

Resignation

You should provide one week's notice when resigning from your student employment position.

Termination

Your department should provide at least a one week's notice before releasing you from your work. Termination without warning is warranted for flagrant, willful violation of University rules, budget constraints, lack of work, improper conduct, and extremely poor work performance or attendance.

Americans with Disabilities Act (ADA) and Michigan Persons with Disabilities Civil Rights Act (MPDCRA)

Under the ADA and the MPDCRA, an employer is required to make reasonable accommodations for qualified persons with disabilities, unless the accommodations would cause undue hardship on the employer. Accommodation requests and issues must be directed to your hiring department. Under the MPDCRA, you are required to notify an employer that you are in need of an accommodation within 182 days of becoming aware of the need for accommodation.

Michigan Right-to-Know Law

Student employees will be told their rights under the law if they will be or could be exposed to hazardous chemicals. You must be informed of the specific safety procedures necessary to work with these materials.

Drug and Alcohol Policy

Consistent with state and federal law, Michigan State University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.

Anti-Discrimination Policy

The MSU Anti-Discrimination Policy states that unlawful acts of discrimination are prohibited. University community members shall not 1) discriminate against any University community member(s) through inappropriate limitation of employment opportunity, access to University activities on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight; or 2) harass any University community member(s) on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Sexual Harassment Policy

It is the expressed position of MSU that sexual harassment will not be condoned, nor will MSU permit sexual harassment or other debilitating or degrading behavior in the workplace. A working environment free from verbal or physical sexual harassment will be maintained. Action will be taken when the University is made aware of such behaviors.

Internships@State

The I@S program was formed in August 2008 to provide students with internship opportunities right here at MSU. Having an internship at MSU allows you to:

- Keep local housing and decrease travel costs.
- Continue taking courses while interning.
- Work in one of MSU's 240+ departments in almost any career field.
- Gain experience in a large organization. MSU employs over 30,000 people worldwide.

For more information please visit the I@S Web site at www.intern.careernetwork.msu.edu.

Working at Michigan State University



**MICHIGAN STATE
UNIVERSITY**

**MSU Human Resources
Student Employment Office
1407 S. Harrison Road, Suite 110
East Lansing, MI 48823
Phone: 517-355-9520
Fax: 517-432-3862
StudentEmployment@hr.msu.edu
www.hr.msu.edu**

Definition of a Student Employee

A student employee is a part-time employee who is enrolled at Michigan State University, is registered for classes and whose primary purpose for being at the University is to earn a degree or certification. During summer semester, you may be a student employee if you have been admitted or readmitted and are enrolled for summer or fall semester classes. You are considered an at-will employee, and your employment is short-term and secondary to the pursuit of a degree or certification.

International Students

To be eligible for on-campus employment, international students with F-1, J-1 or J-2 visas must be pursuing a full course of study. A full course of study is at least 12 credits at the undergraduate level, 9 credits at the master's level and 6 credits at the doctoral level. Questions about work eligibility can be directed to the Office of International Students and Scholars, 103 International Center.

Student Working Hours

Student employment is of a part-time nature. Your pay rates and personnel policies are based on this idea.

- U.S. citizens and permanent residents cannot work over 29 hours per week, while international students cannot work over 20 hours per week.
- Students may work up to 40 hours per week during summer semester, periods between semesters, registration week and finals week.
- A student employed on both the graduate assistant and student payrolls may not exceed 29 hours a week for U.S. citizens and permanent residents, and 20 hours a week for international students, on the combined payrolls.

Processing for Employment

All students must be processed through the student employment automated system (SEAS) prior to starting work. This procedure makes sure that departments hire students who are eligible to work on campus and/or provides employers with Work Study information.

A completed, original I-9 form (if you have never been paid on the student employee payroll) must be sent to MSU Student Employment for approval. Department representatives must verify your name and social security number by viewing an original or duplicate social security card.

Pay Periods

Student employees will earn a bi-weekly paycheck based on rate of pay and number of hours worked. Paychecks are delivered directly to the department where you work. You may also request direct deposit through ePayroll at www.epayroll.msu.edu. Federal and state taxes will be deducted from your paycheck.

Rest Periods

- It is University policy that student employees should be given a 15-minute rest period during each continuous four hours of work. Your supervisor will schedule rest periods to make sure the work unit maintains efficiency.
- The rest period is to be preceded and followed by a work period. It should not be used to cover your late arrival or early departure. Rest periods cannot be accumulated.

Requests for Verification of Employment

Requests for employment verifications and other inquiries by off-campus sources should be referred to MSU Student Employment, 517-355-9520. Your individual department cannot respond directly to an off-campus request.

You are required to sign an authorization that the requesting employer will mail or fax to MSU Student Employment at 517-432-3862.

Individual Departmental Policies

All student employees at MSU are subject to the Rules Governing Personal Conduct of Employees that can be found in the Student Employment Manual at <http://hr.msu.edu/documents/studenthandbooks/stuempmanual.htm>. It is the responsibility of your hiring department to make sure that you understand all of the conditions of employment.

Unsatisfactory Performance

Student employees who demonstrate either unsatisfactory work performance or unsatisfactory work attendance may be warned and given time to correct the problem. Extremely poor work performance or work attendance may warrant termination without warning.

These actions will be documented:

- **Warning:** Upon display of unsatisfactory performance or attendance, you should be told in private how job requirements are not being met and allowed a reasonable period to improve your performance. You must understand that unless work performance or attendance is improved, you will be terminated. Your supervisor should take steps toward improved communication or instruction allowing you to achieve satisfactory performance.
- **Written Warning:** If your work performance continues to fall below required standards, you should be informed in writing of the unsatisfactory performance.
- **Termination:** If, after at least one written warning, your performance has not improved, you may be terminated.