

SKSP130: STUDENT EMPLOYMENT POLICIES AND PROCEDURES

Issued by:

Student Services & Career

Established:

February 27, 2017

I. PURPOSE AND SUMMARY

1. This publication, intended for both students and employers in the State University of New York (SUNY), Korea, is a reference document on student employment policies and procedures, as provided under Department of Academic and Student Affairs. This provides users with a clear and concise resource.
2. Student employment programs at SUNY Korea serve several purposes. All types of student employment are a part of Work-Study Program at SUNY Korea and it benefits both the student and the University. The program provides financial support for students who choose to work while attending school and furnish students with a vital educational experience. Student receive help with financing their education and develop important skills that will be useful in securing meaningful employment after graduation. In addition, the University is able to benefit from the intelligence, talent, and hard work of students to support daily operations.
3. To assist both students and employing departments, the Department of Academic and Student Affairs strives to centralize information about employment opportunities, maintain standard practices and procedures for student employment, and increase the number and variety of available on-campus positions.
4. Student's primary role and responsibility is pursuing academic career and involvement of Work-Study Program must not impede primary goal as a student at SUNY Korea.

II. DEFINITIONS

1. Confidentiality Agreement: An agreement form signed by the student employee about acknowledging that all information the student obtains during performance of his/her duties must be treated as confidential.
2. Department: An administrative or academic office on campus.
3. Department Funded Jobs: Campus-based student jobs where funds used to pay the student are from the department's own private budget funds.
4. Hiring Form: A form submitted by a supervisor upon hiring a student. The Hiring Form list the student's name, supervisor's name, office/department of the job, date of employment, bank account information, etc. This form has to be completed and submitted to the Department of Academic and Student Affairs no later than the first month of the employment.

5. Student Employee: a part-time employee who is concurrently enrolled at the State University of New York (SUNY), Korea with the primary goal of achieving a degree. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of an academic program. There is no guarantee of employment, implied or otherwise.
6. Supervisor: The faculty or professional staff person(s) in a campus department/office who oversees student employees.
7. University Funded Jobs: Campus-based student jobs under student employment program (Work-Study Program) which is funded by the University through fiscal year allocation to the Department of Academic and Student Affairs (Student Services & Career Team).

III. IMPLEMENTATION

1. Implementation of this policy will commence the spring semester in 2017. All students and hiring departments are also required to review and adhere to the policies and procedures of the State University of New York (SUNY), Korea.

IV. ROLES AND RESPONSIBILITIES

1. Student Services & Career Team
 - A. Student Services & Career Team of the Department of Academic and Student Affairs is responsible for compliance with University regulations and guidelines relevant to student employment and provides services and programs to supervisors, departments, and students in order to maximize the impact of student employment.
 - B. The Student Employment staff is available to campus-wide support on policies and procedures, providing current handbooks on the program on the website, providing and training on current, new, or revised programs and systems relating to student employment.
2. Academic Team
 - A. Academic Team of the Department of Academic and Student Affairs works closely with Student Services & Career Team in administering scholarship recipients who are required to work on campus under scholarship condition and monitors their performances and evaluation results.
3. Finance Team
 - A. Finance Team of the Department of Administration monitors and processes payroll time-reporting actions and offers guidance on specific payroll problems. All employment documents related to payroll such as hiring form, identification information, bank account information, are kept in the Department of Administration.

V. RIGHTS AND RESPONSIBILITIES

1. Student Employee Rights and Responsibilities
 - A. Each student employee has the right to the following:
 - i. Information about the award amount and pay rate
 - ii. A specific job description including the supervisor's expectations and standards
 - iii. A clearly defined work schedule and the average number of hours of work to expect per week
 - iv. Adequate training to perform assigned tasks

- v. A safe and sanitary working environment
 - vi. Regular supervision and review of work performed
 - vii. A clear explanation of the procedure for being paid
 - viii. Instructions on how to report an unexpected absence from a scheduled work shift
- B. Each student employee has the responsibility to the following:
- i. Understand the specific job responsibilities including the supervisor's expectations
 - ii. Perform assigned tasks in an efficient and timely manner
 - iii. Arrange a mutually agreeable work schedule with the supervisor, and work the assigned hours regularly
 - iv. Notify the supervisor immediately if a scheduled work period must be missed
 - v. Accurately document work hours
2. Employer Rights and Responsibilities
- A. Each employer has the right to the following:
- i. Have assigned tasks completed efficiently and correctly by the student employee
 - ii. Have student employees record their time properly
 - iii. Expect student workers to adhere within reason to a regular work schedule
 - iv. Be notified immediately if a student must miss a scheduled work shift
- B. Each employer has the responsibility to the following:
- i. Provide adequate orientation and on-the-job training to student employees
 - ii. Clarify the required hours of work and expected duration of job to students
 - iii. Set expectations for the quality and quantity of work
 - iv. Attend staff workshop or information session about student employment to understand up-to-date policies and procedures
 - v. Explain all office and department policies which are applicable to students
 - vi. Ensure students are hired and terminated through the proper student employment procedure
 - vii. Ensure no students work prior to receiving an approval of Department of Academic and Student Affairs, or continue working after termination
 - viii. Discuss any performance issues with student employees and complete an evaluation each period
 - ix. Ensure that proper payroll and clocking processes are followed
 - x. Monitor the working hours of student employees, and to terminate students once working hours are exceeded
 - xi. Maintain open communication with Student Services & Career Team, Finance Team and students

- xii. Correctly maintain student employment personnel files on every student employee

VI. PERIOD OF ELIGIBLE EMPLOYMENT

1. The employment lasts for one semester and it is not automatically renewed unless mutually agreed upon by supervisor and students. A letter of resignation is not required at the end of the semester.
 - A. Fall semester only
 - B. Spring semester only
 - C. Summer session only
 - D. Winter session only

VII. TYPES OF JOBS AVAILABLE

1. Employment must not:
 - A. impair existing service contracts;
 - B. displace employees;
 - C. fill jobs that are vacant because the employer's regular employees are on strike; or
 - D. involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction.
2. University Funded Jobs
 - A. Campus-based student jobs under student employment program (Work-Study Program) which is funded by the University through fiscal year allocation to the Department of Academic and Student Affairs (Student Services & Career Team) as work-study scholarship funds.
 - B. Please refer to the following examples:
 - i. Administrative Assistant
 - ii. Computer Lab Assistant
 - iii. Resident Assistant
3. Department Funded Jobs
 - A. Campus-based student jobs where funds used to pay the student are from the department's own private budget funds. Department Funded Jobs requires an agreement of the Department of Academic and Student Affairs (Student Services & Career Team) before job posting and must abide by the Student Employment Policy.
 - B. Please refer to the following examples:
 - i. Department Receptionist
 - ii. Tech Assistant
 - iii. Peer Tutor
 - iv. Unpaid Intern

VIII. ELIGIBILITY CRITERIA

1. Students wishing to work under the Work-Study Program during the academic year must be enrolled AND matriculated in a degree program during each semester for which they seek employment.
2. Students wishing to work under Work-Study Program for the Summer or Winter must be enrolled in Summer or Winter session, or for the previous Spring or Fall semester AND matriculated in a degree program during each semester for which they seek employment.
3. Students expecting to graduate before the employment begins are not eligible for any position.
4. Also, they must be in good academic standing with a cumulative GPA of 3.0 or higher and must not be on academic warning or probation.
5. Depending on the job specifications, exemptions may apply to the non-matriculated students on their second semester or after. In such cases, the student must submit the recommendation letter of the Director of the Intensive English Center with the application.

IX. HIRING OF STUDENTS FOR THE *UNIVERSITY FUNDED JOBS*

1. Job Request
 - A. Employers interested in hiring a student for University funded jobs, first need to submit a Job Request Form to Department of Academic and Student Affairs when Department of Academic and Student Affairs announces the initiation of the hiring process.
 - B. Department of Academic and Student Affairs will send out a Job Request Form to all departments and administrative offices on campus at the end of each semester for student employment in the following semester.
 - C. To ensure priority consideration, requests must be submitted no later than:
 - i. Spring semester – 2nd Friday of February
 - ii. Summer session – 3rd Friday of May
 - iii. Fall semester – 2nd Friday of August
 - iv. Winter session – 3rd Friday of November
2. Allotment of Working Hours and the Number of Student Workers
 - A. Once all forms are submitted, Department of Academic and Student Affairs reviews all requests for student workers, allotting the number of positions based upon the overall needs of the University as well as available funding.
 - B. Each department and/or office is then notified of the number of students and/or maximum working hours that they are authorized to hire and utilize.
 - C. Students will only be allowed to apply for positions, which have been authorized in advance by the Department of Academic and Student Affairs.
3. Job Listing and Application
 - A. Job listing will be posted on the University Announcement board at SUNY Korea's website for students to apply.
 - B. The students need to submit the application form to the Department of Academic and Student Affairs at student@sunykorea.ac.kr and Department of Academic and Student Affairs will distribute the student applications to each supervisor.

4. Hiring Process
 - A. The supervisors will review the application and arrange the job interview with the candidate students. The supervisor selects which candidate to hire. However, there is no guaranteed of Work-Study placement.
 - B. Department of Academic and Student Affairs will make an application result announcement to each applicant.
 - C. Before students can start working, the hiring supervisors must submit the required documents to the Department of Academic and Student Affairs so that the students can be registered on the payroll system. Copies of each document must be kept in the hiring department.
 - D. Required documents are the following:
 - i. Student Hiring Form and Confidentiality Agreement
 - ii. A copy of the first page of student's bankbook
 - iii. A copy of the student's identification card or passport
 - iv. Both sides of the Alien Registration Card in case of international student
 - E. Students cannot begin working until all employment requirements are satisfied. If a student is hired without the University's acknowledgement and/or completed paperwork, the hiring department is responsible for student's wages as its own cost.

X. HIRING OF STUDENTS FOR THE DEPARTMENT FUNDED JOBS

1. Job Request
 - A. Employers interested in hiring a student for the department funded jobs requires an agreement on student employment details with the Department of Academic and Student Affairs via University Groupware.
 - B. To get an agreement, the following items must be indicated:
 - i. Hiring department and supervisor's name and contact
 - ii. Job title and job description
 - iii. Hourly wage and expected monthly wage for each student
 - iv. Maximum working hour per month plus per week if an international student
 - v. Working period
 - vi. Name of hired student including student ID number, contact information (*if any*)
2. Job Posting and Application
 - A. Job posters may be posted on the University Announcement board at SUNY Korea's website or on the notice boards (with an approval stamp of the Department of Administration) on campus for students to apply.
 - B. Job posters must include the following items:
 - i. Hiring department and contact point for the job inquiries
 - ii. Job title and job description
 - iii. Job qualification and eligibility

- iv. Hourly wage and expected working hours per week or month
 - v. Working period
 - vi. How-to-apply information (application period, application method, etc.)
 - C. The students need to submit the application form to the designated contact point.
3. Hiring Process
- A. The supervisor reviews the application and arranges the job interview with the candidate students. The supervisor selects which candidate to hire.
 - B. The supervisor informs the final candidates to the Department of Academic and Student Affairs to final background check and working hours' allotment.
 - C. Department of Academic and Student Affairs reviews the students' employment status. If a student is concurrently employed on campus, Department of Academic and Student Affairs may set the maximum working hours for the hiring student and the employer must comply with this limit.
 - D. The supervisor may request for a background check to Department of Academic and Student Affairs (disciplinary record and/or previous evaluation record).
 - E. Before students can start working, the hiring supervisors must submit the required documents to the Finance Team so that the students can be registered on the payroll system. Copies of each document must be kept in the hiring department.
 - F. Required documents are in the following:
 - i. Student Hiring Form and Confidentiality Agreement
 - ii. A copy of the first page of student's bankbook
 - iii. A copy of the student's identification card or passport
 - iv. Both sides of the Alien Registration Card in case of international student
 - G. Students cannot begin working until all employment requirements are satisfied. If a student is hired without the University's acknowledgement and/or completed paperwork, the hiring department is responsible for student's wages as its own cost.

XI. STUDENT PERFORMANCE EVALUATION

1. Employers are strongly encouraged to give regular feedback on job performance of their student employee and conduct performance evaluation at the end of the hiring period.
2. Evaluations of job performance should be conducted by the employee's immediate supervisor. The substance of this evaluation of student- employee job performance is not subject to grievance procedures.
 - A. Student performance will be evaluated by the supervisor of the hiring department at the end of the hiring period.
 - i. The supervisor must share and discuss the evaluation result with the student employee.
 - ii. The student employee must review the result and authorize the release of information on the evaluation to potential future employers.

- B. The Department of Academic and Student Affairs will keep the evaluation result for future reference (i.e. recommendation letters, pay raises, etc.).
 - i. If a student is evaluated and received a total percentage under 70%, the student will be suspended from applying in the following semester.

XII. HOURS AND WAGE

1. Maximum working hours
 - A. All students are not allowed to work more than 60 hours per month.
 - B. International students are limited to work no more than 20 hours per week.
2. Hourly wage
 - A. The minimum hourly wage for student employee is 7,600 KRW (subject to change).
 - B. The maximum hourly wage is 11,500 KRW.
3. Exceptions
 - A. Exception may apply to employment during the summer or winter session and project-based employment.
 - B. Based on performance evaluation and overall student reputation, students may receive annual raises of 1,000 KRW up to the maximum wage.
 - C. The department administration office receptionist can work a maximum of 20 hours per week, 80 hours per month.

XIII. DUAL APPOINTMENTS

1. Students may hold more than one position; however, they must not surpass 20 hours per week for whatever type of position they hold.
2. International students cannot go over 20 hours per week.
3. Exceptions:
 - A. Exception may apply to employment during the summer or winter session and project-based employment.
 - B. Depending on the job specifications, exemptions may apply under the approval of Dean of Department of Academic and Student Affairs.

XIV. TIMESHEETS AND PAYCHECKS

1. Students will be logging in and out daily as they work.
 - A. They will be using Work-Study Program Monthly Timesheet section to complete this task. Supervisors will approve or deny timesheet entries.
 - B. It is recommended that supervisors approve entries in the monthly timesheet daily and weekly.
2. For University Funded Jobs, supervisors of the students must submit the completed monthly timesheet to Department of Academic and Student Affairs by the 5th of each month. Then, Department of Academic and Student Affairs prepares the payment report for the monthly wage of each month and submit to the Finance Team by 10th of each month.
 - A. Monthly timesheet without a signature of Supervisor, with wrong calculations of working hours and/or exceeding limited working hours will not be accepted.

- B. Late submission of the monthly timesheet will result in the student not being paid until the following month.
- 3. For Department Funded Jobs, supervisors of the students must prepare the payment report for the monthly wage of each month and submit directly to the Finance Team by 10th of each month.
 - A. Monthly timesheet without a signature of Supervisor, with wrong calculations of working hours and/or exceeding limited working hours will not be accepted.
 - B. Late submission will result in the student not being paid until the following month.
- 4. Paychecks are available on the 15th of each month.
 - A. Any discrepancies in a student's paycheck should be reported immediately to the Finance Team and resolved as soon as possible.

XV. SUPERVISION

1. Supervision of student employees involves providing adequate orientation to work rules in the department or office and training for specific job duties. It also involves planning the student's work schedule, confirming hours worked on the monthly timesheet and monitoring hours worked.
2. Each student employee must be supervised by a regular SUNY Korea employee who can attest to the quality of the student's work and hours reported on the monthly timesheet. The student should know at all times who is his or her immediate supervisor and know whom to contact about problems arising on the job. All students must work at a place on campus where they are working under their supervisors on site with them and no work should be done outside of campus where there is no supervision on their work performance.
3. If a student employee is performing in such a manner that requires disciplinary action, his or her supervisor must notify the Department of Academic and Student Affairs immediately.
4. Students are allowed two written warnings. If after the second warning, the student continues his or her substandard performance, his or her supervisor can terminate the employment. When issuing a warning notice to a student employee, a copy of the note needs to be sent to the Department of Academic and Student Affairs, which will then forward to the Finance Team.

XVI. NON-DISCRIMINATION STATEMENT

1. SUNY Korea prohibits discrimination on the basis of race, sex, sexual orientation, gender identity and expression, religion, age, color, creed, national or ethnic origin, disability, marital status, familial status, genetic predisposition, criminal conviction, domestic violence victim status, veteran status and/or military status and all other protected classes and groups under Federal and State Laws in the administration of its policies, programs, activities, or other SUNY Korea administered programs or employment.

XVII. CERTIFICATE OF EMPLOYMENT

1. If a proof of employment history on campus is required, a student may request Certificate of Employment to the University. It costs 2,000 KRW in cash and takes 2-5 business days to process. According to Academic & Student Affairs Administrative Service Charge Policy, the revenues from administrative service charge will be used for student scholarship funds, "Giving Back Scholarship".
2. Certificate of Employment issued under Dean of Department of Academic and Student Affairs includes the following information:

- A. Student's information including student ID, major, entry year and semester
- B. Employment history including hiring semester, hiring department, and hiring period
3. Employment before February 27, 2017
 - A. Document/Service Request Form is available at the A208 office. A student may request the certificate to Student Services Team (student@sunykorea.ac.kr) via email.
4. Employment on or after February 27, 2017
 - A. A student may contact to the employing department for document request.
 - B. Employer needs to request the certificate to Student Services & Career Team and the following items should be provided with the request:
 - i. Hiring period (start and end date of the employment)
 - ii. Name of the hiring department and team
 - iii. Student's name and student ID number

XVIII. EMPLOYER/EMPLOYEE CONFLICTS

1. Occasionally, work-related problem arises. When this occurs, the employer and employee should attempt to resolve the program informally. Often, discussion between the two parties brings about a resolution. However, many problems can be averted through open communication of realistic expectations on the part of both the supervisor and the employee.
2. The following guidelines have been used successfully in dealing with employer/employee conflicts:
 - A. Address problems as they arise, not after they accumulate.
 - B. Deal with minor concerns before they become major problems.
 - C. Review responsibilities, duties, and expectations. Make sure they are clear to both the supervisor and the students.
 - D. Avoid personalizing critical moments. Discussions regarding performance should be conducted in private.
3. If this process is not successful, the supervisor should contact Department of Academic and Student Affairs for assistance. Students may be replaced to a different position in a different department or office depending on the circumstance.

XIX. RESPONSIBLE OFFICER

1. The Dean of Department of Academic and Student Affairs is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

XX. IMPLEMENTATION OFFICER

1. Student Services & Career Team is responsible for the promulgation and implementation of this procedure in accordance with the scope as outlined above. Inquiries about interpretation of this procedure should be directed to the implementation officer.

XXI. REVIEW

1. This procedure is to be reviewed by June 30, 2018.

XXII. VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Dean, Academic and Student Affairs	February 3, 2017	February 27, 2017	New
2	Dean, Academic and Student Affairs	June 20, 2017	June 15, 2017	Hours and Wage 3.1, Dual Appointment 3.1 Hours and Wage 3. Exceptions 3.3
3	Acting Dean, Academic and Student Affairs		February 1, 2018	Format change Naming of the offices and teams; VII.2.B. and VII.3.B. Peer Tutor; VIII.5. Exceptions of the Eligibility Criteria XII.2.A. Minimum Wage; XVI. Non-discrimination Statement

Direct Questions to:

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