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Student Services

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Student Association

STUDENT ASSOCIATION

Faculty members may become members of the Student Association by paying an annual fee of \$30. Dues paying faculty may vote in general and Senate elections, serve on the S.A. Senate, and receive a yearbook, in addition to receiving the other campus services provided by the Student Association.

A detailed statement of the purposes, organization, and functions of the Association appears in the Constitution, which is available at the office of the Student Association President and the office of the Vice President for Student Services.

Student Publications

STUDENT PUBLICATIONS

The membership of the Student Publications Board is drawn from administration, faculty, staff, and students. The Chair is appointed by the President of the College. It functions as an administrative committee that reports directly to the Vice President for Student Services, who is a non-voting member. Nine members constitute a quorum. Voting membership of the committee is as follows:

Publication Board Membership

Faculty

- Chair of the Communications Department
- A faculty representative appointed by the Academic Senate
- The adviser to the *Campus Chronicle*
- The adviser to the *Diogenes Lantern*
- The adviser to the *Funnybook*
- The adviser to the *Video Yearbook*
- The adviser to the *PUC-Cast*
- The Director of Public Relations

Administration

A representative from the office of the Vice President for Student Services

Students

- The S.A. President
- The S.A. Executive Vice President
- The editor of the *Campus Chronicle*
- The editor of the *Diogenes Lantern*
- The editor of the *Funnybook*
- The editor of the *Video Yearbook*
- The producer of the *PUC-Cast*
- Two students appointed by the S.A. Senate

The College is legally responsible for student publications inasmuch as it finances them and oversees the selection of their editors. That being so, the goal in the appointment of members to the Student Publications Board is to select persons who are knowledgeable of the demands of journalism and at the same time broadly representative of College interests.

Functions

The functions of the Student Publications Board are:

- To act as agent for the publisher of the *Campus Chronicle*, the *Diogenes Lantern*, *Video Yearbook* and the *Funnybook*, and consequently to have general and direct supervision of student publications.
- To see that student publications follow the canons of good journalism in order to protect the interests of all the constituents of the College.
- To offer constructive advice and to monitor complaints, criticisms, and disagreements.

- To encourage and uphold the presentation of the principles of Christianity and the Seventh-day Adventist Church in an effective and creative manner.

The responsibilities of the Student Publication Board are:

- To formulate and administer the general editorial policies within which editors of student publications are to work.
- To establish criteria for the operation of the publications.
- To meet at least twice each quarter to consider editors' plans for the publications.
- To review and critique publications.
- To review the financial operations of all publications under its jurisdiction.
- To evaluate the editorial qualifications of prospective editors and to offer recommendations to the S.A. Elections Board.
- To decide whether to hear a criticism, complaint, or disagreement about the management or operation of a student publication. (The board consequently serves as an agency that not only initiates action, but also protects publications and personnel from unwarranted criticism.)
- To hear any criticism of or dissatisfaction with the management or content of any student publication from within or without the College, and to take appropriate action following such hearing.
- To hear any disagreements brought to it by either an editor or an adviser and to resolve such disagreements. Decisions reached are binding, subject only to veto by the Vice President for Student Services in consultation with the College President.
- To make recommendations for strengthening the Student Publications program.
- To amend and revise policies pertaining to student publications. The chair of the Student Publications Board in consultation with the Vice President for Student Services determines when amended or revised policies need to be approved by other bodies, e.g., the S.A. Senate or the Administrative Council.
- To meet in emergency session called by the Student Publications Board chair when 1) any member of the Board requests such a session, or 2) the chair, acting upon information provided by a member or members of the Board, chooses to withhold material temporarily from publication.

STUDENT EMPLOYMENT PROGRAM

The purpose of the student employment program is to develop work skills and ethics, provide personal growth and career development, enhance the educational experience, provide financial support to offset College expenses, and assist the College in its mission. Student employees complement and enhance the skills of the College staff, faculty, and administration. Those eligible for the student employment program must be currently enrolled at PUC.

Hiring a Student Employee

Departments should evaluate their needs according to their budgets, establish job descriptions for their student employee positions, and communicate their openings to the Payroll/Student Employment.

Interested students should contact the hiring department directly regarding posted position(s). Hiring priority is given to students enrolled in the College over those enrolled in PUC Prep. Once hired, students must complete a W-4 and I-9 at the Payroll/Student Employment Office and obtain, complete, and return a student employment authorization.

Responsibilities

Student Employment Program

Hiring Procedure

Non-resident Aliens

Non-Resident Alien students whose countries have tax treaties with the United States must also complete appropriate tax forms, including form 8233, as well as an I-9. International students who have a J-1 or an F-1 visa may work up to 20 hours per week while school is in session.

Job Descriptions

In order to meet the requirements of the Federal Work Study Program, a job description for each of the department's student positions (e.g., reader, tutor, secretary) must be on file in the Payroll/Student Employment Office.

Training

Departments should establish training programs, including, but not limited to: time cards, work schedules, attendance, and rest breaks; job tasks and duties; supplies, tools, and machine operations; telephone etiquette, access codes (if required), and confidentiality; working as a team; safety and workers' compensation; sexual harassment.

Evaluations

Student employee evaluations should be completed quarterly to review job performance, skill strengths and weaknesses, growth opportunities, areas of improvement, and placement on the wage scale. The evaluation should be maintained in department files.

Employment Evaluation**Summer Bonuses**

Departments are encouraged to develop a summer bonus program for students who work the entire summer. Bonus plans are not to exceed \$1.00 per hour worked during the summer. The bonus period runs from the Monday after graduation through the day prior to the start of Fall Quarter. Students must work a minimum of nine weeks during the summer to be eligible for the bonus program.

Hiring Employees Not Currently Enrolled

At certain times a department may need to employ, on a temporary or short-term basis, a student who is not currently enrolled for course work at PUC (e.g., incoming freshmen working the summer prior to their first quarter, students taking a break from their course of study due to financial or personal constraints, or students who have graduated and need to work the summer or quarter after the completion of their course work). The following provisions apply to such employment:

Students Not Currently Enrolled

- The student must demonstrate financial need that merits continuing employment for the short term.
- A special contract, limited to three months, must include a statement of the reasons for the short-term employment.
- Departmental student labor funds are transferred into a non-student labor wage account to cover the student's wages plus a percentage to cover required benefits (i.e., workers' compensation, FICA tax).
- The employee is classified as a Non-Staff/Non-Student Seasonal Employee (non-benefited, except as required by law).

Student Tax Status - FICA Tax. Students employed by PUC who are enrolled for twelve credit hours each quarter and work less than twenty hours per week are exempt from FICA tax liability. Students employed by Howell Mountain Enterprises are not exempt from FICA tax liability.

Changes of Pay Rate. To change a student's rate of pay, a rate change slip is submitted to the Payroll/Student Employment Office.

Terminating Student Employees. The student employment authorization form includes a section to be completed on the termination of a student's employment. This should be returned to the Payroll/Student Employment Office within twenty-four hours of the termination.

Student Wage Scale: To see the most recent student wage scale, please contact Human Resources.

FACULTY RESPONSIBILITY FOR STUDENT ACTIVITIES

Procedures for Dealing with Students Who Violate Campus Policies and Regulations

All students are expected to abide by the campus policies and regulations outlined in the *Student Handbook* and any announced regulations that have not yet been printed in the *Handbook*. College faculty and staff who observe students violating provisions of the *Student Handbook* are to follow these procedures:

- Speak to the student privately, attempt to help the student to understand the provisions of the *Student Handbook*, and solicit the student's cooperation.
- Speak to a student seen violating the same regulation again and notify in writing or by phone the student's residence hall dean and the office of the Dean of Students.
- Report each repeated violation as outlined above.
- Refuse admittance to class if the student is in direct violation of policies as outlined in the *Student Handbook*.

A student may also be dismissed from class for disruptive behavior. A teacher who has dismissed a student must notify the Office of Student Services and the office of the Vice President for Academic Administration. The student may be dismissed from that class session only and not from any subsequent class or examination appointment without the consent of the Vice President for Academic Affairs.

A student who is in violation of policies outlined in the *Student Handbook* may also not be allowed to come to work. If there are repeated violations the employer should notify the Office of Student Services and the student's residence-hall dean in writing or by phone.

College-Sponsored Student Activities

The following regulations apply to the planning of college-sponsored activities involving faculty members and students of the College

- The College-Sponsored Student Activity Request Form must be completed for all college-sponsored student events, activities, and/or overnight trips. Forms are available in the Office of Student Services and in **Appendix F-1**.
- All off-campus activities, curricular or extracurricular, covered by this policy are expected to contribute to meaningful learning experiences in harmony with the educational and service objectives of the College.
- Sponsors or directors of proposed off-campus activities are responsible for informing themselves and other participants of pertinent college policies, and for seeing, to the best of their ability, that those policies are observed in the planning and carrying out of the activity.
- If work appointments will be missed, each participating teacher is to secure permission from the appropriate department chair before agreeing to participate.
- Off-campus activities should be arranged, if possible, at times that will not encroach upon the regular academic duties of the participants, but in all instances require clearance by the Vice President for Academic Administration.
- A request or invitation for college faculty members and/or students to present a program should originate with a responsible official of the inviting organization and should be directed to the Vice President for Student Services.

Faculty Responsibility for Student Activities

Policy Violations

College-Sponsored Activities

Building Closing Times

- Any solicitation of funds for activities requires specific authorization from the Vice President for Advancement.
- See I-19 and III-5 for policy on academic field trips.

Occupancy of Campus Buildings

Campus buildings have various scheduled closing times, and students are required to leave prior to those times.

Exceptions may be granted by department chairs or administrators to students involved in classroom-related activity or work. A faculty member or sponsor must be present until the job is completed or until the students return to their respective homes.