

Student Employment Handbook

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Pacific Union College

Student Employment Handbook

Mission Statement

PUC is a Seventh-day Adventist learning community offering an excellent Christ-centered education that prepares its students for productive lives of useful human service and uncompromising personal integrity.

Equal Opportunity Statement

Student Employment is primarily available for Pacific Union College students. PUC Preparatory students and children of faculty/staff may be employed if positions remain available.

Getting Started

Disclaimer: The Payroll and Student Employment Office is not responsible for placing students in jobs. *You* are responsible for seeking and securing a job. The Campus Chronicle often lists jobs as well as Announce.

To become a student employee at Pacific Union College, follow these steps:

1. Complete a Student Employment Application Packet found on the PUC website.
 - PUC Employment Application
 - Signature statement page for Student Employment Handbook
 - Confidential Information Agreement
 - FERPA Form
 - Student Information Form
 - Direct Deposit Form
 - W-4 (Federal) Tax Form
 - DE 4 (CA State) Tax Form
 - I-9 Certification Form
2. You may not legally begin working until your application packet has been accepted by Student Employment and an Employment Authorization contract has been received from the hiring Department.
3. Once all the above steps are complete, Student Employment will notify you by email that you are cleared for work. You will then need to bring your student ID card to Student Employment to be coded so that you can begin clocking in and out for work.

Note for Howell Mountain Enterprises (HME) Employees:

- Howell Mountain Enterprises includes the College Market, ACE Hardware, Chevron gas station, and HME's corporate office.
- HME employees are hired through the PUC Human Resources Department and they have their own application procedss.
- Students who work as HME employees will need to obtain an HME ID card from Human Resources.

Note for International students:

- International students must be cleared by Crista Peterson at Student Services before applying for a job.
- Please see the “International Student” section on Page 8 for more information.

Timecard System

- PUC student employees use their PUC student ID to clock in and out for work.
- If working for HME, an HME ID card is required to clock in and out for work.
- If you lose your ID card, you can replace it at the Student Life office (there may be a replacement fee).
- In order to clock in and out, ID cards must be coded at the Payroll office.
 - Every time a new card is obtained, it must first be coded at Student life for use at the cafeteria and then coded at the Payroll office for use in the timecard system.
- It is your responsibility to learn how to use the timecard system properly. The Student Employment Office will give you a short tutorial on how to use the timecard system.
- If there are errors or omissions on a student’s timecard, corrections must be made before noon on the Monday of pay week. Failure to do so will result in that time not being included on your paycheck for that pay period. A written request will need to be submitted to your Department Timekeeper to make the correction in the following pay period.
- An alternative to using the student ID card to clock in and out for work is now available on the JBDev Mobile App. See the Student Employment page on the PUC website for Instructions.

Wage and Hour Laws

- California labor law requires each employee to take a 30-minute meal break before the five-hour mark. Please take this break and ensure that it is no less than a 30-minute uninterrupted period of time away from work duties. This is a 30-minute unpaid period of time.
- However, if work is complete in six hours and you do not return to work, the meal period may be waived.
- Under California law, an employee must also be permitted to take a 10-minute rest break for every four hours worked consecutively. Unlike a meal period, rest periods are not recorded through the time system.
- PUC Student Workers are only allowed to work a total of 20 hours per week.
- The College’s policy requires that PUC and HME student employees do not work over 20 hours per week or incur overtime. Your supervisor must authorize exceptions. If there is an exception made, overtime will be paid at one and one-half time the employees’ basic rate of pay.
- Overtime is considered any hours worked beyond any of the following:
 - 8 hours per day
 - 40 hours per week
 - 6 days a week
- Questions? Contact Human Resources (707-965-6231)



Payday

- Payday is every other Friday.

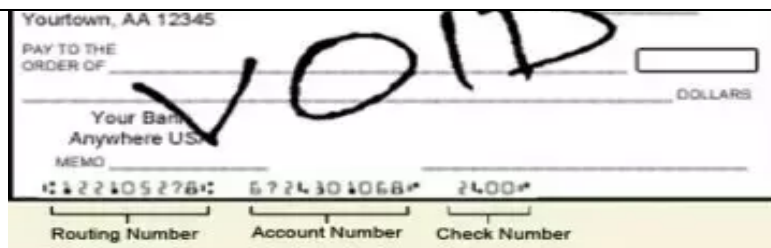
If you do not have Direct Deposit, paychecks are available after 9:00 AM for pick up at the Payroll Office. If your check is not picked up within two weeks, it will be mailed to your home address listed in the payroll system.

- If your permanent address changes, please change your address on PUC Flashlight online:
 - Go to <http://flashlight.puc.edu>
 - Log in using your PUC email username and password
 - After successfully logging in, click on your name icon in the upper right corner.
 - Select "User Profile"
 - Under "Addresses", make the necessary changes, being sure to select "Preferred" to indicate the most current permanent (Not School) address.
- If you lose your paper paycheck, you can request a replacement check. Contact the Payroll office at extension 7300 or by email at payroll@puc.edu. Requests to replace lost checks or stale-dated checks are subject to a \$15 service charge. Requests must be received in writing before a replacement check can be issued. Confirmation of a successful stop payment must be received from the bank before we can reissue a check.

Direct Deposit

- Direct Deposit deposits your earnings directly into your checking or savings account at your bank.
- Completing the Direct Deposit Authorization form in your application packet and attaching a voided check or printout from your bank, showing your Account Number and Bank Routing Transit Number (RTN) will authorize Payroll to set up Direct Deposit for you (see labeled image of the check below for details). You can also show Student Employment your Routing # and Acct # in your banks' App.
- Direct Deposit takes one full payroll cycle (two weeks) to establish.

If you change banks or close your account, notify Payroll at least one week prior to payday in order to be able to intercept your pay. If your pay goes to a closed account, it can take up to a week to replace it.



ATTACH A VOIDED CHECK OR . . . request a printout from your bank showing your BANK NAME ROUTING # ACCOUNT #

VIEWING YOUR PAY ADVICES

To view your pay advices online:

1. Go to <http://flashlight.puc.edu>
2. Log in using your PUC email username and password
3. After successfully logging in, select the “Employee” tab.
4. Select the tab labeled “Employee Profile”, click on “Pay Advices”
5. Click the date of the pay period, which is under “Current Year”
6. For more help, please see “Viewing Your Pay Advices” under ‘Helpful Documents’

Tax Deductions

- Federal and state taxes are deducted from your paycheck based on the way you fill out Form W-4 (part of the Student Employment application packet). <https://www.irs.gov/publications/p505>
- Being a student does not automatically exempt you from Federal and State taxes.
- You are exempt from Social Security and Medicare taxes during the school year if taking 6 or more credits, as well as State Disability Insurance (SDI).
- During the summer, Social Security and Medicare taxes will be withheld from your paycheck unless you are enrolled in summer school for 6 or more credits (international students are exempt year-round).
- Employees working for HME are not exempt from Social Security or Medicare taxes at any time. HME employees will also have State Disability Insurance (SDI) deducted from their paycheck.

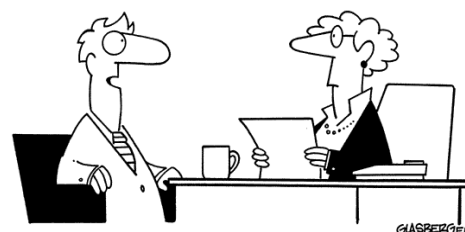
Paycheck Deductions

- Voluntary paycheck deductions are made available by the College for the convenience of employees.
- These include tithe, offering, and payments to your student account.
- Tithe and offering deductions go directly to the Pacific Union College SDA Church only.
- To set up deductions to go to your student account, see your Student Finance counselor.
- Voluntary deductions are only made at the written request of the employee.

Performance Appraisals

- Periodically, employees may be evaluated by their supervisor on the basis of job performance.

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**“Can I have a copy of my performance review?
My mom still gives me \$5 for a good report card.”**

Switching and/or Ending Jobs

- Each new job requires a new Student Employment Authorization contract form. Once officially offered a new job, ask Student Employment to send an Authorization form to the department that is hiring you.
- If you need to switch jobs because of scheduling conflicts or other reasons, please have the courtesy to give your supervisor two weeks' notice. Advise Student Employment so they can term that position.

Employee Conduct

PERSONAL APPEARANCE

- Personal appearance is of vital importance as it contributes to the professional environment of the College and affects your performance and effectiveness.
- Clothing should be modest and appropriate for the work being performed.
- Check with your department supervisor regarding a specific dress code for your work area.



"I have no idea what the dress code allows, but I bet it doesn't include jammies."



ATTENDANCE

- Pacific Union College expects good attendance and punctuality on the part of employees.
- Employees are expected to report for work as scheduled.
- If extenuating circumstances cause you to be late or absent from work, notify your supervisor immediately.

SICK LEAVE

- If you are too sick to attend work, notify your supervisor as soon as possible to let them know. When you return to work, ask your supervisor for a SICK LEAVE REQUEST form *(also available for pick up at the*

Payroll/Student Employment office). This needs to be reported in JBDev in the same pay period in which you were off sick. You accrue sick leave at the rate of 0.0334.

HARASSMENT

- Pacific Union College is committed to providing a work environment that is free from discrimination.
- In keeping with this commitment, the College maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.
- Any employee who believes they have been harassed by a coworker or supervisor should promptly report the facts to their supervisor and/or the Human Resources Office. The Human Resources Office investigates all such claims and takes appropriate corrective action.
- For questions concerning this policy, please contact Human Resources at extension (707) 965-6231 or the Title IX Office Coordinator at (707) 965-6226 or by email at titleix@puc.edu.

CUSTOMER SERVICE

- PUC aims to provide the highest level of customer service.
- Employees are expected to treat customers, colleagues, and students in a courteous and respectful manner at all times.
- The Golden Rule is our life motto.
- Customers should never be treated in a condescending or impolite manner or be kept waiting an unreasonable amount of time.

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"Thank you for calling Customer Service.
If you're calm and rational, press 1.
If you're a whiner, press 2.
If you're a hot head, press 3...."

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"Before you came along, our lives were empty and meaningless. Connecting with you is the best thing that ever happened to us and we feel so very blessed to be with you today. Every moment we're together is pure joy. Please continue to hold."

CONFIDENTIAL INFORMATION

- The unauthorized use, possession or dissemination of confidential information may result in discipline up to and including termination of employment.
- It is imperative that all students adhere to the following rules:
 - a. Business affairs of the College should not be discussed with anyone outside the organization except when required in the normal course of business.

- b. Certain sensitive College information has limited access. Such information should not be discussed with unauthorized employees.
- c. Information concerning the activities or operations of the College's suppliers or customers must be treated as confidential.
- d. Employees handling confidential information are responsible for its security.
- e. Signing the Confidentiality Agreement in the Application packet is required in order to obtain a student worker job at PUC.

DISCIPLINARY PROCEDURES

- Appropriate conduct, whether you are on duty or not, is expected at all times while on College property.
- Any violation of good conduct or deviation from College rules and regulations may warrant disciplinary action.
- Employment may be terminated at will by the employee or the College at any time without following any formal system of discipline or warnings.
- The College may exercise its discretion to utilize forms of discipline that are less severe than termination in certain cases.

College Premises and Work Areas

EMPLOYEE SAFETY AND HEALTH

- It is the policy of the College to provide a work environment as free as possible from recognized hazards.
- Employees are expected to comply with all safety and health requirements whether established by management or by federal, state or local law.
- Employees should report to the safety officer in Financial Administration all observed safety and health violations and any accidents resulting in injuries to employees or customers.

PERSONAL PROPERTY

- Pacific Union College assumes no responsibility for loss or damage to personal property when brought to work unless authorized by administration and specifically endorsed to the College's property insurance policy.
- A lost and found service is maintained at the Custodial Department. At the Lost and Found center, you can report the loss of valuable items, turn in found items, or pick up your rescued valuables. To submit a report of lost items, call the Custodial Office at extension 7261.



KEYS

- Keys are only issued to those employees whose duties require them to have keys.
- You must personally return keys to the Student Employment/Payroll Office without delay whenever employment is terminated or when leaving the campus at year's end.

- You should never return keys to the department head or pass them on to other employees as you have signed acceptance for the key and its return. There are no exceptions to this prohibition.
- If you lose or fail to return keys that have been checked out to you at the end of the school year or at the termination of your employment, you will be fined a service charge of \$10-\$300 based on key policy.
- If you duplicate a key, you will be fined \$250-\$300 and be subject to disciplinary action.

College buildings may be entered outside of normal working hours only by employees who have been authorized to do so by their supervisor.

Driving College Vehicles

- Any College employee driving a College-owned vehicle must complete a Driver Questionnaire form.
- This form can be obtained from the Financial Administration Office. It must be submitted and approved before you may start driving.



International Students

- All international students must speak with Crista Peterson at Student Services before applying for an on-campus job.
- International Students with an F-1 visa are eligible to work on campus for up to 20 hours per week when classes are in session from September-June and 40 hours per week during scheduled school vacations.
- If you become ineligible for an F1 status (dropping out of school or below 12 credit hours) you may no longer work on campus. Please stop by the Payroll office if you have any questions.
- **Students must have their job contract(s) signed off by Crista Peterson at Student Services**

See the “Tax Deductions” section on Page 4 for information regarding taxation as well as the “International Students” section on the PUC website (<https://www.puc.edu/v/campus-services/student-life/international-students>) for all tax matters.

Non-PUC Summer Student Employees

PUC Prep students, faculty and staff's children, and other non-PUC summer student workers are eligible to work at PUC and HME, with some restrictions. For example, F1 status employees can only work in jobs that directly help the College; working at the Chevron station would not be acceptable for such employees. Similar restrictions apply to H1-visa holders.



The application process is as follows:

1. Complete a PUC application form (same one PUC students complete)
 - a. This takes a half hour or more to complete and is done online using fillable pdf's found on the Student Employment page on the PUC website.
 - b. When you return your completed application form to the Student Employment office, you will need to provide original documents for proof of ID (i.e. passport, driver's license, Social Security card, etc.) for your I-9 verification form.
2. Obtain a Work Permit if under 18 (you must have already obtained a job)
 - a. Student Employment or your school can give you the "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT – CERTIFICATE OF AGE" form.
 - b. You can also download the form online at: <https://www.dir.ca.gov/dlse/dlseformB1-1.pdf>
 - Fill out the top section: Minor's Information and School Information
 - Take it to the Department hiring you to fill out the middle section "To be filled in and signed by employer" (job supervisor or Payroll can sign)
 - Have your parent or legal guardian sign their section
 - c. Take the form to your school to fill out the bottom section "For authorized work permit issuer use ONLY". The school will issue you a Work Permit, which you then bring back to Payroll.
3. Payroll will see if you have been assigned a PUC ID#. If you haven't, the Payroll Coordinator will create one for you (Payroll: See "Create New ID#" in the Procedures Manual).
4. Go to Student Life to obtain a PUC ID card so you can clock in and out.
5. Request Payroll to send an Authorization form to your employing department.
6. Upon receiving the Authorization form back, Student Employment will create your position in Colleague and JBDDev – this takes about 15 minutes if it's not busy. You can wait or come back as your ID card can't be activated until that has been completed.
7. Student Employment will show you how to use your ID card to clock in and out.

Contact Numbers

Unless otherwise stated, all area codes are (707) and all prefixes are (965).

Cashier	7530
Custodial/Lost and Found	7261
Financial Administration	6699
Human Resources	6231
Information Technology/Telecommunications	7000
Payroll	7300
Public Safety.....	6551
Student Employment.....	7198
Student Finance (Financial Counselors).....	7200
Student Loans/Accounts Receivable	7301
Student Services	7362

