

Student Employee Guide

RIT | **Auxiliary Services**

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Message from Auxiliary Services

Welcome aboard. We are glad you decided to become a part of the Auxiliary Services Family. In Auxiliary Services, we value your time, talent and input and look forward to maintaining a rewarding working relationship with you. As we navigate our roles, the following student employee guidelines are established across Auxiliary Services to help aide you in your role. We invite you to read these guidelines and should you have any questions, please do not hesitate to contact your supervisor. Once you have reviewed this information, please initial each page on the line provided and return to your supervisor as soon as possible, but no later than one (1) week following the start of your employment. Once again, welcome aboard and we look forward to working with you as a part of the Auxiliary services family.

Sincerely,

Kory Samuels

Schedules

Upon hire, student employees will be given a schedule of hours they are expected to work and are expected to show up timely for their scheduled work shift.

Unless in a co-op position, while classes are in session, students employees are allowed to work a maximum of 20 hours per week (this includes when a student works in multiple locations or departments). When classes are not in session, student employees are permitted to work up to 40 hours per week, dependent upon departmental needs. The number of hours a student employee will be scheduled to work per week will be determined by the supervisor.

- Supervisors will make every attempt to work with the student employee's class schedule, however it is up to the student employee to provide their class schedule and to notify the supervisor of any changes. Barring an emergency, student employees who need to change or miss a shift should plan on giving at least two (2) weeks' notice that they must change or miss a shift. Repeated failure to notify (defined as two or more failures during one semester) may lead to disciplinary measures.

➤ Shift Schedules During Exams

Shifts for student employees will usually remain the same throughout the semester, including exam week. It is the responsibility of the student to notify the supervisor if a conflict between exams and a scheduled shift exist. Students should notify the supervisor at least three (3) days in advance prior to the exam.

➤ Punching In and Out for Scheduled Shifts

All student employees are expected to punch in and out for their work shift. Student employees should punch in and out at a Kronos clock closest to their assigned area of work.

- Student employees should not clock in via other locations (i.e. the library or on their way from class), when they are not near their assigned area of work in order to receive additional paid time.

Repeated failure to punch in out may result in disciplinary action (Repeated failure is defined as having more than three (3) missed punches per semester).

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➤ Correcting Missed Punches

In the event a student employee misses punching in or out (missed punch) or a shift, student employees should email their supervisor as soon as possible. The email should include the following:

- Date
- Shift the student employee was scheduled to work
- The official time the student clocked in or out.

The email will serve as official notification that the student requested and approved a correction to their timesheet. Students should not wait for the Supervisor to track them down for a signature.

➤ Resignations

A one week notice of resignation must be given to the supervisor unless other arrangements have been made.

Absences

It is the student employee's responsibility to ensure the department is informed when an accident or illness will result in absence from work.

Student employees should contact their supervisor as soon as possible to inform of an illness, but preferably, no later than two (2) hour within their scheduled reporting time. (It is preferable that student employees speak with their supervisor, instead of having a friend do so). When possible, student employees should inform the supervisor of the expected duration time that they will be out. Student employees should report any changes / additional illness to their supervisor as soon as possible. Student employees who fail to contact or arrange contact with their supervisor will be considered to be on unauthorized leave. Should a student employee be absent for an unauthorized leave of three consecutive working shifts, it may be grounds for dismissal.

Supervisors may ask student employees with a pattern of sick leave absences to provide a physician's statement for the absences due to illness.

*Student employees who work in certain departments (i.e. Dining Services) may have additional requirements prior to being allowed to return to work (i.e. a note from the Health Center may be required prior to being able to return to working with food). Students should check with their supervisor for any additional/specific requirements.

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Meal | Break Guidelines

Student employees who work more than 6 consecutive hours in one shift are required to take a 30 minute break. Student employees must punch in and out for any meal breaks.

Student employees may be eligible for one 15 minute break for each consecutive four hour period worked in any given day. The break may be given at the discretion of the supervisor, whom will schedule the exact time of the break.

- Break privileges may be withdrawn if abused (i.e. attempting to use your break to leave early prior to conclusion of the shift).

Dress Code/Uniforms

Student employees are expected to arrive to work dressed in a professional manner appropriate for the department in which they work. Inappropriately dressed student employees may be asked to change clothing, and all time spent doing so may be accounted for as time away from work. Repeated failure to adhere to proper dress code may result in disciplinary measures (Repeated failure is defined as at least 3 request to change attire).

Although the department in which the student employee works may have more specific dress code requirements based upon departmental needs (i.e. PPE requirements due to safety protocols etc.) student employees should refrain from wearing the following, as they are considered inappropriate work attire for all departments within Auxiliary Services:

- No pajamas
- No sweatpants
- No clothing with rips, holes, or stains
- No clothing with inappropriate wording (i.e. curse words, graphic sexual depictions or innuendos)
- No ill-fitting or revealing clothing
- No slippers or flip flops

Student employees should check with their supervisor of their unit regarding any job specific dress code requirements (i.e. PPE dress codes).

➤ Nametags

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Student employees who are provided nametags as a part of their uniform/dress code should wear their nametags at all times during their shift. Nametags should be worn on the front of the shirt (not on top of the hat or an inconspicuous place).

Student Wages | Promotions

In accordance with the Fair Labor Standards Act (FLSA), student employees will be paid for all hours worked. Students will be paid bi-weekly on Fridays, and are strongly encouraged to register for direct deposit through myinfo.rit.edu.

Student employees' first paychecks and the paychecks of student employees who choose not to sign up for direct deposit will be sent to the address entered on the student's I-9 form.

Upon hire, student employees will receive a minimum base pay of \$15.00 per hour. This ensures equity amongst student employees. The maximum pay rate for student employees (excluding Student Co-Ops) will not exceed \$16.25 per hour. Student employees may receive pay increases or promotions based on the following guidelines:

➤ **New Student Employees**

After one semester, new student employees may be eligible for an increase in pay based on additional requirements set by the department.

➤ **Student Managers & Leaders In Training**

Student employees who desire to be student managers / leaders in their department are required to complete at least one semester of work in their department prior to being eligible to apply for a leadership position. Student employees will be required to satisfactorily complete additional training in accordance with the supervisor's specifications. Once the training is complete, students may be eligible to receive an increase in pay.

➤ **Long Term Student Employees**

Student employees who work in Auxiliary Services for a consecutive three semesters may be eligible to receive a pay increase of at least 10 cent. Please note however that the highest rate a student employee may receive is the student manager pay rate, unless the student employee is a co-op.

➤ **Co-Ops**

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Wages for Co-ops are set by the department in which they work along with the SEO. Student employees who continue work in Auxiliary Services will revert back to the appropriate wage for the Auxiliary Services position once the co-op is completed.

**See your department unit/ specific job for your rate of pay*

Pay Dates

Student employees will be paid in accordance with the bi-weekly pay schedule set by the University Controller's Office see the following link <https://www.rit.edu/controller/payroll-schedules> for additional information.

Employment Benefits

Student employees are covered by New York State's Workers' Compensation if injuries are incurred while on the job. If students are unable to continue to work due to an illness or an injury sustained, other than in the course of employment, the student will be eligible for New York State statutory disability benefits. In either case, student employees should contact the supervisor immediately for instructions. Student employees are not eligible for holiday pay or unemployment insurance benefits. However, if required to work on an Institute Holiday, students will be paid time-and-a-half for hours worked.

Student employees are eligible for paid time off under New York State Paid Sick Leave (NYS PSL). Student employees will accrue time off at a rate of 1 hour per 30 hours worked. The time can be used for reasons impacting the student employee or a member of their family.

In order to use sick time, student employees must:

- Have the sick time accrued.
- Have used the proper call in procedure.
- Email the supervisor that they want to use the accrued time.

**For more information about New York State's Paid Sick Leave, including additional FAQs, regulations, and more, please visit ny.gov/paidsickleave.*

RIT student employees are also eligible for the NYS Paid Family Leave Program (NYS PFL). This program provides job protected, partial paid leave for RIT students. Additional details can be found on the [HR-Benefits website](#).

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Accident | Injury

Per RIT policy, immediately following any work-related accident or injury, employees need to report the incident to their supervisor. The incident must be reported by the end of the work shift on the day of the accident.

Student employees, should report any accident or injury to their supervisor who will assist in completing RIT's Workers' Compensation Accident/Injury/Illness Report Form and submitting it directly to fmla@rit.edu.

Failure to report a work-related accident or injury or misrepresentation of information in reporting the work-related accident or injury through communication to the supervisor or on the RIT Workers' Compensation Accident/Injury/Illness Report Form, is a violation of RIT policy which may result in disciplinary measures being taken up to and including termination of employment. In addition, failure to report an injury or illness may result in denial of workers compensation benefits. See the following Flowchart for helpful information.

Infractions | Corrective Measures

Respect for everyone, as well as RIT property, is paramount in Auxiliary Services. Our desire is to have a team that treats every person (including our supervisor, managers, temporary employees, work colleagues, vendors, customers etc.) in a respectful and fair manner and to treat RIT resources in accordance with university policy and guidelines. Please note that while we encourage questions and value your opinion and input, we do request that you do so in a respectful and constructive manner.

The disciplinary process, including termination of employment may result from, among other reasons, performance issues that are not corrected; actions that violate university policy or other serious infractions. The disciplinary process consists of one verbal and two documented warnings or based upon the seriousness of the infraction, immediate termination of employment. Infractions will be reviewed with the student employee by the supervisor and/or the appropriate management personnel.

Although it is not possible to list all situations that may lead to disciplinary action, the following list of examples of infractions wherein students may receive a verbal/written warning or have their employment terminated include, but is not limited to:

- Excessive tardiness (defined as more than 3 in a two week period)
- Leaving without notifying supervisor
- Failure to perform job duties satisfactorily
- Safety or Sanitation infractions

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- Failure to follow policies and procedures; including poor customer service, improper cash handling and failure to act in a professional manner
- Destruction of other employees personal or RIT property
- Chronic absenteeism or tardiness (i.e. No call/No show. Note, students may be removed from the schedule for that shift and given a formal warning. An additional offense within the same semester may result in termination of employment)
- Theft of university property (including; time, RIT product & property or money)
- Reporting to work under the influence of drugs, except as prescribed by a physician and/or unauthorized use of university property
- Insubordination (i.e. defiance/disregarding directions given by supervisor)
- Gross negligence or major policy violation (including safety and sanitation policies)
- Physical altercation or threat of physical altercation, sexual, racial or other forms of harassment
- Possession of weapons on campus
- Misuse of confidential information

*Student employees must check with their specific department for any additional job related requirements that may lead to infractions resulting in disciplinary measures being taken.

Remote Work

Student employees are employed with the understanding that their work will be completed while in residence on the Henrietta campus. Student Employees are not allowed to work in a remote capacity outside of New York State or in New York City. Student Employees who are allowed to work in a remote capacity may do so for no more than thirty (30) consecutive days in a single calendar year. Unless otherwise stated, student employees may not work remote in any international locations or in the United States Territories. While student employees may work during academic breaks, they are not required to do so.

- Prior to starting remote work, a remote work request (see [Remote Work Request](#)) a form must be filled out by the supervisor and approval obtained from the AVP /Dean for the area.

Reporting Obligations

Any student employee who is a supervisor or has academic responsibility over another student and is involved in a consensual romantic or sexual relationship with that student, must disclose this relationship to their supervisor. The supervisor will then take action to remove any conflict of interest that may exist based on this relationship.

Training

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All student employees must complete any mandated training given by their department. Student employees may have both online training and on the job training dependent upon their department. Training must be taken within the first two (2) weeks of the student's initial hiring and annually thereafter. Failure to take this training in a timely manner may result in the student not being placed on the schedule until training is completed or termination of the student's employment. Student employees will be paid for all training time.

Additional Protocols

Student employees should remember that they represent Auxiliary Services, and as such, are expected to exhibit the highest level professionalism. The following reminders are meant to be in keeping with this objective.

➤ **Personal Devices**

Student employees should remember that while at work, the use of personal devices (including cell phones, laptops and headphones) should be approved by the supervisor and kept to a minimum if allowed.

*Note: Due to the nature of some positions, the use of electronic devices may not be allowed (i.e. within Dining Services). Student employees should check with their supervisor for additional clarity.

➤ **Safety and Sanitation Procedures**

Student employees should obey all safety and sanitation protocols. If in doubt about any protocols, student employees are encouraged to seek further guidance from their supervisor. Disregard of any safety or sanitation protocols may result in disciplinary measures.

Additional Resources

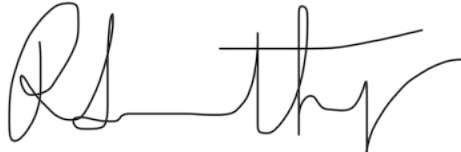
The following are additional helpful resources.

- Timecards: Student employees may check their timecards at <https://www.rit.edu/controller/payroll-schedules>.
- Student Employment Office (SEO): <https://www.rit.edu/careerservices/students/on-campus-employment>.
- Auxiliary Services: <https://www.rit.edu/fa/auxiliary-services#staff-directory>.

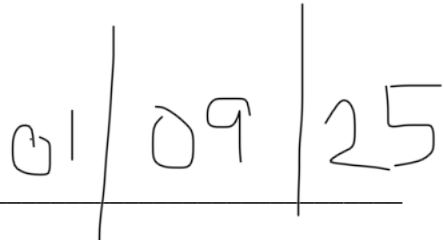
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- Kronos fast app <https://fastapps.rit.edu/kronosTimecard/login>
- How to access your W2 <https://www.rit.edu/controller/payroll#w2-information>
- Dining training www.rit.edu/dining/training



By signing above, you acknowledge receipt of these guidelines



Date