific to their particular type of position as outlined elsewhere in this Handbook.

Tips for Landing a Job

While Student Employment Services is the center for job referrals, there are other ways of getting a job, primarily through personal initiative. Here are some tips:

1. Don't be afraid to use personal contacts. If a friend is working in an area of personal interest, a word of support from that friend to a supervisor may be helpful in securing a job. Inform professors and campus administrators as to personal interests, skills and experience. This may be a helpful reference for them for future job openings.
2. Prepare a resume of work experience and keep it current. Having a short, well-organized synopsis of skills and experience is always an advantage when making inquiries or being interviewed for jobs by prospective employers. Career Services (B-7 Van Hoesen Hall) not only provides resume-building workshops, but also provides samples of resumes filed according to major area of study and individual resume critiques.
3. Call ahead and arrive promptly for any meetings or interviews and any other scheduled appointments with a prospective employer. Dress appropriately for these meetings; if you have questions about what appropriate dress is, just ask in SES or Career Services.
4. Be persistent and follow up an interview or other contact by thanking the employer and re-affirming interest in the job. If the employer does not follow up with you within a few days, call again and inquire as to the status of their job opening(s).
5. Be sure that you are clear about the demands of your academic schedule before committing to a specific work schedule; you hurt your employer and yourself by over-committing and later having to reduce hours or leave a position completely.

Employer Responsibilities

During a job interview or initial contact with a prospective employee, it is essential that an employer clearly explain the following aspects associated with the position:

- job responsibilities
- performance expectations
- pay rates
- work schedules

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The employer should also provide the student with:

- a written job description
- training
- supervision to the degree necessary for adequate job performance

In addition, the student should be made aware of important office policies and procedures.

The employer is responsible for dealing directly with a student's work related problems. Each student must be assigned to a supervisor who should be responsible for all communications relating to the student's job. The employer is responsible for the timely reporting of hours worked. Based on a student's satisfactory job performance, the employer should schedule pay raises as recommended in this publication.

Employee Responsibilities

Accepting a job involves commitment. Although primarily a student, the student employee has certain responsibilities to the employer. Student employees are not permitted to engage in reading, homework, or other personal work during the hours of employment unless explicitly specified by the supervisor. The student is expected to be considerate and reliable. Once a position has been accepted, the student becomes a representative of SUNY Cortland or the specific employer by which he or she was hired. This responsibility should not be taken lightly, as it influences the reputation of the student and their employment future, as well as the effective functioning of the organization and its reputation.

Most employers prefer to hire students who have blocks of available time. Some jobs require specific shifts or work schedules while others allow more flexibility. Students are responsible for maintaining their schoolwork and not letting their job interfere with academics. Studies have shown that students who have a commitment to a part-time job have shown improvement in academic performance. This has been attributed to the fact that part-time jobs often facilitate the acquisition of excellent time management and organization skills.

If you are submitting job information; if you have any questions about material in this handbook; or if you would like more information regarding student employment opportunities, contact:

Coordinator of Student Employment
B-4 Van Hoesen Hall
P.O. Box 2000
SUNY Cortland
Cortland, NY 13045
(607) 753-2223

Procedures for Students Hired for a Campus Position

Once a student is offered a position with the college, the student must do the following:

1. Complete the "Student Assistant Payroll Employment Card" (**Appendix C**) which is to be provided at the time a position is offered/accepted.
2. Take the "Employment Card" to the Career Services Office, B-4 Van Hoesen.
3. At Career Services, student **must** complete the following forms:

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- i. W-4 (see **Appendix D**)
- ii. I-9 – (this form will require original proofs of identification as defined in the “Right to Work – Employment Eligibility Verification” policy on page 9; see **Appendix E**).

Work-Study Students

Work-Study is a program offered through the Financial Advisement Office which compensates students as part of their financial aid package. Each academic year, work-study students are awarded a predetermined amount of money based on financial need. Although work-study students earn an hourly rate, they may only work the number of hours necessary to fulfill their award.

Students who are a part of work-study are allowed to work for student temporary services on campus as well. However, it is possible that this will have an effect on the amount of money students earn as part of their financial aid package the following year.

Work-study students must maintain a minimum GPA of 2.0 in order to remain eligible for their work-study award.

Wages

Student employees must be paid the approved campus wage. This wage can be increased with increments of up to 25-50 cents an hour. A student’s wage may be increased for the following reasons:

- If the student is returning to the same position as the year before.
- If the position has a higher skill level requirement.
- If the job is a hard-to-fill position.

The President’s Cabinet of SUNY Cortland approved the following minimum wage rates: January, 2007 - \$6.60; January, 2008 - \$6.90; January, 2009 - \$7.15.

Work Schedules/Breaks

While classes are in session, students should only be allowed to work 20 hours per week. However, a student who is in good academic standing, and wishes to work more hours, may do so. When classes are not in session, students may work up to 40 hours per week. While it is discouraged, if a student exceeds 40 hours for any reason, he or she will be paid time-and-a-half.

Students working 6 or more consecutive hours are required to take a one-half hour break, which must be recorded on the timesheet.

Rest/coffee breaks should be established for the student employees in the same manner as granted to other employees within the department.

Student Employment Status

Students are in the non-competitive class of Civil Service and are not assigned to a bargaining unit. No fringe benefits are accorded to individuals in these positions. Their work status is temporary and no long-term commitments are possible. Student employees are paid at an hourly rate for hours actually worked.

Benefits

1. **New York State Employees' Retirement System**

Student employees are eligible to enroll in the New York State Employees' Retirement System. Enrollment requires a 3% salary contribution to the Retirement System. The equivalent of five (5) years of full-time service is needed to become eligible for pension benefits. Students are given an enrollment election form at the time they are appointed to the payroll system.

2. **Worker's Compensation/On-the-Job Injuries**

Students are covered by the College's Worker's Compensation Policy. If injured while on-the-job, the student should complete a Report of Accident or Injury, CS-13 form (**Appendix F**), available from the University Police Office, Van Hoesen Hall, as soon as possible. The supervisor should notify Human Resources of the accident. Students are not paid for time lost due to injury. If a student visits the hospital/doctor office, the student must indicate that the visit is covered by Worker's Compensation.

Types Of Employment

Student Payroll: Only SUNY students, as defined previously, can be placed on Student Payroll. The priority is SUNY Cortland students first, then all other SUNY schools, including community colleges. If student employment is available, notices should be placed with the student employment office, put out on e-mail, and even advertised in the local newspaper, if appropriate.

State Payroll: (including temporary service): Anyone can be put on this payroll, but must be placed in a graded civil service position and at the appropriate rate of pay for the position (e.g., Maintenance Helper, SG-6). Students can be hired on this payroll, or anyone else. These positions are filled through the Office of Human Resources using the "green sheet". Students are eligible to apply.

Public Works Law: According to this statute, any person working on a NYS building must be paid the prevailing wage for union work or placed in a graded civil service position. Therefore, any individual (student or otherwise) who will be working with the skilled trades (plumbing, painting, etc.) on our building must be put on State payroll as indicated.

Timesheets

Timesheets must be filled out on a biweekly basis for Student Assistants and College Work Study employees. It is very important that timesheets are handed in on a timely basis. If a timesheet is handed in late, a student will not be paid on time. Timesheets are due no later than the Friday after the pay period ends. For a listing of when timesheets are due to the Payroll Office, or a Payroll schedule, please contact the Payroll Office at X2405.

A. Student Assistant Timesheets:

Timesheets for Student Assistant employees are blue. They must be completed according to the Payroll calendar. Blank timesheets and Payroll calendars are available at the Payroll Office (see **Appendix G** and **Appendix H**).

Important Information:

1. Each student has a timesheet that must be completed in ink. Timesheets that are filled out with a pencil will not be accepted, and the Payroll Office will request the student to fill out a new timesheet in ink before a paycheck is released.
2. Students must record their hours “in and out” daily. Please make sure students record their hours in quarter hour units.
3. The student work week begins on a Thursday and ends on a Wednesday. At the end of the pay period, students must give their completed timesheet to their supervisor for signature, and submission to Payroll. Late timesheets can not be paid until the following pay period.

B. College Work Study Timesheets:

College Work Study timesheets are pink. They must be completed based on the Payroll Calendar. Blank timesheets and the Payroll calendar are available in the Payroll Office. It is very important that departments keep track of how many hours College Work Study students are working because of their College Work Study Awards.

Important Information:

1. Each student must complete a timesheet in ink. Timesheets completed in pencil will not be accepted. The Payroll Office will request that the student fill out a new timesheet in ink, before a paycheck is released.
2. Departments must keep track of College Work Study student’s award amounts and how much has been spent. Once a student has run out of his/her College Work Study award, they can no longer be paid on the College Work Study Payroll. The Student must stop working, or they must be put on the Student Assistant Payroll with a temporary service account.
3. Students must record their daily “in and out” hours. Please make sure that students record their hours in quarter hour units.
4. The pay period begins on a Thursday and ends on a Wednesday. At the end of the pay period the student must submit their timesheet to their supervisor for signature and submission to the Payroll Office. Late timesheets will not be paid until the following pay period.

Paychecks

Paychecks are issued every two weeks on Thursday for the Student payrolls. Please refer to the Payroll calendar for exact check issue dates. Paychecks are available for pick up in the Payroll Office. If a student works for Campus Activities or University Police, the department will pick up their paychecks for them.

When a student comes to the Payroll Office to pick up their paycheck, they must bring photo identification (i.e. student identification or driver license). If a student does not bring a photo id, their paycheck will not be released. If a student is not going to be here for the payday, and would like their check mailed to them, they must leave a self-addressed stamped envelope with the Payroll Office. This is very important at the end of each semester, and during any breaks.

Direct Deposit

Student employees are eligible to have their paycheck directly deposited into a bank of their choosing. Paychecks that are direct deposited are made available on the actual pay date. A direct deposit advice will still be issued to the student, and must be picked up at the Payroll Office.

If a student would like to enroll in direct deposit, the student needs to complete a direct deposit enrollment form. Enrollment forms can be found on the payroll webpage, and at the Payroll Office. Please complete the form, filling in all necessary information. If you are depositing into a checking account, all we need is the completed enrollment form and a voided check for your bank account. If you choose to have your paycheck deposited into your savings account, you must have your bank fill out the section at the bottom of the enrollment form. Once completed, submit the enrollment form to the Payroll Office.

W-4 FORM (Employee's Withholding Certificate)

College Work Study and Student Assistant earnings are subject to Federal and State withholding taxes. Though a student may not make enough to owe taxes at the end of the year, students are generally not exempt from withholding. The only people who can claim exempt from taxes are individuals that did not owe taxes last year, will not owe taxes in the current year, and expect to earn less than \$3000.00 from all jobs in the calendar year. Student Assistants will fill out a W-4 form when they are at Career Services filling out their I-9 Form. College Work Study students will fill out a W-4 form at the Financial Advisement Office when they are completing their I-9 form. If a student does not fill out a W-4 form, the Payroll system will automatically default the students withholding to Single and zero exemptions.

Change Of Address

Student employees must make sure to update their address with the Payroll Office. If you only change your address with the Registrar and/or Bursar Offices, your payroll information will **not** be updated. **(You must change your address with the Payroll Office to have your new address reflected on your paystub and your W-2 statement).**

W-2 FORM (Statement Of Earnings)

The Office of the State Comptroller for the State of New York sends all SUNY Cortland employee's a W-2 form (Statement of Earnings) by the 31st of January. This form is used to report all earnings from the previous calendar year. This form must be submitted to the Internal Revenue Service when filing your taxes by the deadline of April 15th. It is very important that all student employees notify the Payroll Office of any changes to their mailing address, so that W-2s are mailed to a correct mailing address. A wrong address on a W-2 will cause delays when we attempt to mail the W-2 to the student.

Social Security And Medicare

Student employees that are enrolled and taking classes at least 50% are exempt from Social Security and Medicare withholdings. During the summer, students are not exempt from Social Security and Medicare, unless they are enrolled and taking classes. International students that are on a J-1 or an F-1 Visa are exempt from Social Security and Medicare withholdings.

Employment Of International Students

It is very important that International Students apply for a Social Security number when they first arrive in the United States. The Payroll department needs a valid social security number in order to appoint the student on the payroll system. It is also very important that before an international student begins working, he/she needs to come to the Payroll Office to fill out required documentation by the Internal Revenue Service.

If the student's home country and the United States have a tax treaty agreement, the student will be exempt from Federal and State tax withholdings. It is required by the Internal Revenue Service that the student fill out IRS Form 8233 and the Foreign National Questionnaire. These forms will then be submitted to the Internal Revenue Service so that the student does not receive any tax withholdings. At the end of the year, the student will receive IRS Form 1042-S. This form must be filed to the Internal Revenue Service by April 15th.

In order for the student to fill out the required paperwork by the Internal Revenue Service and the SUNY Cortland Payroll Office, the student must bring the following documentation to the Payroll Office:

- Visa and Passport
- Both sides of your I-94 Form ("Arrival and Departure Record")
- Form I-20 or IAP 66
- Social Security Card

Right to Work – Employment Eligibility Verification

The Immigration and Nationality Act of 1986 makes it unlawful for an employer, including public employers, to employ aliens who are not authorized to work in the United States. The Act establishes an employment verification system and makes it unlawful for an employer to hire any person without verifying their identity and employment eligibility.

In accordance with the Act, each department or agency must complete, for any person hired after November 6, 1986, the effective date of the Act, Immigration and Naturalization (INS) Form I-9, verifying that the person is a United States citizen or an alien lawfully authorized to work in the United States.

All new employees must complete section 1 of the Form "Employee Information and Verification," (see sample form, **Appendix E**) and produce documentation establishing their identity and eligibility to be employed in the United States. An individual may present one document from Group A to establish both identity and employment eligibility, **or** may present one document from Group B to establish identity **and** one document from Group C to establish employment eligibility. ***Only original documents are acceptable.***

POLICIES

Non-Discrimination in the Workplace

The Student Employment Office of the State University of New York College at Cortland wishes to communicate and reaffirm its commitment to Equal Employment Opportunity and Affirmative Action. Student employment adheres to its obligations under the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964, the Age Discrimination Employment Act of 1967; Title IX of the 1972 Higher Education Amendments; the Rehabilitation Act of 1973; the Immigration Reform and Control Act of 1986; the Vietnam Era Veterans Readjustment Assistance Act; Executive Order 11246; New York State Executive Order 28 and 28.1, 1983 and 1987 respectively; and the Americans with Disabilities Act of 1990.

SUNY Cortland does not tolerate discrimination and strives to create a working environment free of discrimination and harassment with respect to age, race, creed, color, national origin, religion, sexual orientation, sex, disability, marital status, or any other inappropriate criteria.

Drug-Free Workplace

In compliance with the Federal Drug-Free Workplace Act of 1988, the State University of New York College at Cortland has adopted the following policy which must be adhered to as a condition of employment:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances* in any SUNY Cortland work locations is **prohibited**.
- Any SUNY Cortland employee convicted of a criminal drug statute violation occurring in the workplace must notify his/her supervisor of the conviction within five (5) days after the conviction. As required by the Federal Drug-Free Workplace Act of 1988, SUNY Cortland must inform contracting or granting agencies of such convictions within ten (10) days after receiving notification from the employee or otherwise receiving notice of a conviction.
- Upon receiving such notification, the State University of New York College at Cortland will take steps necessary to assure the proper conduct of all programs. If a decision is reached to allow the affected employee to continue employment, the employee must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

*The term “controlled substance” means a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812).

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or any other physical or verbal conduct of a sexual nature that interferes with an individual’s ability to perform his/her job or educational pursuits. Sexual harassment is illegal, and it violates the affirmative action and equal opportunity policies of SUNY Cortland. Physical or verbal conduct of a sexual nature constitutes sexual harassment when:

1. Sexual advances or requests for sexual favors are made under circumstances implying that one’s response might affect academic or personnel decisions that are subject to the influence of the

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- person making the proposal; or
2. Speech or conduct of a sexual nature is purposely directed against another and is either severely humiliating or abusive or the behavior persists despite the objection of the victim who is offended by the speech or conduct; or
3. Speech or conduct of a sexual nature is regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, or co-workers.

If you are a student employee, and you believe that you are a victim of sexual harassment, it is important that you seek help. The following steps should be taken:

1. Keep a record of when and where the offenses occur, and write down exactly what happened.
2. If you first want to try and handle the situation yourself, be open and honest with the offending person. Tell the person that he or she is making you uncomfortable and that you find his or her behavior towards you offensive. Ask the person to stop. If the behavior persists, you should report it.
3. It is extremely important that you tell someone. If possible, you should go to your supervisor first.
4. If you are not comfortable telling your supervisor, then you should report directly to the Affirmative Action Officer located in Human Resources on the third floor of the Miller Building
5. The Affirmative Action Officer will explain your options to you, and ultimately, you decide what to do next. You will have assistance available to you during the entire process.

Counseling services are also available to you. SUNY Cortland's counseling services are located in Van Hoesen Hall room B-44.

Family and Consensual Relationships

Generally, nepotism is the act of preferentially selecting family members for employment. Working with family members can create conflict or tension within the working environment, and consequently, may violate the New York Public Officers Law. Thus, the college strongly prohibits its employees from being placed under the supervision of a member of his or her family. Familial relations include, but are not limited to mother, father, sister, brother, grandmother, grandfather, aunt, uncle, or any such person related by marriage. Situations where an individual shares a home with another may also be subjected to this policy and he or she should discuss this with Student Employment Services.

Romantic and/or sexual relationships can also create conflict or tension within the working environment, and as a result, a relationship of such nature may violate the New York Public Officers Law. Accordingly, the college precludes individuals from who are romantically or sexually involved with one another to be placed in a situation where one has supervisory or professional responsibility for the other.

Jury Duty

Student employees who are required to appear for jury duty or are subpoenaed as a witness in court may be entitled to their normal hourly wages. If the required jury or witness responsibilities interfere with a pre-established work schedule, the employee will be paid for the hours he/she would have normally been scheduled to work. Proof that such absences are required must be submitted to the employee's supervisor prior to the leave. Certification of actual hours of attendance in court is also required.

Military Leave

Student employees who are members of the National Guard, the Naval Militia, or an organized reserve unit who are ordered to perform essential service will be given an unpaid leave from their student employee position not to exceed the duration of the appointment or the end of the spring semester, whichever is earlier. Upon return from leave, the student will be given preference to his/her former position within the constraints of available funding for the position. The College requests copies of official orders as verification of the necessity for such a leave.

Termination/Replacement

Once a student has been selected for a job, continued employment is contingent upon satisfactory performance. If the employer decides performance is not satisfactory, the student may be released after a formal evaluation session. The employer must notify SES to re-advertise the position and remove the student from payroll. Eligibility for future employment on campus will depend on the reason for dismissal.

If a student should wish to terminate employment, the student should give at least two weeks notice to the employer. In addition, the student should discuss the reason for termination with the supervisor.

As a supervisor, your primary goal should be to get the best performance possible from your employees by:

- Sharing a clear and detailed job description
- Explaining departmental expectations and policies
- Providing frequent feedback on performance

Information on these and other strategies is available from SES.

However, other options may be necessary as an incentive to performance, and, if the positive strategies prove unsuccessful, you may wish to terminate and replace an employee. This and other options are discussed in the following sections.

Student Employee Performance Evaluation

While it is not necessary to complete a student employee evaluation form, SUNY Cortland encourages employers to do so. Not only is the evaluation beneficial for future reference, but it provides student employees with an incentive other than money.

If the employer wishes to fill out an evaluation form (**Appendix I**), it is available on the Internet and be accessed at <http://www.cortland.edu/hr/Appendix%20I.pdf>. The evaluation should be filled out upon completion of the student's employment. Please discuss the evaluation form as thoroughly as possible with the student.

You may also wish to refer to the new employee orientation checklist (see **Appendix J**).