



2024-25 STUDENT EMPLOYEE HANDBOOK

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Welcome to Saginaw Valley State University!

We greet you on becoming a part of the university team! If you are a returning employee, we welcome you back for another great school year ahead.

Each and everyone one of you has the unique opportunity to help maintain the high standards that we have established here at Saginaw Valley. Your courtesy, enthusiasm, and dedication will assist to support the economic vitality of the region by aiding in the functioning of the university.

On the following pages you will find the rules and regulations for every general student employment that will assist you in becoming a successful employee as well as to provide exceptional customer service. It is imperative that you read and fully understand all these policies. Once doing so please sign the agreement form that you have read and understand these policies and return the form to one of the Administrators in the office. “These policies will be strictly enforced, and any disregard for them may result in progressive discipline measures being taken.

Equal Employment Opportunity

SVSU believes that all persons are entitled to equal employment opportunity and, accordingly, does not discriminate against its employees or applicants due to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, disability, sexual orientation, or veteran status.

Personnel Files

The Office of Career Services is responsible for maintaining complete and up-to-date personnel records for all current employees. Please notify the Human Resources Department promptly of any changes regarding your legal name, marital status, number of dependents, home address, or telephone number. Upon request, all employees have the right to view their personnel file.

Timecards

All student employees must swipe the time they arrive/depart, each day, (including breaks) using their student ID card. Each student employee is responsible for his/her own swipes.

Student employees are only eligible to be paid a maximum of twenty (20) hours per week, during the fall and winter semesters (pending department budget). Once an employee clocks in, work is to commence immediately. Similarly, you must clock out immediately after your work has finished. Failure to do so is considered falsification of timekeeping records.

If an employee forgets to clock in or out, he or she must notify his or her supervisor immediately, so the time may be accurately recorded for payroll. In the event of an error in recording time worked, the employee must notify his or her immediate Supervisor for correction.

Pay Periods

SVSU has twenty-six (26) pay periods per year. Employees are paid on a bi-weekly schedule. All hours worked for the two-week pay period ending on the appropriate Saturday will be paid on the following Friday.

The Campus Financial Services Center on the first floor in Wickes Hall will distribute and make paychecks available between the hours of 8am and 4:30pm on the scheduled payday. Failure to pick up your check by eight (8) business days will result in SVSU mailing your paycheck to your address on file.

Direct Deposit

Student employees may elect to have their pay deposited into a financial institution(s) of their choice via Direct Deposit. To complete the Direct Deposit form please access this through your MySVSU page under self-service and then the banking information section.

Breaks and Meal Periods

Student employees working an eight (8) hour shift are eligible to take an unpaid thirty (30) minute break, but they are not required to take the break. Your supervisor will notify you when breaks can be taken. All employees are required to punch in and out for the unpaid period.

Harassment

It is the policy that all employees should be able to enjoy a work environment free from all forms of discrimination and harassment, including sexual harassment. The Saginaw Valley State University will not tolerate any form of verbal, physical, or implied harassment. We are committed to investigating and resolving all complaints of harassment. Any employee who believes that he or she has been the subject of harassment should report the alleged act immediately to his or her supervisor and/or the Human Resources Department.

Resignation

Student employees are expected to provide the immediate supervisor with written notice a minimum of two (2) weeks in advance of his/her resignation date. This applies only to students who are resigning during the course of the semester. Students who resign positions are eligible to be employed in other departments on campus.

Student employees should also send a copy of their resignation letter to the Career Services office to be put into their student file.

Professional Dress Standards

Our reputation depends upon our service, facilities, and appearance to our students, alumni, faculty, staff, and employers. To create and maintain a first-class image, it is important for employees to be neat and well groomed.

It is very important that employees show up for their shift in a neat and clean dress attire. Employees who do not comply with the dress code policy will be immediately sent home without pay, and progressive discipline procedures may also be initiated as a result.

Appropriate casual and business attire include the following:

APPROPRIATE ATTIRE:

- *Dress slacks or Dockers*
- *Dress shirts with buttons and collars or blouses*
- *Polo shirts with collars*
- *Sweaters and cardigans*
- *Dress shoes and loafers *Shoes must be worn while working your shift**
- *SVSU Red Pride apparel (If you are scheduled to work on any Friday, please wear your Red Pride), except for when employment fairs fall on a Friday.*
- *Dresses/Skirts*

ATTIRE EXCEPTIONS: Students may adjust their work attire to their designated supervisors' standards. Unless told about an exception, prepare to follow the attire instructions above.

Grooming Standards

Our students, alumni, faculty, staff, employers, and guests, as well as your fellow employees, have the right to consistently expect a high standard of personal hygiene and professional appearance from all team members. It is your responsibility to ensure that you are cleanly and presentable before your designated shift begins. Repeated violations of the dress code and grooming standards are considered serious infractions and will be subject to appropriate disciplinary action.

Schedules

It is required to give your department a copy of your schedule for the semester and indicate any days where you are unable to work ahead of time.

It is your responsibility to find a replacement if you cannot work your shift as scheduled. If you cannot find a replacement, you must notify your supervisor in advance, so we can find a replacement to take your shift in a timely manner.

Call-In Procedures

Anytime you are unable to make it into work, all employees must email their supervisor or designated personnel. Should email preferably at least a couple hours before shift unless an emergency arises.

No Call/No Show Policy

When an employee does not comply with the above call-in procedures, they will be considered a “no show” for their scheduled shift. If you perform a “No Call / No Show”, failing to call in and not show up for your shift, will result in progressive discipline. Repeated violation of this policy can lead to termination if behavior is not corrected appropriately.

Cell Phones/Personal Calls

The use of cell phones is strictly prohibited during all shifts as they present a hazard and/or distraction to the user and/or other employees. Employees may only use personal cell phones for an emergency. An employee who is caught using their cell phone or text messaging or taking pictures will be sent directly to disciplinary action. Employees may return calls on their unpaid break at their own expense.

No personal calls are allowed to be taken on any office phone. Employees may only use personal cell phones for an emergency.

Homework

Homework policy may vary from office to office. You may work on school related assignments if permitted by your supervisor. However, your work must always come first!

Employee Parking

If you do not live on campus, there are areas of parking on campus that are open to the public at no charge, although there are some restricted/reserved lots. Signs located at the entrance to each parking lot indicate restricted times and usage for parking facilities.

First Aid, Restrooms. and Security

Employees should always know where the closet First Aid, Restroom, and Security office is in relation to their work area.

Smoking

All University facilities, including University vehicles, are designated as smoke-free, including all smoking materials, including e-cigarettes, oral tobacco products or any product intended to mimic tobacco. This smoke-free policy applies to all students, faculty, staff members and visitors. Smoking is prohibited on campus except in residential parking lots and lettered parking lots. However, in no case can smoking in residential parking lots and lettered parking lots take place within twenty-five (25) feet of any building. Smokers are expected to keep smoking areas clean and to use appropriate receptacles to dispose of smoking materials.

Progressive Discipline Procedures

The following due process procedures are intended to ensure fair treatment of SVSU student employees. All student employees will be maintained in accordance with State and Federal regulations. The designated or immediate supervisor is responsible for monitoring the work progress of the student employee. Deficiencies must be brought to the student's attention at the earliest possible time with suggestions for improvement, and the student must be afforded a reasonable opportunity to correct the deficiency.

If a student employee demonstrates unsatisfactory work, a supervisor, prior to the termination of the student must follow the procedures outlined below

1. Verbal Warning a. Upon demonstration of unsatisfactory performance, the supervisor should immediately advise the student employee of this fact, provide training or corrective suggestions, and allow a reasonable period for the student to improve his/her performance. If satisfactory performance does not occur, the next step is probation.
2. Probation/Written Warning a. Continued unsatisfactory performance may result in probation. The supervisor may place the student on probation for the balance of the academic semester or for one additional academic semester with the understanding that, unless the student's work performance or attendance improves, employment may be terminated. The Career Services Office must be notified in writing prior to the start of any probationary period with a copy of the letter signed by both the student and the immediate supervisor outlining the terms of the probation.
3. Termination a. The supervisor must consult with the Director of Career Services before a student is notified of any involuntary termination. The Director of Career Services must approve any termination of a student employee during or following a probationary period.

General Professionalism Tips

Do:

- Treat this position as training ground for real-life experience, be open to learning new things in this position
- Exercise confidentiality
- Communicate with coherent speech and volume
- Show up ready to work
- Take responsibility, mistakes happen!
- Greet visitors to the Department when no one else is around
- Ask permission to leave the area for food, etc.
- Replace any item if you used the last one and ask for help to repair any item that may be jammed or broken

Don't:

- Demonstrate a negative attitude
- Leave your work area in chaos, keep it as tidy as you can
- Walk around while on cell phones

EMPLOYEE ACKNOWLEDGEMENT

I have received, read, reviewed, and understand all the policies listed in the employee handbook. I acknowledge that any questions regarding the content of this handbook have been answered and fully explained to me.

You are entitled to a copy of this document upon request!

Date _____

Employee Name _____

Position Hired _____

Employee Signature _____

CONTACTS

Teresa George	Director of Career Services	989-964-4948
LaToya Peoples	Associate Director for Career Services	989-964-2890
Connie Szabo	Administrative Assistant - Career Services	989-964-2897
Human Resources	SVSU Human Resources	989-964-4108
Campus Mental Health and Well- ness	Campus Mental Health and Wellness	989-964-7078
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