

BEMIDJI STATE UNIVERSITY  
&  
Northwest Technical College  
**STUDENT EMPLOYMENT  
HANDBOOK**  
FOR SUPERVISORS AND STUDENTS

**STUDENT EMPLOYMENT  
ROOM 202 DEPUTY HALL  
BEMIDJI STATE UNIVERSITY  
(218) 755-2850**

## TABLE OF CONTENTS

	<u>PAGE</u>
INTRODUCTION.....	04
I. TYPES OF STUDENT EMPLOYMENT.....	05
A. Federal College Work-Study Program	
B. State of Minnesota Work-Study Program	
C. Regular Payroll	
Grants and Contracts.....	06
(1) Regular M & E Funds	
(2) Departmental Funds	
(3) Graduate Assistants	
D. Classified Student Worker	
E. Resident Assistant Program	
II. REQUESTING STUDENT EMPLOYMENT FUNDS .....	07
A. Student Employment Policy and Procedures	
B. Enrollment Policy	
C. Policy on Work Hour Limits	
D. Campus Wage Scale Policy .....	08
E. Student Wage Scale Policy	
F. Equal Opportunity Employment Policy	
III. COMMON MANAGEMENT PROBLEMS .....	09
(1) Changing jobs after posting vacancies	
(2) Designing employment opportunities that conflict with union agreements	
(3) Treating student employee work differently	
(4) Working students beyond authorized limits	
(5) Creating non-entry level positions	
(6) Inconsistent rules	
(7) Using BSU payroll for non-BSU work	
IV. GOVERNING REGULATIONS AND REQUIREMENTS .....	10
V. STUDENT EMPLOYMENT POLICIES .....	11
Absence from work	
Academic progress	
Access to buildings, offices and campus mail boxes	
Bloodborne Pathogens containment rule	
Computer use	
Confidential information	
Consultants	
Criminal acts	
Disciplinary action .....	12
Dismissal	
Driving State vehicles	
Escort service	

Expectation of work	
Foreign student employment	
Injury on the job and workers' compensation .....	13
Internet use	
Performance evaluation	
Personal appearance	
Personal work	
Position description	
Post-secondary Education Options Students (PSEO) .....	14
Resignation	
Right-to-Know Act	
Safety and Health	
Schedule for work	
Scope and Limitations of student employee responsibilities	
Sexual harassment .....	15
Special students	
Substitutions	
Supervision	
Supervisor	
Supplies and equipment	
Tardiness	
Telephones .....	16
Termination	
Time sheets	
Training and meetings	
U.S. Social Security Number	
Vehicle Use	
Withholding	
W-2 Form .....	17
New Hire Orientation	
Worker's Compensation .....	18

## **INTRODUCTION**

This handbook outlines procedures and guidelines to be used in administering the student employment program on the Bemidji State University Campus.

It is the policy of Bemidji State University to employ currently enrolled students whenever possible to assist in the performance of functions necessary to the operation of the University, to provide financial assistance to students for the purpose of obtaining a university education, and to enrich the academic training and experience of students to better prepare them for future employment.

## I. TYPES OF STUDENT EMPLOYMENT

### A. FEDERAL COLLEGE WORK-STUDY PROGRAM

Federal Work-Study is a program of the U.S. Department of Education and is funded annually with 75% federal and 25% institutional matching funds. Federal Work-Study is a financial aid program with a limited allocation of funds to the institution. Students who apply for financial aid annually and in sufficient time for funding are awarded Federal Work-Study as a part of their total financial aid package. To receive Federal Work-Study, students must meet the institution's satisfactory academic progress standard for financial aid throughout their student employment. Eligibility may vary from year to year depending upon the financial information of the student's family and the resources available to the student from other sources. A student who is awarded work-study is issued a "Work-Study Eligibility Certificate". Fall semester certificates are mailed in August. A student may earn up to the amount printed on the Eligibility Certificate and may not exceed that amount. Once the student's maximum eligibility for funds has been depleted, the department may move the student to non-financial aid funds (Regular Payroll) for the remainder of the year.

### B. STATE OF MINNESOTA WORK-STUDY PROGRAM

State Work-Study is a program managed by the Minnesota Higher Education Services Office and is funded by the State of Minnesota with a 25% match from the institution. The purpose of State Work-Study is to create jobs for students who need financial aid in order to attend college. Students must demonstrate need through the Federal Need Analysis System. In addition, they must be residents of the State of Minnesota and meet the satisfactory academic progress standard for financial aid. An eligible student is notified of the State Work-Study award on the financial aid award letter. Once the student has reached the maximum eligibility for funds printed on the most recent award letter, the department may move the student to non-financial aid funds (Regular Payroll) for the remainder of the year.

### C. REGULAR PAYROLL

Regular payroll refers to a number of areas of student employment, which are funded with non-financial aid funds. Student Payroll is responsible for administering all regular payroll funds to assure compliance with federal, state and institutional guidelines. Departments, however, do the initial hiring of the regular payroll student employees. Earnings from regular payroll work do not become a part of the student's financial aid package.

Department supervisors are responsible for assuring that the students selected for regular payroll positions are enrolled during the term of work, or for full-time semester break work they must be enrolled the term immediately following the period of full-time employment. Student Employment will request two forms of ID (one picture ID and one ID that establishes eligibility to work, ex. Social Security Card or Birth Certificate), W-4 Form, I-9 Immigration Form, and other required forms be completed in order to place the student on the appropriate departmental payroll and issue the e-timesheets.

(1) **Grants and Contracts.** The same policies and procedures as all other student employees regulate student employment positions funded through grants and contracts between BSU faculty or departments and agencies outside the institution. Student positions paid through grants and contracts must follow the same campus-wide scale as other student employees if they are performing similar duties. If a department moves a student from one type of payroll fund to another, but the student is performing the same or similar duties, the campus wide scale should determine the student's appropriate wage.

(2) **Regular M & E.** Regular payroll funds from the Maintenance and Equipment budget are appropriated by the State Legislature and distributed to each campus by the Minnesota State Colleges and Universities (MnSCU) System Office. The Vice Presidents make allocations to the campus departments from this limited funding source. The campus-wide wage scale, as well as all other student employment policies and procedures prevail for this type of regular payroll employment.

(3) **Departmental Funds.** Some areas of campus such as Residential Life, the Student Activity Account etc., provide payroll opportunities through funds received from student fees and payments. All departments must adhere to the student employment policies and procedures of the campus as well as to the campus-wide wage scale for hourly wage employees.

(4) **Graduate Assistants.** GA positions are funded through institutional funds. They are administered by the Graduate Studies Office and paid on the student payroll system. The academic department's applications are available through the academic department. The income and tuition waivers paid to graduated assistants in some instances are taxable income. The value of the tuition waiver is listed as an award on the financial aid award letter and must be considered a resource when determining eligibility for need-based loans. Full time GA's may not simultaneously work as a student worker.

#### D. CLASSIFIED STUDENT WORKER

Classified Student Worker is a category of state employment defined by the Department of Employee Relations for students who are concurrently enrolled in colleges or universities and employed outside the MnSCU system. Positions are funded by general revenue, auxiliary or grant funds, and are processed through the State Payroll. Eligibility as a student is required. The university may determine other criteria for employment.

#### E. RESIDENT ASSISTANT PROGRAM

Resident Assistant positions in the residence halls receive double-as-a-single room and 21 meals per week as compensation for their duties. In addition, they receive a minimal stipend through the Residence Hall regular payroll for their training. RA's are not hourly employees.

An RA may secure another on campus job, but must limit worked hours to 10 per work week.

## II. REQUESTING STUDENT EMPLOYMENT FUNDS

Student employment funds allocated to the departments are renewed each year without the need to submit a request, providing funds are available and the department's utilization the previous year is acceptable. Changes and new requests are made through the department heads and supervisors. They, in turn, will provide the request to the appropriate vice president. The final budgeting of student employment funds for the academic year is done at mid-summer. Budgeting for the summer employment program is done during spring semester.

### A. STUDENT EMPLOYMENT POLICY AND PROCEDURES

All campus student employment, regardless of funding source, must be included in the campus student employment budget, follow the campus-wide wage scale and rules, and be approved in advance by the Vice President of Finance and Administration.

### B. ENROLLMENT POLICY

The student payroll is for currently enrolled students only. Non-enrolled students or formerly enrolled students may not be employed on this payroll. Half-time enrollment (6 credits) at Bemidji State University is a necessary requisite for employment on the student payroll. Audit classes do not count toward credits for work. Time sheets will cease to be printed for students who drop below half-time. A student who is dropped for non-payment is no longer in student status and must, therefore, terminate their student employment immediately. Semester break employees must certify that they will be returning to their studies at Bemidji State University at least half-time the semester following the time period in which they are employed. To be eligible for summer employment students must be pre-registered for at least 6 credits for the following fall\*. Special students (those not admitted as a regular student) are not eligible for the Federal and State Work-Study Programs. (Half-time = 6 credits)

Graduate Students: Full-time is 6 credits – half-time is 3 credits.

\*Students who are currently enrolled and will be completing a degree at BSU during the summer are eligible for summer employment.

### C. POLICY ON WORK HOUR/DAY LIMITS

The employment hours of student employees must follow the Federal and State labor agreement rules and laws. Students may not volunteer "extra hours" while employed in a department or be asked to put in more time than what they can be legally paid.

#### STUDENT EMPLOYEE TIMECARD LIMITS:

Absolute Limit in Any One Day..... 8 Hrs  
 Absolute Limit in Any One Week ..... 20 Hrs  
 Absolute Limit on Any One Time Sheet ..... 40 Hrs  
 Absolute Limit on Any One Time Sheet ..... 10 Days

Full time hours (8 hrs per day, 40 hrs per week, 80 hrs per time card, 10 days per time card) are ONLY permitted during summer or semester breaks.

NOTE: Overtime or time-and-a-half pay is not permitted

#### D. CAMPUS WAGE SCALE POLICY

The campus-wide pay scale is based upon a seniority system, which recognizes the student's length of employment at Bemidji State University. All departments including soft-money areas, contracts and off-campus departments utilizing the BSU Payroll System will utilize this wage scale.

The Minnesota State Colleges and Universities System office may review and recommend the minimum student wage for the system. The Vice President for Finance and Administration and Director of Financial Aid at BSU review the wage scale annually for adjustments. Student Employment determines the proper wage for individual student employees on campus, regardless of the funding source, to assure consistency in adherence to the campus-wide wage scale. Exceptions to the wage scale are determined by the Vice Presidents. Remuneration provided through methods other than time sheet hours is normally not permitted with the exception of room and board for Resident Assistants.

#### E. STUDENT WAGE SCALE POLICY

Students will be placed on the wage scale based upon their hours of employment at Bemidji State University. All hours worked shall count toward placement on the wage scale regardless of the type of funding or payroll source. Pay increases begin with the hours on the next time sheet after crossing the 750, 1000 and 1001 marks. Current wages:

Step	Hours	Wage
Step 1	0-750	\$10.50
Step 2	751-1000	\$11.00
Step 3	1001+	\$11.50

Student pay for contracts and grants above the Step 3 level require the approval of the appropriate vice president.

A student may be employed with department funds (other than M & E Regular or Work-Study funds) to do a project for which the student would receive a salary, honorarium or lump sum payment. The student's time sheet in this instance may indicate hours or a wage higher than the wage scale allows. This is an acceptable accounting practice for the purpose of providing the employee with the correct compensation through the State of Minnesota hourly payroll system and should not be construed to mean that this is the actual wage or hours worked by the student employee.

#### F. EQUAL OPPORTUNITY EMPLOYMENT POLICY

Policy: Bemidji State University and the Minnesota State Colleges and Universities (MnSCU) systems are equal opportunity educators and employers. Bemidji State



University strives to provide an environment free of discrimination and harassment on the basis of: age, color, creed, gender, economic or marital status, mental or physical disability, national origin, race, religion, or sexual orientation. This applies to all activities at Bemidji State University.

### III. COMMON MANAGEMENT PROBLEMS

Common management problems related to equal opportunity to be avoided include:

1. **Changing employment opportunities after the budget is final.** Example: Announcing the availability of a full-time position but changing it to two part-time positions after students begin to apply. Approval and announcing student employee vacancies, as with other types of employment, results in a false listing of employment opportunities available to students.
2. **Designing employment opportunities that conflict with union agreements.** Student employees will not be used in a manner which will cause the layoff of a bargaining unit employee.
3. **Treating work hours for student employees in a manner different than what is allowed by regulation, Federal or State law, or institutional policy.** Example: Working a full-time student employee over an 8-hour day or 40-hour week, or a part-time student employee over a 20-hour week is not permitted. Also, overtime pay by adding hours to a time card is not allowed.
4. **Working student employees beyond the end of the student's authorized employment period, hours or allowable earnings.** Example: Working a student beyond his/her specific allowable earnings may result in a violation of Federal and State financial aid regulations for overawarding aid and result in an institutional liability.
5. **Creating student employee positions which "lock-out" a specific individual or group of individuals who would otherwise be qualified to perform the duties.** Example: Creating positions other than entry-level positions for student employees.
6. **Treating students differently between Federal, State, institutional and private contract employment. Campus rules and wages should be followed for all similar student employment regardless of the source of funds.** Example: A staff member with private, non-institutional funding creates positions with a higher wage than the campus-wide wage scale for students performing similar duties.
7. **Using the Bemidji State University Student Payroll for non-BSU work.** Faculty and staff are prohibited from writing contracts for grants that allow a student to perform work at another facility, government or private, and be placed on the student payroll.

#### **IV. GOVERNING REGULATIONS AND REQUIREMENTS**

The Minnesota State Unemployment regulations, union contracts, Federal employment and financial aid laws and regulations are considered in determining institutional student employment.

1. AFFIRMATIVE ACTION LEGISLATION
2. AMERICANS WITH DISABILITIES ACT
3. BARGAINING UNIT CONTRACTS
4. BEMIDJI STATE UNIVERSITY POLICIES AND PROCEDURES
5. CIVIL RIGHTS ACT
6. EMPLOYEE RIGHT-TO-KNOW ACT
7. INTERNAL REVENUE SERVICE
8. OSHA REGULATIONS AND STANDARDS
9. PUBLIC EMPLOYEE LABOR RELATIONS ACT (PELRA) (Excludes full-time students)
10. STATE OF MN WORK –STUDY PROGRAM LEGISLATION AND REGULATIONS
11. TITLE IV FEDERAL LEGISLATION
12. U.S. DEPT. OF EDUCATION FEDERAL WORK-STUDY PROGRAM REGULATIONS
13. U.S. IMMIGRATION REGULATIONS
14. U.S. DEPT. OF JUSTICE REGULATIONS
15. U.S. DEPT. OF LABOR
16. U.S. SOCIAL SECURITY ADMINISTRATION REGULATIONS
17. EMPLOYMENT OPPORTUNITY LEGISLATION (EEOC)
18. BEMIDJI STATE UNIVERSITY NONVIOLENCE POLICY
19. TENNESSEN WARNING

## V. STUDENT EMPLOYMENT POLICIES

**Absence from work.** Absence from work without an acceptable excuse may result in disciplinary action by the supervisor and could lead to possible dismissal.

**Academic progress.** Federal and State Work-Study employees must meet the satisfactory academic standing of the institution to be continued on the payroll. A review of the grades and credits of Work-Study students is conducted annually by the Financial Aid Office. Regular payroll employees are not reviewed and as long as they are readmitted, may continue their employment at the discretion of the department. Supervisors are encouraged to review the academic progress of their student employees to assure that employment does not negatively affect their academic standing.

**Access to buildings, offices and campus mail boxes.** Student employees may be granted access to work areas through the authorization of the student employee supervisor or employee responsible for the area. This may include the issuance of keys on a temporary basis. Students may not duplicate university keys or retain keys after leaving the employment of the authorizing department.

**Bloodborne Pathogens Containment rule.** Bemidji State University's Official Work rule on Bloodborne Pathogens Containment is provided to comply with Federal OSHA Standard 29 CFR 1910.1030, Bloodborne Pathogens. This standard was adopted to insure uniform guidelines and procedures to limit occupational exposure to human blood and other potentially infectious body fluids and materials. As part of the university's compliance with this standard, an exposure control plan has been written. Copies of the plan are available to all student employees through their supervisors or the Human Resources Office. Supervisors are responsible for ensuring the compliance of employees, the provision of personal protective equipment and reporting requirements as contained in the plan. Failure to use personal protective equipment or appropriate containment procedures will subject the involved employee to progressive disciplinary measures. Student employees who hold positions on campus that have a possibility of exposure to blood or bodily fluids inherent in their job duties; will be required to attend training on this subject. For further information, contact the Human Resources Office at 755-3966.

**Computer use.** The personal use of university computers for studying or playing games is prohibited.

**Confidential information.** Student employees are prohibited from revealing confidential information to others. To reveal such information may be grounds for dismissal and possible legal action by the offended party.

**Consultants.** Employees of Bemidji State University, including student employees, may not be employed as consultants by the state of Minnesota.

**Criminal acts.** Student employees are expected to report all criminal acts immediately to BSU Security at 755-3888. The reporting of criminal acts may require the submission of a written or verbal statement. Full cooperation with BSU Security Services and Law Enforcement Center

personnel is expected and required. Student employees who engage in criminal acts will be subject to University behavioral review and possible suspension/dismissal from the University.

**Disciplinary action.** Disregard for employment policies and procedures of Bemidji State University and /or the employment department may result in the following disciplinary action: verbal warning, written warning, conduct probation, suspension, dismissal or expulsion from the University.

**Dismissal.** Student employees may be dismissed for unacceptable job performance, scheduling problems, budget considerations or other reasons. Dismissal may be immediate, however, supervisors should discuss the reasons for dismissal with the student. (also see termination)

The following are grounds for disciplinary action and dismissal:

- tardiness
- unexcused absences
- under the influence of alcohol or other drugs while on duty
- violation of BSU and employing department regulations, policies, and rules
- violation of BSU Code of Conduct Standards
- violation of local, state or federal laws
- unacceptable job performance

**Driving State Vehicles.** Student employees may drive a state vehicle if they possess a valid and unrestricted US or Canadian driver's license for the type of vehicle they are driving and are on the payroll at the time. Authorization to drive the vehicle must come from an appropriate school authority as part of the student's work assignment.

**Escort Service.** Escort service is available at Bemidji State University for all students. Student employees living within a four-block radius of the campus who are in need of this 24-hour service may call Campus Security at 755-3888.

**Expectation of work.** Student employees are expected to be present and working during the entire time period they are scheduled to work. While on duty, they are expected to focus their attention on the work for which they are employed. Unauthorized activities or preferential treatment toward friends and acquaintances while on duty are not permitted and may be grounds for disciplinary action or dismissal.

**Foreign Student Employment.** Department of Immigration and Naturalization Service regulations state that an F-1 student may accept employment at the institution he or she is authorized to attend without prior approval from INS, provided the student is enrolled in a full course of study and the employment will not displace a U.S. resident. Therefore, all international students must be enrolled full-time (12 credits per semester) while working. Foreign students may not be employed on the State or Federal Work-Study programs.

**Hazardous Material.** (See Right-to-Know Act).

**Injury on the job and workers' compensation.** Student employees who sustain injury or illness in the performance of their duties are covered by Workers' Compensation. Workers' Compensation is a no-fault, managed care, insurance program directed by the [Minnesota Department of Administration](#). For an injury or illness to be covered, the condition must be caused, aggravated or accelerated by work activities or the work environment.

Employees injured on the job use a managed health care system called CorVel, which is contracted by the State of Minnesota. This managed health care system offers many services to help you receive quality medical care for your injury or illness while working with you and your health care provider to help you return to your job.

Initial evaluation and treatment for all work related injuries or illnesses must be provided by BSU's designated health care provider, which is MeritCare, Bemidji or, in the case of emergencies, the North Country Regional Hospital Emergency Department. Following the initial treatment or evaluation, you have the right to continue treating with the designated clinic; you may see another provider who is a member of CorVel's plan or, you may treat with a non-participating provider, if you qualify for certain exceptions. You may call (612) 436-2542 or (866) 399-8541 to speak with a nurse about your work-related injuries and illness; and to receive information about CorVel's provider network and applicable exceptions.

**Internet Use.** Use of the Internet while on duty should be job related.

**Performance Evaluation.** The performance evaluation of student employees is left to the employing department and records will be maintained at the department level.

**Personal appearance.** Appearance is an important aspect of public relations and student employees are expected to show pride in their personal appearance. Appropriateness and cleanliness must always be considered in personal attire. Individual supervisors may discuss their expectations for appropriate dress during the initial interview or training session.

**Personal work.** Work of a personal nature for faculty, staff, students and others during work hours is prohibited.

**Position Description.** The written position descriptions for student employees are left to the departments to develop and maintain. Position descriptions should be as general as possible and not contain terms such as instructor, manager, director, assistant director, and supervisor, etc., which are reserved for career employment positions on campus. The terms, student assistant and lead worker are acceptable student employee titles.

Positions involving community service must be identified in the position description for federal audit purposes. "Community service positions are defined as those which help improve the quality of life for community residents, particularly low-income individuals, or to solve problems related to their needs including: (1) such fields as health care, child care, literacy training, education, welfare, social services, and others; (2) work in service opportunities or youth corps as defined in the National and Community Services Act of 1990; (3) support services for students with disabilities; and (4) activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling, including career counseling.

Areas with community service positions should maintain a list of students in these positions for legislative auditors.

**Post-secondary Education Options Students.** PSEO students are not matriculated students; therefore, they are not eligible for student employment.

**Resignation.** When resigning from a position, a student employee is expected to inform the supervisor at least two weeks in advance. This will allow time for a replacement to be found and trained.

**Right-to-Know-Act.** The Right-to-Know Act is intended to ensure that employees are aware of the dangers associated with hazardous substances, harmful physical agents or infectious agents that they may be exposed to in the workplace. The Act requires employers to evaluate their workplaces for the presence of hazardous substances, harmful physical agents and infectious agents and to provide training to those employees concerning the substances or agents to which the employees may be exposed. Written information on hazardous substances, harmful physical agents or infectious agents must be readily accessible to employees. Employees have a conditional right to refuse work under conditions of imminent danger. Labeling requirements for containers or hazardous substances and equipment or work areas that generate harmful physical agents are also included in the Act. Student employees may be required to attend mandatory training on this subject.

**Safety and health.** Student employees share the responsibility for the health and safety of residents, guests, fellow workers and themselves. Working under the influence of drugs or alcohol is forbidden and grounds for dismissal. Appropriate protective clothing, hearing protection gear, hardhat, etc. are to be worn if required by the supervisor. Musical headphones are not appropriate while on duty. Student employees are to contact the supervisor or BSU Security Services immediately if they become aware of a safety or health related issues while on duty.

**Schedule for work.** Some student employment positions may require that specific hours be left free on the student's class schedule. Accommodating the department needs may not always be possible; in this case employment in another area may be advisable. Supervisors should, however plan student work schedules around class schedules whenever possible. Bemidji State University recognizes student employees as students first and employees second. Work schedule conflicts should be worked out with the immediate supervisor.

**Scope and Limitations of Student Employee Responsibilities.** Student employees will be assigned work to augment and supplement the duties and responsibilities of classified and unclassified employees. Student employees will not be utilized in a manner that will cause the layoff of a bargaining unit employee.

**Sexual Harassment.** Sexual harassment means objectionable behavior such as remarks of a sexual nature, sexually suggestive invitations, or when a student's educational or personal situation can be affected by refusal to consent to requested sexual favors. Sexual harassment will not be tolerated. All cases of sexual harassment should be reported to the Affirmative Action Officer, Deputy Hall, at (218) 755-2900, or BSU Security Services, Walnut Hall at (218) 755-3888. Allegations and complaints of sexual harassment will be investigated and offenders dealt with according to institutional policy and the criminal justice system.

Some student employment positions place employees in positions of authority over others, (i.e., Assistant Resident Hall Directors, Security Services, Resident Assistants, etc.). Student employees in positions of power may be more vulnerable to allegations and /or actions of sexual harassment. Students employed in these types of positions should be conscious of their physical and verbal interactions with fellow employees, students and guests in order to avoid situations that could be construed as threatening or harassing.

**Special Students.** Special students are students admitted to the University because they are not pursuing a degree or something is missing which prevents them from being admitted as a regular student. Federal regulations prohibit special students from receiving Title IV financial aid including Federal Work-Study Employment.

**Substitutes.** If a student employee is unable to report for employment because of illness or for other reasons, the supervisor should be contacted immediately. A substitute employee must meet the qualifications for employment and possess their own official e-timesheet from Student Employment. UNDER NO CIRCUMSTANCES MAY A STUDENT WORK UNDER ANOTHER STUDENT'S E-TIMESHEET. Also, allowing a non Work-study eligible student to earn funds under the Federal of State Work Programs by "working for a Work-study eligible student" and including those hours on the eligible student's time sheet is illegal and strictly prohibited. Violations of the substitute employee rule may require the repayment of funds, subject the employee to possible dismissal and charges of fraud and subject the department to the loss of employment positions. A Federal Work-Study authorized student may, with the supervisor's permission substitute for another Federal Work-Study authorized student as long as the substitute uses his or her own time sheet for the hours worked and does not exceed 20 hours per week or the authorized dollar eligibility on their award letter.

**Supervision.** A classified, professional, or career staff employee will supervise each student employee. With the exception of Graduate Assistants, student employees may not supervise other student employees. While a supervisor does not need to be physically present at all times when a student employee is working he/she does need to be accessible.

**Supervisor.** A student employee supervisor is defined as the BSU employee that is the signature authority for that department. Supervisors are responsible for hiring of student employees, approving time sheets, evaluating performance and arranging for mandatory job-related training. A supervisor may not be another student employee.

**Supplies and Equipment.** The department will provide the supplies and equipment necessary to fulfill the requirements of a specific job. Personal use of BSU supplies and equipment is prohibited. Also, the students may not provide their own supplies and equipment. If additional

supplies and equipment are needed, the supervisor should be contacted. Abuse of supplies and equipment may be grounds for disciplinary action including dismissal. Student employees are expected to secure and protect the supplies and equipment of the institution.

**Tardiness.** Student employees' supervisors must be informed of reasons for tardiness. Repeated tardiness may lead to dismissal.

**Telephones.** Telephones may not be used for personal calls. Unapproved collect telephone calls are not to be accepted. The campus 800 number may not be given out to others to call back to the campus for personal business.

**Termination.** Student employees may be discharged for just cause, such as improper performance of duties, improper conduct, dishonesty, insubordination, failure to follow policies and procedures, tardiness and unexcused absences. Terminated employees may appeal in writing to the appropriate Department Chair, Dean or Director of the area of employment. (see also dismissal)

**E-time sheets.** Student employees may not begin work without a e-time sheet access, issued by Student Employment. A student is not on the payroll or considered officially hired until a e-time sheet is issued. Students must submit e-time sheets and supervisors must approve e-time sheets in order to be paid. E-time sheets are due by pay period end.

Student employees must complete an IRS W-4 form and the U.S. Department of Justice Form I-9 at Student Payroll within three working days. Students must meet the conditions of the forms for employment with the State of Minnesota. It is illegal to put hours worked on another person's time sheet and for a supervisor to approve this procedure.

E-time sheet access will be provided when Student Payroll receives a completed Regular Payroll Authorization Form or a Work-Study Eligibility Certificate and the student's eligibility is verified. E-time sheet access will be suspended until the student terminates employment with the department or has expended the authorized work allocation. Forms are available at Student Employment for departments with regular payroll funds.

The Vice President of that area will review e-time sheets showing an excess of the 20-hour part-time limit and 40 hour full-time limit. Students working in more than one department must keep within these limits between all departments.

**Training and meetings.** Training and meetings required by the employer are considered paid duty times.

**U.S. Social Security Number.** All student employees must have an U.S. Social Security Number prior to starting work. Students may obtain a Social Security Number from the local office of the Social Security Administration, at 2900 Hannah Ave, in Bemidji.

**Vehicle Use.** Vehicle Use Agreements must be completed annually and be on file for all student employees driving on Bemidji State University business, for fleet vehicles. If a student is not on the eligible driver list, according to the criteria established by the Risk Management Division, it will be their responsibility to obtain a copy of their motor vehicle record and resolve any outstanding issues.



**Withholding.** All student employee earnings are taxable income and subject to withholding for Federal and State taxes, including earnings under the Federal and State Work-Study Programs.

**W-2 Form.** A single Federal W-2 Form will be sent to each student employee by the Bemidji State University Accounting Office indicating the student's total earning for the past calendar year from all types of employment. Students should keep track of their Federal and State Work-Study earnings separately if they plan to apply for financial aid the next year. Federal and State Work-Study earnings are taxable.

**Injury on the job and workers' compensation.** Student employees who sustain injury or illness in the performance of their duties are covered by Workers' Compensation. Workers' Compensation is a no-fault, managed care, insurance program directed by the [Minnesota Department of Administration](#). For an injury or illness to be covered, the condition must be caused, aggravated or accelerated by work activities or the work environment.

Employees injured on the job use a managed health care system called CorVel, which is contracted by the State of Minnesota. This managed health care system offers many services to help you receive quality medical care for your injury or illness while working with you and your health care provider to help you return to your job.

Initial evaluation and treatment for all work related injuries or illnesses must be provided by BSU's designated health care provider, which is Sanford Health Bemidji or, in the case of emergencies, the Sanford Medical Center Emergency Department. Following the initial treatment or evaluation, you have the right to continue treating with the designated clinic; you may see another provider who is a member of CorVel's plan or, you may treat with a non-participating provider, if you qualify for certain exceptions. You **may call (612) 436-2542 or (866) 399-8541 to speak with a nurse about your work-related injuries and illness; and to receive information about CorVel's provider network and applicable exceptions.**

Please use the following procedures for work related injuries and illnesses:

**For emergencies:**

- CALL 911 IMMEDIATELY FOR LIFE THREATENING OR SERIOUS INJURIES
- Report any serious injuries, verbally if necessary, to the Human Resources Office, as soon as possible but, **DO NOT DELAY SEEKING EMERGENCY MEDICAL ATTENTION IN ORDER TO REPORT AN INJURY OR COMPLETE FORMS.**
- Human Resources is located in Deputy 350 and can be contacted by phone at (218) 755-3966

**For all other work injuries or illnesses:**

- Report the injury or illness; even minor ones, to your supervisor as soon as possible. If your supervisor is not available, contact the Human Resources Office at 755-3966.
- Assist your supervisor in the prompt and accurate completion of reporting forms required for the Workers' Compensation program.

**For non-emergent conditions that require medical attention:**

- Get initial evaluation and treatment at BSU's designated clinic, [Sanford Clinic, Bemidji](#)
- Inform your supervisor of any condition or treatments or special requirements that will impact your work, such as days away from work and restrictions or limits on physical activity.
- Provide your supervisor with "doctors slips", workability reports, or other written medical orders that document conditions or treatments that affect your work schedule or duties.

More detailed information about the Workers' Compensation Program is available on the BSU Environmental Health & Safety web site at [http://www.bemidjistate.edu/offices/environmental\\_health\\_safety/workers\\_compensation/](http://www.bemidjistate.edu/offices/environmental_health_safety/workers_compensation/) and the Department of Administration's Worker's Compensation web site at <http://www.risk-workerscomp.admin.state.mn.us/eidwc.htm>