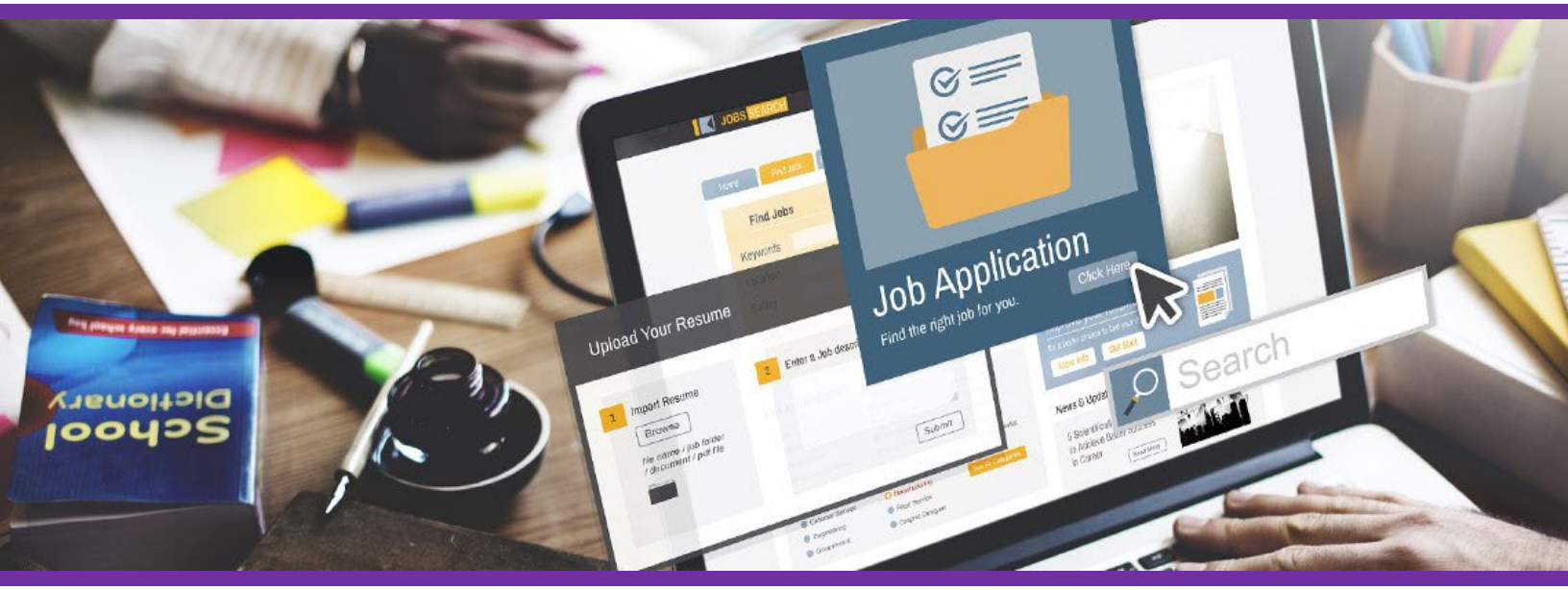
Supervisors Student Employment Handbook



Office of Human Resources Management

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Note to Supervisors

Thank you for serving as a Student Employee Supervisor!

Welcome to The Alcorn State University Student Employment Office (SEC). The Student Employment Center provides students with employment opportunities, where they can expand, and combine their educational learning with direct hands-on skills they will acquire while working at Alcorn State University.

Working on campus not only allows students to earn extra money, but it gives them the opportunity to gain experience for their future career endeavors. In addition, proper supervision, and mentorship, will foster an increased sense of career readiness and professionalism for our students to be successful in their careers postgraduation. Our statistics demonstrate that, by working on campus, students improve their grades, have higher retention rates, and complete a degree in less time.

This Student Employment Supervisor Handbook contains guidelines, rules, and regulations, along with rights and responsibilities that a supervisor must follow when employing a student at Alcorn State University. Read this handbook carefully to be familiarized with all policies and procedures on campus to maximize the benefits and experiences of student employment. All students who accept a student employment position at Alcorn State University are bound to the university policies and procedures and are accountable for their actions and behaviors as articulated in The Alcorn State University student conduct code. Student employees are **at will** employees who may be terminated with or without cause and with or without notice at any time by Alcorn State University. This handbook does not alter the at-will nature of any student employee's position at this university.

Student Employment Center

Student Employment is coordinated by Human Resources Management.
Location: 1000 ASU Drive; Lorman, MS 39096
Walter Washington Administration Building Suite 107
Phone: (601) 877-6188
Fax : (601) 877-6389
Email: sec@alcorn.edu
Office hours: Monday-Thursday 8:00am-5:00pm and Friday 8:00 am – 4:00 pm

Handbook Overview

Student employment is an employment program and learning experience intended to provide the foundation for students to develop skill sets, gain and expand upon valuable work experience, and prepare for assuming careers in the work force. In exchange, student employees contribute to the successful operation of Alcorn State University. Students hold jobs in almost every area of college life thereby supplying a valuable workforce resource for departments, many of which rely heavily on student employees.

The Student Employment Handbook does not constitute a contract between Alcorn State University and its employees, but employees are expected to become familiar with its contents and to comply with the policies and procedures contained therein.

Alcorn State University Commitment to Equal Opportunity

Alcorn State University is firmly committed to providing a respectful and supportive workplace. We aim to cultivate an environment where all individuals feel welcomed, valued, and empowered to share their concerns and contribute to the success of the university.

In accordance with our values and applicable laws, no individual shall be excluded from employment, participation, or be subjected to discrimination based on race, color, creed, religion, age, sex, national origin, political affiliation, or physical disability—except in cases where age or physical disability constitutes a bona fide occupational qualification. The university is dedicated to ensuring fair and respectful treatment for all members of our campus community.

Discrimination

Alcorn State University is committed to creating and sustaining a productive, collaborative, and safe work environment. If an employee has knowledge of an action taken by an employee of the University that conflicts with or is in violation of policies, he/she should act on that knowledge and contact the proper University official.

It is the policy of Alcorn State University to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the University will provide reasonable accommodation for qualified individuals with disabilities. Further, the University will not tolerate harassment/sexual harassment. This policy applies to all employees regardless of position, consultants, and applicants for employment. Additionally, it is the responsibility of all persons making employment decisions on behalf of the University to support this policy.
To realize the declarations set forth above, Alcorn State University will, in all solicitations and advertisements for employment vacancies placed by or on behalf of the University, state its position as an equal opportunity employer.

EEO Office Located in Human Resources Management
Walter Washington Administration Building Suite 101

EEO Webpage for Processes and Documents are found online: https://www.alcorn.edu/offices/finance-and-administration/human-resources-management/equal-employment-opportunity-employee-relations-eeo-er/

Harassment

Prohibited Discrimination and Harassment

Harassment—whether verbal, physical, or visual—that is based on an individual's protected characteristics is a form of unlawful discrimination. This includes any behavior that affects tangible employment or academic benefits, unreasonably interferes with an individual's work or academic performance, or creates an environment that a reasonable person would consider intimidating, hostile, or offensive.

Sex-based discrimination is strictly prohibited and includes all forms of sexual harassment and sexual violence.

Examples of prohibited discriminatory or harassing behavior include, but are not limited to:

- Refusing to hire, promote, or provide opportunities based on a person's protected status
- Demoting or terminating an individual because of their protected status
- Making jokes, slurs, or derogatory comments related to a person's protected characteristics
- Engaging in teasing or practical jokes that target an individual's protected status
- Displaying or sharing written materials, images, or symbols that demean a person or group
- Using verbal insults or abusive language directed at, or made in the presence of, individuals belonging to a protected group

Alcorn State University is committed to maintaining an environment free from discrimination and harassment, where all individuals are treated with dignity and respect.

Complaints of Discrimination and/or Harassment

Formal complaints of discrimination or harassment are handled through a designated complaint resolution process. To initiate a formal complaint, employees must complete and submit the **Discrimination/Harassment Complaint Form**, which is available on the Human Resources webpage at: https://www.alcorn.edu/offices/finance-and-administration/human-resources/hr-forms

Complaints must be filed within **ten (10) calendar days** from the date the employee first became aware, or reasonably should have become aware, of the action or decision that is the subject of the complaint. Prior to filing a formal complaint, employees are encouraged to discuss their concerns with the lowest-level administrator who has the authority to address the issue.

For complaints specifically related to **sexual misconduct**, employees should follow the procedures outlined in the University's **Discrimination, Harassment, and Retaliation Policy**, available on the Human Resources Employment Administration webpage at: http://www.alcorn.edu/offices/finance/human-resources/employment-administration.

Title IX

It is the policy of Alcorn State University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence), based on sex, in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

Complaints of alleged Title IX violations may also be filed with the Department of Education's Office of Civil Rights at www.ed.gov.about/offices/list/ocr/complaintintro.html or by calling 800-421-3481.

Accommodation of Disabilities and Pregnancy

Commitment to Accessibility and Reasonable Accommodation

Alcorn State University is dedicated to maintaining a safe and supportive environment that protects the health, welfare, and safety of all employees, students, and visitors. As part of this commitment, the University provides reasonable accommodations to individuals with disabilities, in accordance with the **Americans with Disabilities Act (ADA)** and the **ADA Amendments Act of 2008**. These federal laws prohibit discrimination and ensure equal access to employment, public accommodations, government services, and telecommunications for individuals with disabilities.

Employees and Job Applicants with Disabilities
Employees and applicants who have a disability, as defined under the ADA, may be entitled to reasonable accommodations to help them perform the essential functions of their job or to participate in the hiring process. Examples of reasonable accommodation include:

- Modifying the physical layout of the workspace
- Adjusting job responsibilities or work schedules
- Providing accessible formats or auxiliary aids during the application and interview process

Accommodations for Pregnant Employees
In addition, employees who are pregnant may also be eligible for reasonable accommodations. These may include:

- Additional or extended breaks
- Access to seating or modified physical tasks
- Private space for nursing mothers
- Adjusted lifting requirements or workload limitations

Alcorn State University is committed to ensuring equal opportunity and accessibility for all members of its community. Individuals seeking accommodation are encouraged to contact the Office of Human Resources for assistance and additional information.

For more information, contact:

Department of Health and Disability Services
Rowan Hall Health Services Center
1000 ASU Drive, #779
Phone: 601-877-6460
Fax: 601-877-2340

Workers' Compensation

Alcorn State University provides worker's compensation coverage under a self-insurance program, in accordance with Mississippi law. The cost of workers' compensation insurance is borne entirely by the University.

Workers' Compensation provides for payment for injuries and loss of time from work when employees become disabled because of job-related injuries. A Workers' Compensation Injury Report Packet is required to determine eligibility for benefits. The packet includes the following forms:

1. MWCC – Workers' Compensation – First Report of Injury or Illness with Instructions
2. Job Description Form
3. Statement of Claimant
4. Supervisor's Workplace Investigation Report
5. Authorization for Release of Health Information

These forms must be received by the Workers' Compensation Commission within ten (10) days after the first day of injury or illness. The packet is available on the Human Resources website and within the Human Resources office. Mississippi Law provides for a penalty of up to $100 for each late report or late filing. The individual responsible for any late filing of the forms will be held liable for any penalty assessed by the Mississippi Workers' Compensation Commission.

To assist employees, supervisors, and department heads in avoiding any personal liability for this penalty, the following schedule is established for reporting work-related injuries:

- Employees are to report work-related injuries to their supervisor as soon as possible, but no later than 24 hours after the injury or illness, excluding weekends.

- The injured employee shall complete the Statement of Claimant and the Authorization for Release of Health Information forms and submit it to his/her department head or designee.

- Department heads or their delegate shall complete the MWCC – Workers' Compensation – First Report of Injury or Illness and the Job Description Form. These forms and those completed by the injured employee or student worker will be forwarded to the Office of Human Resources within 48 hours of the accident, excluding weekends.

- The Office of Human Resources will submit the forms to the University's workers' compensation insurance carrier, who will then forward information to the Mississippi Worker's Compensation Commission.

For more information regarding Workers' Compensation visit:
https://www.alcorn.edu/offices/finance-and-administration/human-resources-management/workers-compensatoin/

Important Definitions

Federal Work-Study (FWS) Program

Federal Work-Study (FWS) is a need-based financial aid program offered as part of your overall financial aid package to help you finance your education at Alcorn State University. Through this program, eligible students can earn money by working part-time jobs on or off campus. The funds earned do not need to be repaid.

It is important to understand that Federal Work-Study is a real job with responsibilities and expectations. The term "Work-Study" refers to working to support your studies—it does not mean that you can study while on the job.

To be considered for Federal Work-Study, you must complete the **Free Application for Federal Student Aid (FAFSA)**.

For more information, please visit: https://www.alcorn.edu/financial-aid/federal-work-study/

Student Employment Program

The Student Employment Program provides opportunities for students to work on campus in part-time positions funded by departmental budgets or other non-Federal Work-Study sources. Completion of the **Free Application for Federal Student Aid (FAFSA)** is **not required** to participate in this program.

Students employed through this program are classified as **part-time student employees** and are **not** considered Federal Work-Study participants.

Student Definition
A *student* is an individual who is formally enrolled in an educational institution with the primary goal of acquiring knowledge, developing professional skills, and preparing for employment in a chosen field.

International Students
International students are individuals attending Alcorn State University on a student visa, such as an F-1 or J-1 visa. For more information, please visit the International Students webpage: https://www.alcorn.edu/admissions/international-students

Enrollment Status for Student Employment Eligibility
Students must meet minimum enrollment criteria during the fall or spring semesters to qualify for student employment at Alcorn State University:

- **Full-Time Enrollment**: Enrolled in **9 or more** semester credit hours.
  Eligible for student employment.
- **Half-Time Enrollment**: Enrolled in **at least 6** semester credit hours.
  Eligible for student employment.
- **Less than Half-Time Enrollment**: Enrolled in **3 semester credit hours**.
  Eligible for student employment.

Terms and Conditions of Employment

Student Employment & Work-study Eligibility

Work-study students are limited to holding **one position** and may not exceed an **average of 20 hours per week** while employed under the Federal Work-Study program.

This same limitation applies to **all student employees**, including work-study students, graduate assistants, research assistants, and other part-time student workers at Alcorn State University. Students may not hold more than one job or exceed an average of 20 hours per week in their student employment status.

Student employment positions are designated specifically for students and are **not** to be used to fill **budgeted university staff positions**.

Student employees are expected to prioritize their academic responsibilities. Therefore, **students should not work during scheduled class hours**.

To be eligible for student employment, a student must be enrolled in a minimum of **three (3) credit hours** during the academic term of employment.

Equal Employment Opportunity

Student employees are hired without regard to race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Alcorn State University also upholds a commitment to providing a workplace free from discrimination based on sexual orientation, gender identity, or gender expression.

Summer Employment Eligibility

Current Alcorn State University students who wish to work during summer do not have to be enrolled in any classes in the summer but must be registered or plan to attend the following fall/spring semester. During the summer employment term, FICA tax will be withheld for students enrolled less than half time.

Graduated Students

Students who have graduated from Alcorn State University (completed study and are no longer enrolled) may not continue working as a student employee; all student jobs will be terminated for all graduates based on the official list from the Registrar's office.

Hourly Wage and Work Hours Policy for Student Employees

Hourly Wage

Supervisors are responsible for verifying available funding for student wages with their department's budget office before hiring or assigning hours to any student employee.

Work Hours

Student workers—including those in the Federal Work-Study Program, graduate assistants, research assistants, and other part-time student employees—are classified as part-time employees of Alcorn State University. They may not hold more than one student position and are limited to **an average of 20 hours per week** during the academic term.

Break Periods and Extended Hours
During official university breaks (e.g., spring break, winter break, and summer), both domestic and international students may work up to **29 hours per week**, provided that:

- The additional hours are **pre-approved** by the department supervisor in advance.
- The work schedule complies with university and employment guidelines.

Overtime Policy
If a student exceeds **40 hours in any given week**, the department is financially responsible for paying overtime at **1.5 times the regular hourly wage**. Departments must carefully monitor work hours to ensure compliance. Repeated violations may result in the department being **reviewed** and potentially **restricted from participating** in the student employment program.

Timesheet Compliance
Supervisors are responsible for educating student employees on the importance of submitting timesheets by the designated payroll deadlines. Late submissions result in errors reported for the Financial Aid and Payroll offices and can negatively impact departmental records.

International Student Employees

In compliance with U.S. immigration regulations, **international students on F-1 or J-1 visas are limited to working no more than 20 hours per week** while classes are in session (Sunday through Saturday). This 20-hour limit includes **all employment**—both **hourly and stipend-based positions**, regardless of whether time is reported on a timesheet.

Exceeding this limit constitutes a violation of immigration status and may have serious consequences. It is the responsibility of both the student and the hiring department to ensure compliance with these regulations.

Recording Time Worked
The student payroll schedule is available on the **Student Employment Center** webpage. All student employees must complete their timesheets through banner online accurately and submit them to their hiring manager **on the last day of the pay period** for verification.

Failure to submit or approve timesheets on time may result in **delayed payment**.

Receiving Pay
Alcorn State University has partnered with **BankMobile** to provide students with convenient options for receiving their pay. Students may choose from the following:

- **BankMobile Vibe Account**
- **Direct Deposit** to a personal checking or savings account

To select a payment method, students must visit:
www.refundselection.com

Finding a Student Job

Student employment opportunities are available online through Alcorn State University's **PeopleAdmin Job Opportunities Portal**: https://jobopps.alcorn.edu/hr/sessions/new

Department supervisors must notify the **Student Employment Center (SEC)** of vacant student positions by completing the **requisition process** in the PeopleAdmin system.

Application and Interview Process

- All student employment applications must be submitted **online** via the PeopleAdmin job portal.
- Applications are automatically routed to the **supervisor** of the hiring department that submitted the job requisition.
- The SEC does **not** accept or process paper applications.

Supervisors are responsible for conducting **professional and consistent interviews** when selecting student employees. To ensure fairness and compliance with university policy, the **same interview questions and procedures** must be applied to all candidates.

Hiring and Onboarding Process

Once a supervisor has selected a student employee candidate, they must complete the **Hiring Proposal** in the **PeopleAdmin** system.

The **Student Employment Center (SEC)** will then send an offer letter to the selected student via email with details regarding their **offer letter** and **official start date**.

Before beginning work, the student must:

- Complete the **Student Employment Packet available online**
- Submit the completed packet along with the **required documents** listed below

All required forms and documentation must be submitted **prior to the student's first day of employment**.

Social Security Card and Hiring Process for International Students

Once an international student receives their **Social Security card** by mail, they must present the **original document** to both the **Student Employment Center** and their **Designated School Official (DSO)** for verification.

After all required documents have been completed, submitted, and verified, the **supervisor must initiate an EPAF (Electronic Personnel Action Form)** to begin the hiring process.

Please note: EPAFs will **not be approved** until the student employment packet is fully completed, including **all required signatures and supporting documentation**.

Tax Guidance for Student Employees

The **Student Employment Center** strongly encourages all student employees to consult with a **tax specialist or accountant** when completing their **W-4 form**, as students are personally responsible for any resulting tax liability.

At the end of the calendar year, students will receive a **W-2 form** from Alcorn State University. It is the **student's responsibility** to file both **federal and state income taxes** in accordance with U.S. tax laws.

Please note that **Alcorn State University is not liable** for any tax obligations incurred by student employees.

Ending Employment and Separation/Termination

Alcorn State University operates as an **"At-Will" Employer**, meaning that employment is not guaranteed for any fixed period. As an "At-Will" employer, either the university or the employee may terminate the employment relationship at any time, for any reason—whether "good cause," "bad cause," or no cause at all.

As a matter of professional conduct, students who wish to leave their current position with the intent to seek other campus employment are encouraged to provide their supervisor with at least a **one-week notice**. This allows for a smooth transition and respects the work environment.

Supervisors are responsible for completing and submitting the **Job Separation/Termination Form** to the **Financial Aid, Student Employment Center (SEC),** and **Payroll Offices** in order to officially end the student's employment in the system.

Please note, the **Student Employment Center** and **Payroll Office** are not responsible for assisting students in finding new employment after they voluntarily resign from their position.

Warnings and Termination Procedures

Absenteeism or poor job performance are serious issues that must be addressed promptly. While legitimate reasons for absences may arise, students are responsible for communicating with their supervisor in advance when possible. Supervisors are required to provide feedback to student employees about their performance, offering them opportunities to improve.

Student Evaluation Forms should be completed at the end of each semester to assess the student's work performance. The original evaluation form should be submitted to the **Human Resources Office** for placement in the student's personnel file.

Student Employment

(Hourly Paid Positions funded by the Department's Budget)

Supervisor Responsibilities

Supervisors are expected to fulfill the following responsibilities to ensure compliance with university policies and proper management of student employees:

1. **Submit Student Vacancy Information**
   Complete and submit the student requisition form to the Student Employment Center and post positions on PeopleAdmin for applicants to apply.
2. **Initiate Hiring Proposals**
   Submit the **Hiring Proposal** for each student hire through the **PeopleAdmin** system.
3. **Process EPAFs**
   Prepare and submit **Electronic Personnel Action Forms (EPAFs)** for all student employee appointments.
4. **Complete Required Documentation**
   Confirm that all new and returning student employees have completed all required HRM/SEC paperwork, including the **I-9 Form**, within the first **three days of employment**.
5. **Establish Work Schedules and Assign Duties**
   Develop a work schedule and assign job duties that are appropriate for the position and aligned with the student's availability and academic commitments.
6. **Provide Direct Supervision**
   Supervise the student employee and ensure ongoing communication and support throughout their employment.
7. **Monitor and Approve Hours Worked**
   Verify and approve reported student work hours, ensuring they do **not exceed an average of 20 hours per week** during the academic term.
8. **Ensure Timely Payroll Reporting**
   Approve and submit an accurate timesheet of student work hours to the **Payroll** Department through the Banner Online Services to meet published deadlines and avoid a delay in payroll**.**

Student Employee Responsibilities

Student employees are expected to fulfill the following responsibilities to maintain compliance with university policies and ensure successful participation in the student employment program:

1. **Apply for Student Positions**
   Submit applications for available student employment opportunities through the designated online portal.
2. **Attend Scheduled Interviews**
   Report to interviews as scheduled by the hiring department.
3. **Complete Employment Documentation**
   Upon receiving a job offer, complete the **Student Employment Packet** as required by the Student Employment Center.
4. **Provide Proof of Work Eligibility**
   Submit appropriate documentation verifying eligibility to work in the United States, as outlined by federal regulations.
5. **Set Up Payroll Preferences**
   Provide payroll and direct deposit information through **BankMobile** to ensure timely receipt of wages.

6. **Report to Work as Scheduled**
   Arrive on time and adhere to the assigned work schedule as agreed upon with your supervisor.
7. **Accurately Report Hours Worked**
   Submit timesheets reflecting actual hours worked, in accordance with payroll deadlines.
8. **Update Tax Information When Needed**
   Notify the **Payroll Office** of any changes to federal or state tax withholding status, if applicable.

Federal Work-Study (FWS) Hiring Process

Financial Aid Office Responsibilities

The Office of Financial Aid is responsible for managing the Federal Work-Study program and will:

1. **Monitor** the Federal Work-Study application process and determine student eligibility.
2. **Provide supervisors** with a list of approved students assigned to their departments, and share a copy with the **Student Employment Center (SEC)**.
3. **Issue Federal Work-Study Authorization Letters** and **work assignments** to departmental supervisors.
4. **Notify students** to report to their assigned departments for onboarding and scheduling.
5. **Approve EPAFs** (Electronic Personnel Action Forms) for each FWS student.
6. **Review and approve student timesheets** submitted through Banner Online Services.

Federal Work-Study Student Responsibilities

Students participating in the Federal Work-Study program must:

1. **Submit a Federal Work-Study Application** on the Financial Aid webpage to be considered for eligibility:
   https://www.alcorn.edu/admissions/financial-aid/federal-work-study
   - *Eligible students will receive a Federal Work-Study Authorization Form.*
2. **Sign the Work-Study Assignment Form** and return it to the **assigned department supervisor** for completion of the hiring process.
3. **Complete all required employment paperwork** and submit it to the **Student Employment Center (SEC)**.
   - *If the student already has completed paperwork on file, resubmission is not required.*
4. **Report to work** at the assigned department in accordance with the established schedule.
5. **Submit a timesheet** accurately through **Banner Online Services** each pay period.
   - *Notify the Payroll Office of any changes to federal or state tax withholding, if applicable.*

Supervisor Responsibilities
Supervisors of Federal Work-Study (FWS) student employees are expected to:

1. Complete the **Federal Work-Study Assignment Form** and submit it to the **Office of Financial Aid**, with a copy forwarded to the **Student Employment Center (SEC)**.
2. Submit an **Electronic Personnel Action Form (EPAF)** for each student employee.
3. Review and approve **student timesheets** in a timely manner.

Note: Supervisors must comply with all guidelines outlined in the **Federal Work-Study Agreement** and the **Student Employment Center Supervisor Handbook**.

Student Employment Center (SEC) Responsibilities
The Student Employment Center is responsible for:

1. Sending an offer letter to the student applicant for signature.
2. Processing and maintaining all **student employment paperwork**.
3. Reviewing and approving **student EPAFs**.

The SEC will notify students and department supervisors of any missing or incomplete employment documentation.

Payroll Office Responsibilities
The Payroll Office is responsible for:

1. Applying approved **EPAFs** to initiate payroll processing.
2. Processing **student timesheets** to ensure accurate and timely payment.

Student Employment Policies

Confidentiality Policy
As a student employee, you may be granted access to information that is **sensitive, personal, or confidential** in nature, depending on your assigned job duties. Maintaining confidentiality of this information is essential and required at all times.

Examples of confidential information include, but are not limited to:

- Personal or academic information about other students and their families
- Internal information related to **Alcorn State University operations**
- Details regarding **legal, financial, or administrative matters**
- Information related to **allegations of harassment, discrimination, or misconduct**

This information may be shared verbally or in written, digital, or electronic form. Regardless of how it is accessed or communicated, you are expected to:

- **Treat all confidential information with the highest level of discretion**
- **Refrain from sharing or discussing such information with unauthorized individuals**
- **Never download, copy, or remove confidential information from the university's premises or systems without prior written approval from your supervisor**

Failure to maintain confidentiality may result in disciplinary action, up to and including termination of employment, and may carry legal consequences.

Class Time Policy

Student employees are **prohibited from working during scheduled class times**, even if a class is canceled or the student has been excused by the instructor. This policy aligns with federal work-study regulations and university guidelines. There are **no exceptions** to this rule.

Break Periods

To promote productivity and well-being, the following break guidelines apply to all student employees:

- A **15-minute paid break** must be taken for every **four (4) consecutive hours worked**.
- A **30-minute unpaid meal break** is required after **six (6) consecutive hours of work**.

Both the student employee and the supervising department are responsible for ensuring that breaks are taken as required and for maintaining accurate records of break periods.

Compliance with University Policies

Student employees are expected to fully comply with all **Alcorn State University policies, procedures, and guidelines on conduct**. Failure to follow these policies may result in disciplinary action, including **termination of employment** and loss of eligibility for future student employment opportunities.

Volunteering

In accordance with the **Fair Labor Standards Act (FLSA) of 1938**, as amended, Alcorn State University **cannot accept volunteer services from individuals employed in paid positions**.

Key guidelines include:

- Students with a **Federal Work-Study award** or those in other **paid campus employment** may **not volunteer additional hours** in the same role or department.
- Students are **prohibited from serving simultaneously as both a paid employee and a volunteer in similar capacities** during the academic year.

Any student interested in volunteering must complete a Volunteer Application and submit it to the Student Employment Center for review and prior approval. Volunteering may not begin until official written approval is granted.

This policy ensures compliance with federal labor laws and protects the integrity of student employment programs.

Student Employee Conduct

Student employees are required to conduct themselves in the following manner:

1. **PUNCTUALITY** - Student employees must be on time and must communicate with their supervisor if circumstances arise that will cause them to be late.
2. **ABSENCE** - Student employees are responsible for contacting their supervisor in case of absence. All attempts should be made to give as much advance notice as possible.
3. **PROCESSES** - Student employees should discuss office policies and procedures with their supervisor and refrain from inviting friends into the office during work hours.
4. **WORK ASSIGNMENTS** - The priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.
5. **RESPECT** - Proper respect must be shown to all customers of the university. This includes but is not limited to visitors, vendors, faculty, staff, and students. It is expected that all employees will be courteous and helpful to others.
6. **CONFIDENTIALITY** - Work-related information is confidential and should not be discussed with others. Any information a student may encounter during employment is strictly confidential. Information should not be discussed outside work under any circumstances. Any violation of confidentiality will be subject to discipline up to and including termination of employment.
7. **EMERGENCY SITUATIONS IN THE WORK AREA** – If an emergency arises at work, the student employee should first notify their immediate supervisor. If the supervisor is not available, the student should call Campus Police at 601-877-3000.
8. **CELL PHONES** - Student employees are expected to refrain from cell phone usage while working.
9. **DRESS CODE** - Student employees are expected to report to work in attire that is appropriate for the position. This should not be confused with casual recreation attire. Student employees should check with their supervisors regarding specific departmental dress code expectations.
10. **COMPUTER/INTERNET USAGE** - Some student employment positions require the use of computers and the internet. Student employees should not use the workplace computers for personal reasons without permission from their supervisor.

Training and Feedback

Effective training is essential to prevent misunderstandings and to clearly communicate job expectations. It also provides supervisors with an opportunity to outline the objectives and responsibilities of the position. Regular, constructive feedback allows student employees to understand their performance, ask questions, and respond to supervisor input.

Open communication fosters a more engaging and rewarding work experience, while also promoting professional growth. Supervisors are encouraged to recognize students' potential by gradually introducing new responsibilities as appropriate. Whether offering positive reinforcement for a job well done or providing guidance for improvement, timely feedback is key to maintaining motivation and supporting student success in the workplace.

Compliance with FLSA - Consequences for Misuse of Student Employment

All supervisors are required to comply with the Fair Labor Standards Act (FLSA) (29 U.S.C. § 201 et seq.) and other applicable federal labor laws that govern student employment. The FLSA sets standards for wages, hours worked, and working conditions to ensure student employees are not subjected to unfair labor practices.

Any repeated violations of student employment regulations—such as assigning tasks beyond the job description, scheduling hours that exceed permissible limits, or otherwise disregarding FLSA guidelines—will result in removal from student employment opportunities at the university, pending investigation. This is essential to ensure compliance with labor laws and protect the rights of student employees. We appreciate your cooperation in maintaining a fair, compliant, and supportive work environment for all students.

Student Employment Questions?

Direct your ASU Student Employment Questions to our email: sec@alcorn.edu.