

Workplace Essentials Training Guide

As a student employee, you represent DePaul not only as a member of the academic community, but also as an employee of the university community. The work experience you gain at DePaul will serve you well in the future.

DEPAUL'S MISSION & YOU

As a student employee, you are a member of the DePaul University community. You are expected to actively support DePaul's mission by showing a respect for all individuals and exhibiting Vincentian personalism. You should always conduct your professional responsibilities with honesty, integrity, zeal and compassion. As a DePaul employee, we expect that you will show your support and belief in our university community-focus on customers, collaborate with others willingly, perform your job duties with a commitment to quality, respond to change with a positive attitude and demonstrate fiscal responsibility.

Equal Opportunity

DePaul University is an equal opportunity employer. DePaul University considers candidates for job openings without regard to their race, color, ethnicity, religion, sex, sexual orientation, national origin, age, marital status, physical or mental disability, parental status, housing status, source of income or military status, in accordance with applicable federal, state and local EEO laws. Each job candidate, both internal and external, receives consistent and equitable treatment.

FICA Exemption

Student Employees are exempt from paying FICA taxes in almost every case. Provided you maintain half-time enrollment status and are employed only part-time, you do not have to pay FICA taxes. At DePaul, this is defined as six quarter hours (four for graduate students), and/or six semester hours and working part-time -- a maximum of 25 hours per week. Students do have to pay federal and state taxes, but the FICA exemption provides students with a chance to increase their earnings by over 7.5 percent of any off-campus job with a comparable wage.

Job Descriptions: *Only a starting point*

Your job description is a source of reference for expectations regarding ongoing duties included in your position. Each job description shows the job title, the employee classification, the minimal requirements needed to perform the job and a description of the regular duties that are performed. Job descriptions are often used to complete your annual performance appraisal. Job descriptions are not all-inclusive -- you may often be assigned projects or duties that are not covered by your description.

Performance Appraisals: *You are entitled to these*

Throughout the year, you and your manager will informally discuss your job performance to clarify questions and to set performance directions. At least once per academic year you will prepare a formal, written performance appraisal. Your written performance appraisal will normally include:

- A review and rating of your previous year's performance and of your demonstration of core behaviors by BOTH yourself and your manager;
- Comments and career development goals;
- Feedback on your manager's style of supervision; and
- Objectives for the next year.

You and your manager will sign the appraisal, you will both keep copies of it, and the original document will become a part of your employee file. Remember that your written performance appraisal is considered for salary increases.

Visit the [On-Campus Student Employment Policies](#) page for more information on Performance Appraisals.

Hours/Work Schedule

As a student, your hours are limited, and your schedule is flexible. Students may work a maximum of 25 hours per week in total during the academic year (not counting academic breaks). International students may work a maximum of 20 hours per week. Students should not be scheduled to work during their scheduled class time. Your supervisor is responsible to negotiate an appropriate work schedule with you based on your class schedule. You can expect to revisit your work schedule based on your new academic schedule each quarter.

Academic Breaks

You may be able to work during breaks, based on your department. Students may continue to work in a department during quarter and summer breaks. Depending on your department needs and budgetary constraints, your department may allow you to work full-time during breaks for the University.

Multiple Jobs

Student employees may work in more than one on-campus job, as long as your weekly hours total 25 or fewer. While you can have more than one on-campus job at DePaul, you cannot work more than a total of 25 hours per week. If you're going to work two jobs, be sure to complete a Work Schedule Agreement Form. Your supervisors must also sign this form, agreeing to keep your weekly hours at 25 or fewer. In cases like this, the hours you work in multiple positions will be incorporated into one paycheck.

Introductory Period

All new employees participate in an "introductory period" of six months. If you are new to the university community, recently re-hired, promoted or transferred, you will participate in a 6-month introductory period of training and evaluation. During this time you should become familiar with your job description, the specific duties that you are responsible for performing, the operation of your department, your team members, and the general policies and practices of the university. At the end of the introductory period your performance will be evaluated in writing. If your performance does not meet the necessary standards for the job, your manager may request an extension of up to three months for your introductory period, or if your performance is below standards, your employment may be terminated.

Attendance: *Crucial & Expected*

Each scheduled workday is important to your success at the university. Your manager depends on you to be here when your work is scheduled to begin, to take agreed-upon time for lunch and not to leave until the end of your scheduled work hours. If a situation arises that will cause you to be late for work, create a longer lunch period, or will necessitate your leaving early, please ask your manager as much in advance as you can if you may be absent. Different departments deal with "making up" time in different ways. You may or may not be able to make up time, according to the discretion of your manager based on the nature your job duties, work hours and the needs of the department.

Absences: *Always notify your manager*

If you will be absent from work, you must notify your manager within one hour of your normal starting time. If your absence has been caused by an illness and lasts five days or longer, the university may ask you to bring in a doctor's note. If an employee is absent from work and does not call or notify the university of the absence, the employee is subject to disciplinary action up to and including termination.

Pay Increases

Your supervisor can grant pay increases based on a number of factors. Your own job performance as detailed in your written performance appraisal is a critical factor in determining your eligibility for an increase. Other considerations include whether you are already at the maximum of your pay grade as well as the overall economic condition of the department and university.

Promotions

If you receive a promotion to a position in a higher-level pay grade during the year, you will also be eligible for a pay increase. The new rate is normally between the first and third quartile of the pay range for your new job.

Tuition Waiver

This is a process by which someone is excused for paying tuition at the university's discretion. A tuition waiver cannot be exchanged for services rendered or for money. A scholarship is a monetary award for meeting certain criteria such as financial need, academic achievement, etc.

New Job Opportunities

The Career Center creates updated listings of the new jobs that are open at the University for your information and consideration. When you are ready to move up to the next level of the Ladder of Employment, you need to check these listings to see what opportunities are available. If you are interested in an open position, you are encouraged to discuss your interest with the Career Center and eventually your current manager. Your student jobs should provide you with progressive work experience--that may mean you want to find a new job in the department in which you work, or you may want to switch departments.

Resignations: *Professionalism is expected*

If you have decided to leave your current position, you should give your supervisor written notice of your decision at least two weeks before your last day. Before leaving the university and receiving your final paycheck, you must return all university property you acquired during your time working here, including keys. Once the university accepts your written resignation, it is at the discretion of management to hire you again. If you decide you want to take back your resignation and would like to continue working after all, you may or may not be able to get your job back.

Privacy

The university respects your privacy and limits the information that it provides to parties outside the University community. The normal information that we will verify is limited to your job title, your current employment status, the dates of your employment and your pay.

If you want additional information verified to outside parties you must provide a written authorization to the Career Center specifying the parties to whom we should release the information and the information that should be released. Examples of outside parties who may require additional information include companies who verify employment for mortgage applications, employment, credit companies and attorneys for personal legal matters.

Health and Safety

The safety of each employee and student is a priority to the university. Always be aware of safety in your own work environment and make sure that you eliminate or report any hazards that could cause you or others injury. Likewise, as you move about the university's buildings and grounds locate the well-marked call boxes and house telephones that will directly connect you to the Security Department. Use these call boxes and phones to report an emergency, fire, or crime or to request an escort from the Security Department.

DePaul's Security Department provides twenty-four hour service for the Lincoln Park and Loop Campus. Phone ext. 7777 at Lincoln Park Campus or ext. 8400 at the Loop Campus.

Threats and Violence

The university will not tolerate intimidating, threatening or hostile behavior of any kind. If you observe or are a part of any incident of violence or a threat you must immediately report the incident to your manager, Vice President or Dean, Security and/or the Career Center. No weapons, such as guns or knives, are allowed on the DePaul Campus at any time. Additionally, the university views any object, regardless of its nature, as a weapon if it is used in a threatening or violent manner and will take action against any person who uses an object as a weapon.

Accidents

If you see or are involved in an accident at work, remember that your safety and the safety of others is the first priority. If you can reach a telephone, call the Security Department or 911 for help. Never move a

person who has fallen and use extreme caution whenever there is blood. Trained medical personnel are the best people to handle an injured person -- your responsibility is to do your best to contact these trained professionals as quickly as possible. Once the injured person is being cared for, you must report the accident to your manager.

Worker's Compensation

The university has worker's compensation insurance policy that covers all employees. This policy provides payment for time off from work due to an injury or illness resulting from your employment, as well as medical expenses. If you experience a work-related injury or illness, you must report it immediately. Your manager will file an incident investigation report that will be sent to the worker's compensation insurance carrier for investigation and processing.

OTHER HELPFUL HINTS:

This information may assist you in performing your job duties as a student employee. Please talk to your supervisor about this, as the processes and procedures vary by department.

Photocopies

The department for which you are working will provide photocopying facilities. You should not use the work photocopier for your own personal use. Photocopy machines which accept your department's authorized DePaul IDs. Requests for your ID's to be authorized should be made through Copy Services by your supervisor.

Mailing Services

Office mail is picked up and delivered once a day. When mailing to a department within the University, use the manila-colored interoffice envelopes only. To ensure proper delivery, include the person's name, department and campus. Contact the Mailroom to inquire about mail pick-up and delivery shuttle services for the suburban campuses.

Parking Permits

Students, faculty and staff must purchase and display a parking permit to park in all of the Lincoln Park Campus lots. Cars without permits will be ticketed/towed. To obtain a parking permit, please contact the Parking Services Department in Lincoln Park.

Office Supplies

Departmental offices normally order office and some computer supplies from a contracted vendor. To request office or computer supplies, talk with your supervisor to find out the proper procedure, as this may vary from department to department.

Lost & Found

Inquiries regarding lost and found articles should be directed to the Public Safety Department at either campus.

In-House Printing Services

Photocopying and printing is available through Photocopy Services. The in-house print shop provides cutting, collating, stapling, binding, and other photocopying services. All requests must be approved by the department's budget manager.

Audio-Visual Equipment

Televisions, VCRs, overhead projectors, and other audiovisual equipment are available for use through the Classroom Technology Services Department of the Information Services Division. To make a request, contact Classroom Technology Services Department at the appropriate campus.

Work Orders

If any non-emergency work needs to be completed by a carpenter, electrician, painter, etc., a Work Order form should be completed and sent to Facility Operations. Forms should be submitted as far in advance

of completion request dates as possible. If there is a situation that needs immediate attention, i.e., broken pipes or windows, keys stuck in doors, call Facility Operations (Loop ext. 8682 or LPC ext. 7377) immediately. All requests must be approved by the department budget manager.

ADDITIONAL TRAINING RESOURCES:

There are very few jobs left in the world that don't require some use of computers, and even fewer at DePaul. If you don't have basic computer skills, there will be very little that our office can do for you. There are classes available on campus where students can gain the basic skills needed for employment. Contact the Information Systems department to find out what workshops are available this quarter. Gaining these skills takes an investment of time, but it is an investment that will continue to pay long dividends.

<http://www.itd.depaul.edu/website/students/trainingmaterials.asp>

Learn to utilize the e-mail, telephone and network systems at DePaul by viewing the helpful guides on the Information Services website, under Communication Services. There are "How To" guides that can help you with everything from making an appointment to transferring a call.

<http://is.depaul.edu/>

The Student Leadership Institute (SLI) at DePaul University is the university's response to students' requests to learn the principles and techniques of effective leadership. SLI is a nationally recognized leadership program that is free to all DePaul students. View their offerings each quarter.

<http://studentaffairs.depaul.edu/sli/>