



SUPERVISOR HANDBOOK

FOR SUPERVISORS
OF STUDENT EMPLOYEES

May 2013

102 Nature of Employment

This supervisor handbook is designed to acquaint you with some of the policies and procedures for supervising student employees. You should read, understand and comply with all provisions of this handbook.

In order to retain necessary flexibility in the administration of policies and procedures, Martin Luther College reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the Human Resources Office of Martin Luther College.

In the event of a conflict between this handbook and the Student Handbook, the Student Handbook shall prevail.

104 Student Employee Relations

Martin Luther College believes that the work conditions and wages it offers to its student employees are competitive with those offered by other higher educational institutions. If student employees have concerns about work conditions or compensation, they should be encouraged to voice these concerns openly and directly to their supervisors. Experience shows that when student employees communicate openly with supervisors regarding such matters, the work environment can be excellent and attitudes can be positive.

At such moments, supervisors should receive such concerns from student employees with an approachable, receptive and sensitive attitude and, when appropriate, share such concerns with the Human Resources Office. We believe that Martin Luther College adequately demonstrates its commitment to student employees by responding effectively to employees' concerns.

106 Equal Employment Opportunity

In order to provide equal employment, student employment decisions at Martin Luther College will be based on merit, qualifications, and abilities. Martin Luther College does not discriminate in employment opportunities or practices on the basis of race, color, national or ethnic origin, sex, disability, age, status with regard to public assistance, or other applicable protected class status.

Martin Luther College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship to Martin Luther College. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to training.

Supervisors who sense or are made aware of potential or actual disabilities should notify the Human Resources Office immediately.

In keeping with Federal regulations, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

108 Immigration Law Compliance

Martin Luther College is committed to employing only United States citizens and aliens who are authorized to work in the United States. Martin Luther College does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new student employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present acceptable documentation establishing identity and subsequent employment eligibility. Former student employees who are rehired must also complete the form if they have not completed a Form I-9 with Martin Luther College within the past three years, or if their previous Form I-9 is no longer retained or valid.

The U.S. Department of Homeland Security requires that the employee portion of Form I-9 be completed no later than the time of hire, which is the actual beginning of employment. Supervisors should never hire a student employee if the student employee has not completed Form I-9.

110 Non-Disclosure

The protection of confidential information is vital to the interests and the success of Martin Luther College, students, and members of the faculty and staff. Such confidential information includes, but is not limited to, the following examples:

- Financial information
- Recruiting strategies
- Development information
- Personal identity information
- Student information

All student employees who are exposed to confidential information will be required to sign a confidentiality agreement as a condition of employment no later than their first day of employment along with the Form I-9, Form W-4, and Direct Deposit Authorization form. Student employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of student employment, even if they do not benefit from the disclosed information.

112 Work-Study Policy

Martin Luther College has three priorities in its student employment practices:

1. Martin Luther College wants to ensure that all students eligible for Federal and/or State Work-study benefits have first opportunity for employment.

- a. Due to the savings which can be recognized to the student employee compensation expenses, Martin Luther College strives to utilize all its Federal and State Work-study subsidies each year.
2. Martin Luther College wants to enable supervisors to hire students with the knowledge, skills and abilities needed to perform their tasks.

202 Employment Categories

Student Employee: a student employee is a part-time employee who is currently enrolled at Martin Luther College with the primary goal of achieving a degree. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of an academic program. There is no guarantee of employment implied or otherwise.

It is the intent of Martin Luther College to clarify the Student Employee classification so that student employees understand their employment status. This classification does not guarantee employment for any specified period of time. Accordingly, the right to terminate the student employment relationship at will is retained by both the student employee and Martin Luther College unless specified otherwise in a written employment contract.

All student employees are designated as NONEXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. Overtime is paid at a rate of one and one-half times regular rate of pay after 40 hours of work at Martin Luther College in a workweek. A workweek is seven consecutive 24-hour periods with the Martin Luther College workweek beginning at 12:01 a.m. Sunday mornings. Supervisors should schedule student employees so overtime compensation will be avoided.

204 Compensation

The wage for student employees is in keeping with the federal minimum wage requirements (currently \$7.25/hour) for non-supervisory and non-skilled positions. The wage for student employees in supervisory or skilled positions will be \$8.25/hour. Examples of skilled positions could be forklift drivers and tutors. Rare exceptions to this wage schedule would be applied for instances in which a task completed by student employees is determined to be more strenuous or to include the possibility of working in extreme conditions (e.g., snow shoveling) or if the government requires a specific wage for a particular program (e.g., America Reads).

All compensation is directly deposited into the individual's checking and/or savings account. If a student changes banks or wishes to have their compensation directly deposited into a different account or accounts, the student should notify the Human Resources office as soon as possible to authorize the change in direct deposit.

206 Duration of Employment

Fall and Spring Semester Student Employment

Although employment is at will, Martin Luther College generally expects student employees to remain in a position for a full academic year barring illness, position restrictions, unsatisfactory grades, schedule changes, emergency situations, student teaching and internship experiences, performance issues, suspension or other agreements with their supervisor.

Summer Employment

Each summer, Martin Luther College offers a variety of summer job openings for temporary workers, most of whom are student employees. Hiring priority for summer employment is typically given to applicants who are currently enrolled or will be enrolled for the coming school

term at Martin Luther College. Martin Luther College recognizes that there may be times when student employees take an unpaid vacation or temporary leave of absence. Student employees are encouraged to work with their supervisor to schedule vacation time. So that supervisors can properly plan for such excused non-paid absences, student employees are instructed to limit absences for vacation time to no more than two weeks.

206 Employment Reference Checks

The Human Resources Office will respond to all student employee employment verifications. Supervisors who receive reference checks from prospective employers of former student employees should refer the prospective employer to the Human Resources Office. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

208 Performance Evaluation

Supervisors and student employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. These informal, ongoing performance evaluations provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, recognize and encourage strengths, and discuss positive, purposeful approaches to meeting goals. Performance evaluations may play a role in determining the consideration of a student employee for future rehire opportunities.

302 Compensation

Similar to compensation for permanent employees at Martin Luther College, all compensation for student employees is directly deposited into the individual's checking and/or savings account(s). Compensation is deposited on the 15th and last business day of each month; for hourly employees, there is a one pay period lag. If a student employee changes banks or wishes to have their compensation directly deposited into a different account or accounts, the student should notify the Human Resources office as soon as possible to authorize the change in direct deposit.

Overtime compensation will be paid to all student employees who work over 40 hours in a workweek. Federal and state wage and hour restrictions require that overtime compensation would be applied for the aggregate hours worked for a single employer, even if the hours worked are in differing departments. Authorization from the respective supervisor must be secured prior to an employee working overtime. Overtime pay is based on actual hours worked. The compensation rate for the overtime hours will be one-and-a-half times the normal rate of pay. Supervisors should schedule student employees so overtime compensation will be avoided.

304 Paydays

Martin Luther College follows a semi-monthly payroll cycle for all employees, including student employees. The first pay period for the month begins on the first day of the month and ends on the 15th. The second pay period for the month begins on the 16th of the month and ends on the last day of the month. Paydays will be the 15th and last day of the month. In the event that a payday falls on a weekend or holiday, the payday will be the immediately preceding banking day. Student employees will be paid for time worked on the payday following the pay period. For example, hours reported for the pay period July 15 through July 31 will be paid on the August 15 payday.

306 Workers' Compensation

Martin Luther College provides a comprehensive workers' compensation insurance program to all employees at no cost. This program covers any injury or illness sustained in the course of employment at Martin Luther College which requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Supervisors should impress upon student employees who sustain work-related injuries or illnesses to report all such incidences immediately no matter how minor an on-the-job injury may appear. Prompt notification will enable an eligible student employee to qualify for coverage as quickly as possible.

Neither Martin Luther College nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Martin Luther College.

402 Timekeeping

Accurately recording time worked is the responsibility of every student employee. Federal and state laws require Martin Luther College to keep an accurate record of time worked in order to accurately calculate employee compensation. Time worked is all time actually spent on the job performing assigned duties. The respective supervisor will review and approve the electronic time entries for the student employees who report to them.

Student employees should use the computerized WebPunch application to accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period (if applicable), and the proper department in which they have worked during that shift. Student employees should also record the beginning and ending time of any departure from work for personal reasons.

Student employees should report to work no more than 5 minutes prior to their scheduled starting time nor stay more than 5 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

Student employees are not permitted to work during scheduled class time.

404 Student Employment Termination

Termination of student employment is often an inevitable part of personnel activity within any organization and many reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION is a voluntary act initiated by the student employee to terminate employment with Martin Luther College. Although advance notice is not required, two weeks written notice is requested. All property and keys belonging to Martin Luther College should be turned in to the respective supervisor no later than the last day of employment.

DISCHARGE is involuntary termination of student employment initiated by Martin Luther College, typically as a result of poor performance or unacceptable conduct.

Since employment with Martin Luther College is based on mutual consent, both the student employee and Martin Luther College have the right to terminate employment at will, with or without cause. At the point of separation from service, student employees will receive their final pay in accordance with applicable state law.

406 Administrative Pay Corrections

Martin Luther College takes all reasonable steps to ensure that employees receive the correct amount of compensation each pay period and that student employees are paid promptly on the scheduled payday.

In the event there is an error in the amount of pay, the student employee should promptly bring the discrepancy to the attention of the Human Resources office so that corrections can be made as quickly as possible.

408 Payroll Deductions

The law requires that Martin Luther College make certain deductions from every employee's compensation. Among these are applicable federal, state, and local taxes. If you have questions concerning deductions that were taken from your paycheck or how they were calculated, please contact the Finance Office.

502 Safety

One of the greatest assets of Martin Luther College is the people who work at and are a part of Martin Luther College. The activity of our dedicated student employees has a significant impact on the other students, the service we provide, and the insurance costs for Martin Luther College. Therefore, it is of the utmost importance that we continue to seek to remain accident free.

To help prevent employee injuries, Martin Luther College is committed to provide a safe working environment. All employees are encouraged to work in a safe manner and to assist others in avoiding accidents.

The premise of our safety commitment is as follows:

- All accidents can be prevented.
- Safety is one of the greatest concerns of Martin Luther College.
- All levels of employees are responsible for preventing injuries.
- All equipment must be appropriately safeguarded to prevent employee injuries.
- Student employees should be instructed on how to work safely.
- It is good business, both from the standpoint of efficiency and economy, to prevent employee injuries.

It is imperative that all accidents be reported to the Human Resources Office within 24 hours; as such, supervisors

504 Work Schedules

Martin Luther College expects student employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Martin Luther College. In the rare instance when an employee cannot avoid being late for work or unable to work, they should notify their supervisor as soon as possible in advance.

Supervisors will advise student employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

A student who fails to show up for work for three of the student's consecutive regular work days may have his/her employment terminated, unless the student has prior approval from their supervisor to be absent.

Student employees are expected to perform responsibilities related to their job during their scheduled work time.

506 Use of Phone

While attending to the duties of their student employment, student employees should not use their cell phones or other phones for personal phone calls unless absolutely necessary. Personal calls may be made during break periods. Supervisors should monitor phone usage to ensure compliance with this requirement.

508 Rest and Meal Breaks

Each workday, supervisors are asked to ensure that student employees be provided with one 15-minute break for every four hours worked. This is a paid break, so it is not necessary for the student employee to clock out. Since this is counted and paid as time worked, student employees must not be absent from their work stations beyond the allotted rest period.

Student employees who work a shift lasting longer than six hours will be provided with one meal break of 30 minutes. Supervisors should schedule meal breaks to accommodate operating requirements. Student employees will be relieved of all active responsibilities and restrictions during meal breaks and will not be compensated for that time.

510 Technology Usage

Use of the public internet by student employees is permitted where such use is suitable for work related purposes and supports the goals and objectives of Martin Luther College. The internet is to be used in a manner that is part of the normal execution of student employees' responsibilities.

602 Student Employee Conduct and Work Rules

To ensure orderly operations and to provide the best possible work environment, Martin Luther College expects student employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

While it is not possible to list all the forms of behavior in the workplace, supervisors should enforce restrictions against the following list of infractions or rules of conduct as well as any other behaviors which may interfere with productivity or violate the expectations of Martin Luther College:

- Theft
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs
- Fighting, threats, or violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of college owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from the work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct

Violation of these expectations may result in disciplinary action, up to and including termination of employment.

604 Sexual Harassment, Rape and Violence

Supervisors should be aware of the following policy and procedures regarding sexual harassment and violence which has been incorporated in the Student Employee Handbook:

This policy is to inform the students, employees, faculty, and staff of Martin Luther College that sexual harassment, rape, and violence are contrary to the Christian principles subscribed to by Martin Luther College. Colossians 3:1ff calls on us to live as “children of light.” Sexual harassment, rape, and violence cannot be tolerated on a Christian campus. These acts are also prohibited under Minnesota state law.

The prohibition against sexual harassment, rape, and violence extends to all relationships on campus, i.e., administration/staff, supervisor/employee, faculty/student, student/student. Administration and faculty members found guilty of these behaviors are subject to suspension or termination of call. Staff and employees are subject to suspension or termination of employment. Students are subject to suspension from school or termination of enrollment.

Faculty, students, and staff are subject to the terms and disciplinary actions outlined in this policy whether an incident occurs on or off campus.

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, physical contact of a sexual nature (such as brushing against bodies, deliberately touching the body parts of another person) and verbal or physical conduct of a sexual nature, such as the telling of dirty jokes, the making of obscene gestures, etc.
2. Rape is defined as any sexual act committed by force without the consent of the person involved. This also applies in cases when consent to sexual activity cannot be given (such as when a victim is unconscious) and when coercion (such as the use of status or authority) is used. No form of rape will be tolerated on the campus of MLC. NOTE: Faculty and students of MLC will also be held accountable to the Christian principles of marriage. These principles prohibit any form of sexual intercourse and related activities leading to sexual intercourse outside the marriage bond.
3. Violence is defined as the unjust use of physical force so as to injure or harm an individual. Acts of violence are contrary to our Christian principles and Minnesota state law, both within and outside of the sexual assault context. Such acts will not be tolerated on the campus of MLC.
4. If you are the victim of sexual harassment, rape, or violence, report incidents to your immediate supervisor of the abuse which has occurred. If your immediate supervisor is involved in the abuse, inform the chief financial officer or the president of the college. You have the right to be accompanied by any other support person, including an attorney, while making the complaint and in all subsequent proceedings. You also have the right to report any violations of Minnesota state law to the appropriate law enforcement officials.
5. Internal response: when designated administrative personnel become aware of a complaint, an internal investigation will begin in which other witnesses and the alleged harasser or assailant will be interviewed. If it is determined that sexual harassment, rape, or violence did occur, the harasser or assailant will be subject to disciplinary action which may include suspension or termination of call (faculty), employment (staff/employees) or enrollment (students).

You will be informed of the results of the internal disciplinary process unless data privacy laws prohibit such disclosure.

MLC and its administration pledge to shield a victim of sexual assault from unwanted contact with the alleged harasser or assailant.

MLC will not, and cannot by law, retaliate against you in any way for reporting instances of sexual harassment, rape, or violence. Any faculty, staff, or students of MLC who retaliate against persons making complaints will be subject to disciplinary action by the college, even if the original complaint is not upheld. Such discipline may include suspension or termination.

606 Personal Appearance and Work Attire

Supervisors should be aware that Martin Luther College expects student employees to be well groomed and dressed in a manner appropriate for their work. For student employees in an office setting, unless specified otherwise by their supervisor, business casual is appropriate dress for most departments. Supervisors should express exceptions to these expectations to their student employees.

608 Student Employee Grievance Procedure

Supervisors should be aware that, in the event a student employee has a grievance relative to an administrative staff decision, please note the following procedures which student employees have been instructed to follow for absolving grievances. At every level, the aggrieved student employee has the right of personal appearance.

The student employee first presents the grievance in writing to the Director of Human Resources. Presentation of the grievance to the Director of Human Resources must be made in no more than 10 days after the respective incident. The decision of the Director of Human Resources regarding the grievance must be made to the aggrieved student employee within two weeks of receipt of the grievance.

If the grievance is not resolved after step one, the aggrieved party may submit the grievance to the Vice President of Student Life. The Vice President of Student Life must respond to the aggrieved party and the Director of Human Resources within two weeks of receipt of the grievance.

If the grievance is not resolved after step two, the aggrieved party may submit the grievance to the Administrative Council for consideration. The Administrative Council may resolve the grievance or may elect to establish a formal hearing. If a formal hearing is conducted, all related parties to the grievance will be provided opportunity for personal appearance, including the aggrieved student employee and the Director of Human Resources. After resolution by the Administrative Council, the decision will be addressed in writing to the aggrieved employee. The action of the Administrative Council will be final.