Our Commitment to Students:

- **Reliability**: To provide service that is thorough, dependable, and accurate.
- **Responsiveness**: Consistently provide prompt, courteous assistance. When we are unable to help, we will direct users to the party who can.
- **Respect**: Give individualized attention to students need without bias and with full use of available resources.
- **Accessibility**: Endeavor to provide equitable access to services and resources.
- **Staff Quality**: Staff to ensure that they are knowledgeable and prepared to offer service that inspires trust and confidence.

East Stroudsburg University (ESU) of Pennsylvania understands that in order to meet educational expenses, students may decide to seek student employment. In addition to earning money to contribute toward their academic goals, student employment helps smooth the education-to-work transition. Part-time, on campus work will help you develop skills that you can use in your career. Having worked on campus, you will understand the discipline required for a full-time job and be better prepared to enter full-time employment.

**Office Location and Hours**

Location: Reibman Administration Building  
Human Resources - Room 105

Hours: 8:00 am - 12:00 pm  
1:00 pm – 4:30 pm (Monday through Friday)

Telephone: 570-422-3145  
Fax: 570-422-3450  
E-Mail: mgalasso@esu.edu

**ELIGIBILITY FOR STUDENT EMPLOYMENT**

**Fall and Spring Semesters**: Student must be enrolled and maintain at least half-time enrollment (6 undergraduate credit hours, 4 graduate credit hours) as well as maintaining satisfactory academic progress. Federal regulations mandate that no exceptions be made. The University will automatically terminate you from your campus job if you fall below the minimum class hour enrollment.

**Summer Employment**: Student must be enrolled in the following fall semester unless the student is enrolled (half-time) for summer.
**Concurrent Employee Status** is prohibited. Student CANNOT work as BOTH a University employee and a student employee at the same time.

**Graduate Students MAY** work on campus as student employees during the summer, provided they are registered full time (9 credits) for the fall semester.

No student may work for and be supervised by an immediate member of his/her family.

**Student Employment Opportunities**

- **Work-Study Program**
  - Federally Funded Work-Study - Federal Work-Study (FWS) program is a federally funded program. Students must demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA) to be considered for FWS. **No student is guaranteed a job.**
  - University Funded Work Study – No FAFSA necessary.

- **Community Service Learning Program (CSL)**
  The Community Service Learning is one that is available to students who demonstrate a financial need according to the FAFSA. Under this program, students provide services to off-campus non-profit agencies that include activities in the fields of health care, literary training, education, welfare, social services, and neighborhood and community improvement. To be eligible for a CSL position, a student must complete the FAFSA and must demonstrate a financial need, which is determined by the Center for Enrollment Services at East Stroudsburg University. In addition, a student must maintain satisfactory progress. The Center for Enrollment Services acts as liaison between the student and the agency. Eligible students are provided with agency names, contact person, addresses, and telephone numbers. It is the student’s responsibility to discuss position requirements and performance expectations with the individual agencies.

- **Other Student Work Opportunities**
  - Grant Funded positions specific to departments
  - Office of Accessible Services Individualized for Services (OASIS)
  - Facility Management Student Summer AFSCME Positions
  - Orientation Leaders
  - Tutoring Center
  - ESU Foundation Phonation – Contact ESU Foundation
These positions are employment opportunities made available to students separate from our regular student worker program.

- **Graduate Assistance**
  Graduate assistantships are a resource of the university and, as such, are intended to help fulfill the mission of the university. Specifically, graduate assistantships are intended to improve the quality and scope of the graduate program. This is to be achieved by using them to attract high quality students to East Stroudsburg University’s graduate programs and to increase the number of opportunities for students to obtain graduate education.

- **International Students**
  International students, in most cases, cannot work off-campus because of their visa status. Students who find him or herself in this situation may find it beneficial to get involved in the Work-Study program. However, according to INS rules and regulations, the international student must be registered as a full-time student in order to be eligible to work on-campus. International students must produce their passport, I-94, I-20 or IAP66, Visa. It is particularly important for international students seeking employment to have a SOCIAL SECURITY CARD.

**How Many Hours Can I work on Campus?**
If you’re FWS you are allowed to work a total of 300 hours for the Academic Year. Any other work-study students should not work over 15-20 hours per week. That is strictly up to your department supervisor. During breaks and summer months, students may work 7.5 hours per day but may not exceed 37.5 hours per week Graduate Assistants or Graduate Student Workers are contracted for a specific number of hours each semester. (GA must complete 90% to maintain their full tuition waiver)

**Where Can I Find Jobs on Campus?**
- [WWW.ESU.EDU/ESUCAREERS/HR](http://WWW.ESU.EDU/ESUCAREERS/HR)
- Check in the Departments
If I am Hired?

You would need to complete a payroll packet, this includes, Student Data Employment Form, W-4, Direct Deposit Authorization (mandatory), I-9 (Employment Eligibility Verification), Local Service Tax Exemption Form, must show social security card and photo ID.

The hiring department would give you a link to complete the official application to apply for the position. Once that application is completed you will receive notification that your application has been received. If additional employment paperwork is needed the Student Employment Office will notify you, you cannot be hired until those documents are received. If all paperwork is completed you will be put on payroll. You will receive notification that you have been hired you should contact your department for a start date.

Tracking Hours Worked: E-Time

East Stroudsburg has a convenient self service online portal called E-time. This site makes it easy for students to maintain their time worked and keep track of the biweekly pay period. Using few simply steps ESU students can access the e-time system.

**STEP 1: CREATE A PASSWORD**

- Go to www.esu.edu  Click on Current Students - then click - Academic Computing on that page you will find and then Student Password Change.
- Password MUST be 8 characters AND MUST have upper case, lower case, number and symbol (4 of those 4).
- If you have any problems creating or remembering your password contact, the HELP DESK at 570-422-3789
- Remember you password needs to be reset every 90 days.

**STEP 2: LOG INTO E-TIME PORTAL**

- Go to https://portal.passhe.edu/irj/portal and enter your username = your initials and the last four digits of your e-card OR your first name initial and your last name followed by @esu.passhe.lcl  (i.e. abc1234@esu.passhe.lcl or msmith@esu.passhe.lcl).
- Complete instructions on how to use e-time can be found by clicking on the HELP button on the right of the screen.

**STEP 3: SELF-SERVICE TAB**

- To view your Pay Statement go to
  - Payroll
- On-line Pay Statement
Supervisor Responsibilities

Supervisors play a key role in making a student's work experience a valuable asset for future employment. A supervisor must be firm, patient and understanding. It is desirable that all supervisors encourage student employees to develop characteristic of good judgment, dependability, initiative, good working relationships, responsibility and pride in work.

Work Supervisors are expected to:

- Set up desired work schedule with the student. Schedule should be flexible enough to accommodate student's needs.
- Assist the Student Employment Office in collection of necessary payroll information.
- Define student's duties and explain the job as thoroughly as possible. Providing the necessary training, guidance and understanding to students in an important part of supervisor's responsibility.
- Keep track of pay periods and the number of hours worked by each student within the pay period. Supervisors are responsible to see that students do not exceed their Federal Work Study allocation.
- Approve the time at the end of each pay period using the PASSHE E-time system.
- Resolve problems related to student employment.
- Notify the Student Employment Office immediately when a student has given notice of leaving his or her assigned position via the 'Terminated Student Users Tab' on E-time.
- All student employees are covered under the American with Disabilities Act. If you have any questions concerning how to accommodate a student with a disability, Please contact the Office of Office of Accessible Servies Individualized for Student at 570-422-3954.
- The Fair Labor Standards Act Of 1938, as Amended, prohibits employers, including educational institutions, from accepting voluntary services from any paid employee. Therefore, any student employed under our Student employment Program must be paid for all hours worked.
- It is the Supervisors responsibility to enforce all of East Stroudsburg University's school policies stated in the student handbook in this manual.

Expectations, Rights and Responsibilities of Student Employees

Every on-campus position is a valued contribution to the operation of East Stroudsburg University. In addition, any paid position on campus is also a real job, one that can be used on a resume,
provide important employment references, and offer valuable experience required by today’s employers. Take it seriously!

As a student employee, you are representative of ESU, both on and off campus. Remember that what you say, how you dress, and how you act have the potential for other positive and negative impact on future employment.

In accepting an on-campus position, you have assumed certain rights and responsibilities for which you will be held accountable. So that you may have a clear understanding of what is expected from you, review the rights and responsibilities outlined below.

**Your rights as a student employee:**

- To be treated fairly and equitably by your supervisor and East Stroudsburg University.
- To know what is expected of you concerning your work schedule, duties, and other requirements made by your supervisor.
- To receive pay on the established schedule according to your hours worked, submitted, and approved by your supervisor. (Remember you are responsible for the entry and the signing of your hours on a bi-weekly basis).
- To receive an explanation if you are terminated.

**Your responsibilities as a student employee:**

**Confidentiality**

- Confidential information includes: student records (grades). Financial information, disciplinary information, social security numbers, address and phone numbers, or other personal information.
- Do not release or share confidential information about other students or anyone, including family members of the student, either by phone or in person. Unauthorized release if confidential information is a serious violation of the Family Rights and Privacy Act (FERPA).
- Do not discuss department issues with anyone outside the department.
- Do not remove files or other materials from the work place
- Respect the record as if they contained you own personal information.

**Attendance**

- Report to work on time; ready to start working at the scheduled time. Let your supervisor know when you arrive for work.
- If you need to miss work for any reason, request permission from you supervisor in advance.
- In case of an emergency or sudden illness, contact your supervisor within 30 minutes of your scheduled start time or as soon as possible.
- Making up time for excused absences is at the discretion of the supervisor.
Attire/Dress
- Dress appropriately for your job as specified by your supervisor. In general, brief shorts, tank tops, torn jeans, or bare feet are not acceptable.

Attitude and Work Ethic
- Remember that all work is valuable and offers important skills to be learned for future jobs.
- Report for work during your scheduled hours and do the work assigned by your supervisor. They depend on you!
- Extended personal phone calls and personal visitors to the workplace, as well as conducting personal business such as paying bills, checking email, is considered inappropriate.
- Respond positively to constructive criticism. Remember your employment should be considered a learning experience.
- Establish good working relationships with your supervisor and other student co-workers.
- Always follow ESU and department policies and procedures.

Competency
- Always perform your assigned duties to the best of your ability.
- Follow instructions correctly and completely.
- If instructions are not clear, ask for clarification in order to complete easy task accurately.
- If you are not able to complete an assignment because you don’t have the necessary skills, tell your supervisor immediately.

Public Relations
- Student employees represent East Stroudsburg University while at work. Listen carefully and give clear and polite responses to the students, ESU employees, and visitors. Make every effort to conduct yourself in a friendly, professional manner.

Termination
A student employee is technically considered a “temporary part-time” employee and is thus not entitled to the same benefits as a full-time staff person. Therefore, the employer is not subject to the termination policies and procedures specified by Human Resources when dealing with students. However, student employees should be treated fairly and courteously. If a student is unreliable or does not handle the assigned duties responsibly, it may be necessary to terminate the student for unsatisfactory performance.

- **Verbal Warning:** Talk to the student and express specific reasons for dissatisfaction. Suggest Solutions. Establish a time frame for improved performance.
• **Written Warning:** If the poor performance continues past the time established in the verbal warning, repeated the verbal warning and follow it with a written statement documenting the situation and new time frame. Students need to understand what is expected of them and the consequences of continued poor performance.

• **Termination:** If the student's performance still does not improve within the specified time frame, the supervisor should consider terminating the student's employment. Notice of dismissal should be in writing addressed to the student that she/he seeks assistance in learning from the dismissal and locating a new job through the Student Employment Office.

Immediate termination of a student employee is appropriate for gross misconduct, including actions threatening the safety of others, malicious use or theft of University property, and falsification and/or forgery on time log and or other University documents.

**Quitting**

As a student employee, you should give your supervisor two weeks notice if you plan to quit your job. This will allow your supervisor some time to find a replacement for you. Remember that your supervisor may be giving you a work reference in the future; be careful not to “burn your bridges” doing something that may harm your relationship.

**NOTE Timekeepers:** Please notify the Office of Student Employment via “Terminated Student Users” tab on e-time who is no longer working.
# Student Pay Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Pay</th>
<th>Description</th>
<th>Examples</th>
<th>Degrees Requiring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$7.25 – $8.50</td>
<td>These positions have a very specific set of job responsibilities that vary little to none. These positions require minimum technical skills and require very little training. The duties of a person in a grade one position may include filing, sorting, reception, lab helper, data entry, and word processing. Students should initially be hired at minimum wage. Performance and length of service should be reviewed as part of any proposed increase.</td>
<td>Residence Life Position Desk Assistants, Orientation Leaders Research Assistants Tour Guides</td>
<td>Grant funded positions</td>
</tr>
<tr>
<td>2</td>
<td>$8.00 – $10.00</td>
<td>These positions should require significant training, independence, or technical ability. Examples of grade two work may include computer maintenance, laboratory work, research data collection and interpretation, higher level administration tasks such as supervision or training of new student workers.</td>
<td>Intern, Research Assistants Tutors</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>$9.50 - $15.00</td>
<td>These positions require highly specialized training and advanced knowledge of the work field. These workers possess a highly maintained set of technical skills. Positions of grade three would entail tasks such as, report compilation, computer programming, grant writing, database and web development, and research work. These student workers should be working in a field related to their academic pursuit. Furthermore, in general, these student workers should be graduate students or in their junior or senior year or possess skills deemed exceptional by supervisors.</td>
<td>Intern, Research Assistant Research Associate Some higher level Tutors Positions Requiring Degrees Grant funded positions</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>$15.00- or more</td>
<td>These positions are typically Grant Funded Projects, and should be reviewed on an individual basis. Must be approved by the Human Resources Office.</td>
<td>If requested, please notify the HR office in advance for Review</td>
<td></td>
</tr>
</tbody>
</table>
I understand that by virtue of my employment with East Stroudsburg University, I may have access to records with contain individually identifiable confidential information. I acknowledge and fully understand that the willful or intentional disclosure by me of this information to any unauthorized person places me in violation for the Privacy Act of 1974 and could subject me to criminal and civil penalties as imposed by law. I further acknowledge that such willful or intentional unauthorized disclosure action including termination or my employment regardless of whether criminal or civil penalties are imposed.

______________________________  ____________________
Employee’s Signature           Date

______________________________  ____________________
Witness                        Date
I have read and understand the rules and expectations regarding on-campus student employment that have been set before me. I have a full understanding of this student employment position and will arrive at work ready to complete my assigned tasks.

I also acknowledge that my supervisor reviewed key points of the student Employee Manual with me, informed me where to find the full-text version online, and encouraged me to thoroughly read the manual.