



STUDENT EMPLOYMENT ORIENTATION

STUDENT EMPLOYMENT

HUMAN RESOURCES

UNA BOX 5043

CRAMER WAY, ROOM 226

STUDENTEMPLOYMENT@UNA.EDU

THE NEW STUDENT EMPLOYEE ORIENTATION COVERS:

- Essential Student Employment Guidelines
- Job Expectations
- Accessing Timesheet
- Professional Etiquette
- University Policies

All new student employees are required to complete the New Student Employee Orientation. The module takes approximately 20 minutes.

WHAT IS STUDENT EMPLOYMENT?

- The Federal Work Study (FWS), University Work Study (UWS), and Graduate Assistant (GA) programs are intended to provide financial assistance to students through part-time employment.
- It provides an opportunity for students to earn a biweekly check for hours worked to contribute to the cost of their education and additional expenses.
- Working on campus provides the opportunity to network with faculty, staff, and peers while learning transferrable skills for any environment.

HOW TO MAINTAIN ELIGIBILITY FOR FWS AND UWS?

- **Federal Work Study (FWS)** is a need based program. Only students who have filed the FAFSA and received a FWS offer on your Financial Award Letter from Financial Aid or have unmet need are eligible.
- **University Work Study (UWS)** are positions funded by the institution. All students enrolled in a degree seeking program are eligible for UWS regardless of financial need.
- To maintain eligibility, students must maintain a 2.0 g.p.a. and must be enrolled in at least 6 credit hours during fall and spring semesters. Exceptions to the minimum enrollment hours will only be made when a student is in his/her final semester.
- FWS employees are encouraged to be enrolled in at least one class during the summer semester.

WORK HOURS

- Students cannot be required to work during scheduled class hours, study day or exam periods.
- Domestic students can work up to 29 hours per week. International Students may work up to 20 hours per week.
- Graduate Assistants may work up to 29 hours per week.
- Students are allowed to work more than one position. However, domestic students are limited to 29 hours between both positions and 20 hours for international students.
- If a student employee has more than one position, he/she must remain within the maximum number of hours allowed.

STUDENT PAYROLL

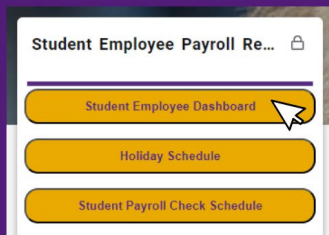
- Students are responsible for entering time worked into self service banner a WEEKLY basis. Electronic timesheets must be submitted for approval biweekly.
- Off Campus CSL students must have submit a signed hard copy timesheet by the site supervisor and an electronic timesheet.
 - Timesheets are due at the “return date and time”. Please refer to payroll schedule for students on the payroll website:
www.una.edu/payroll
- It is the supervisor’s responsibility to approve timesheets before the payroll deadline.
- If a student’s timesheet is late, the paycheck can be issued in the next pay period.

HOW TO ENTER HOURS ON YOUR TIMESHEET

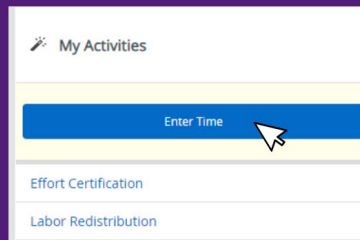
1. Log in to UNA Portal.
 2. First, click on Student Employee Dashboard.
 3. Then click 'Enter Time' under *My Activities*.
 4. Then you will select 'start timesheet'.
 5. From there, you will click on the date and enter the hours worked for that date. Click save each time you enter hours.
 6. Once all hours are entered for the pay period, you must select preview in the bottom right corner, then select submit if all hours are entered correctly.
 7. The timesheet must be submitted in order to be approved by your supervisor.
 8. The time sheet must be submitted by the deadline indicated on the student payroll check schedule in order to get paid on the correct pay period.
- **GA and stipend recipients will only put a 1 as hours worked on each timesheet.**

HOW TO ENTER HOURS ON YOUR TIMESHEET

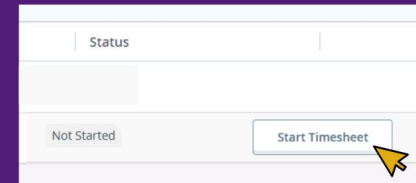
- 1** In portal, click student employee dashboard.



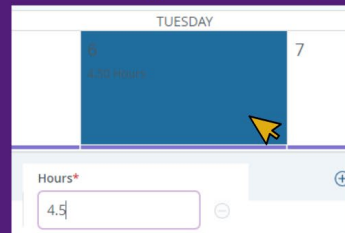
- 2** Then click 'Enter Time' under My Activities.



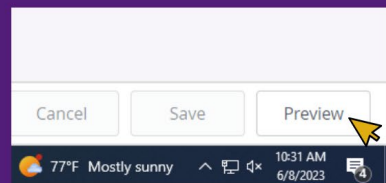
- 3** Then click 'Start Timesheet' or 'In Progress' if you have already started a timesheet.



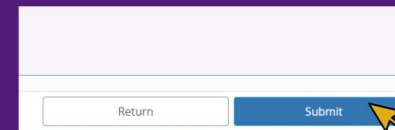
- 4** Then you will click on the date and enter the hours worked for that day. Click save each time you enter hours.



- 5** Once all hours are entered for the pay period, you must select preview in the bottom right corner and then review the timesheet



- 6** Finally, click submit so your supervisor can review and approve the timesheet.
- The timesheet must be submitted by the deadline in order to get paid on the correct pay period.



STUDENT PAYROLL (CONT'D)

- Supervisors are required to monitor the student's earnings to ensure that your worker does not:
 - Earn monies in excess of your departmental budget
 - Earn more per semester than the student is eligible for in federal work study
 - Work more than 29 hours per week
 - Falsify hours worked
- Supervisors are prohibited from accepting voluntary services from WS students. All students employed under student employment must be paid for all hours worked.

STUDENT PAYROLL

CSL (OFF CAMPUS) STUDENTS ONLY

- You will be issued a hardcopy of a timesheet to document your hours.
- Please submit hardcopy of your timesheet to your supervisor for signature by the deadline as indicated on the student payroll check schedule.
- Your hours should be entered on your electronic timesheet in banner no later than 4:00pm on the Thursday of the end payroll period before the deadline indicated on the student payroll check schedule.
- You or your supervisor must provide the original copy of approved hours by email or fax before the deadline indicated on the student payroll check schedule.
- Your hours will not be approved in banner unless I have the approved copy from your supervisor. If your hours are not approved, you will not be paid until the next pay period.

JOB EXPECTATIONS

WHAT YOU CAN EXPECT FROM YOUR SUPERVISOR:

- 1. Respect**
- 2. Training**
- 3. Freedom to ask questions**
- 4. To be approachable**

JOB EXPECTATIONS CONTINUED....

- As a student employee, you make a commitment to your employer that you will perform your job duties assigned to you to the best of your abilities. Student employee positions are real jobs and should be treated as such. Consider your job an opportunity for professional development and an excellent occasion for you to build skills you cannot learn in the classroom.

JOB EXPECTATIONS CONTINUED....

The following is what will be expected of you:

1. Maintain satisfactory academic progress.

All students that received federal aid i.e. grants, loans, FWS, must pass 75% of all work attempted. When a student drops a class or fails a class it goes against their percentage. The first semester a student drops below 75% their federal aid is on warning status , if the students percentage is not up to 75% the 2nd semester, the students federal aid is suspended. This includes grants, loans and FWS.

JOB EXPECTATIONS CONTINUED....

2. Be consistent

- Show up when you have been scheduled to work and be on time.

3. Please do not study while on the clock.

- You are paid to work, not study!

4. Be courteous and friendly to those you serve.

5. Maintain good communication with your supervisor and coworkers.

JOB EXPECTATIONS CONTINUED....

6. Ask questions when you need clarification.
7. Learn the responsibilities of your job and how to execute them properly.
8. Continually seek ways to improve your work performance.
9. Learn about your office and the services it provides.
10. Be a good representative of the university.

GENERAL STUDENT EMPLOYEE GUIDELINES

- **Dress appropriately**

In all cases, neatness, health and safety, appropriateness and good taste shall be observed.

Student employees should wear garments that are appropriate in length and coverage. The following items of clothing are considered inappropriate/unacceptable while performing work for the University:

- Strapless, halter tops, tube tops, tank tops or spaghetti straps
- Bare midriffs
- Short-shorts
- Undergarments showing
- Bathing suits
- Pajamas/loungewear
- Slippers/flip flops
- Tight, loose, sagging, baggy or revealing clothing

Student employees who violate the dress code will have the option of correcting the violation. Student employees who violate the dress code repeatedly will be disciplined with a written warning up to a final warning including termination. Student employees who have a question about the appropriateness of an item should discuss the specific issue with his/her supervisor before wearing the item.

GENERAL STUDENT EMPLOYEE GUIDELINES

- What happens in the office, stays in the office
 - All information you hear, read, see, etc. is considered confidential and must not leave the office.

- Treat others with respect
 - Avoid gossiping about those you serve or those you work with. Treat others the way you would like to be treated.

GENERAL STUDENT EMPLOYEE GUIDELINES CONTINUED

- **Personal phone calls**
 - It is best not to make any personal phone calls without the permission of your supervisor.
- **Do not use your cell phone**
 - It is not appropriate to use your cell phone at work. The best policy is to turn your cell phone off and store it in your bag, purse or pocket.
- **University property is not for personal use.**
- **Personal visits from friends are not appropriate. If you are at work/on duty you should be working.**
- **Keep the office clean**

GENERAL STUDENT EMPLOYEE GUIDELINES CONTINUED

- **Personal phone calls**
 - It is best not to make any personal phone calls without the permission of your supervisor.
- **Do not use your cell phone**
 - It is not appropriate to use your cell phone at work. The best policy is to turn your cell phone off and store it in your bag, purse or pocket.
- **University property is not for personal use.**
- **Personal visits from friends are not appropriate. If you are at work/on duty you should be working.**
- **Keep the office clean**

PROFESSIONAL ETIQUETTE: MAKING POSITIVE IMPRESSIONS

- Be dependable and punctual. If you are unable to come to work or will be late, let your supervisor know before your shift.
 - Dress appropriately. Ask your supervisor beforehand or office casual works as well!
 - Have a positive attitude. Smile and be polite.
 - Stay on task and be able to work independently when your supervisor is not available.
 - Refrain from doing schoolwork instead of work duties when on your shift unless approved.
-

PROFESSIONAL ETIQUETTE: COMMUNICATION

- Return phone calls and emails within 24 hours even if only to say that you will provide requested information later.
 - Be respectful on the phone. Greet the caller and be willing to assist them with whatever they need.
 - Ensure the emails you are sending are grammatically correct and free of spelling errors. They should not be treated like personal emails.
 - When emailing, use the subject box. Make sure it directly relates to what you are writing. This makes it easier to find later and to potentially receive a faster response.
 - Never say in an email anything you wouldn't say to someone's face.
 - Underlining, italicizing, bolding, coloring, and changing font size can make a mild email message seem overly strong or aggressive.
-

TERMINATION PROCEDURES

The Office of Student Employment may terminate a student's work study position, should the following occur:

- Enrollment status drops below half-time
- Satisfactory academic progress is not maintained
- Hours worked exceed FWS eligibility
- Must reduce FWS due to additional resources, which were not known at time of award i.e. scholarships, grants, etc.

If your position is terminated, your supervisor will be notified in writing.

TERMINATION PROCEDURES CONTINUED

- Students may voluntarily terminate a work study position. However, you should provide your employer with a two-week written notice of their termination.
 - A supervisor has the right to dismiss a student for unsatisfactory performance. This includes, but is not limited to:
 - Repeated failure to comply with the agreed work schedule
 - Poor performance
 - Insubordination or lack of cooperation which results in disturbing other workers or work progress
- *** Progressive discipline and performance evaluations***

PROGRESSIVE DISCIPLINE

Work study students should be held responsible for duties, responsibilities, and expectations outlined by the supervisor. If a student fails to meet these criteria, the following procedures should be followed:

1. A verbal warning for first-time or minor offenses.
2. A written warning for repeated or more serious offenses. This should be given in a face-to-face meeting, with time for the student to respond.
3. A written notice of termination for on-going problems. This should be given in a face-to-face meeting, with time for the student to respond.

Each warning or notice should be given in private; a copy should be sent to *Student Employment*. These warnings should be specific, clearly stated, and given in a timely manner.

PERFORMANCE EVALUATION FORM

PERFORMANCE EVALUATION
FEDERAL AND UNIVERSITY WORK-STUDY

Student Name _____ **Student ID** _____

Position Type: please circle one **FWS** **UWS** **GA**

Type of Evaluation: _____ **Annual** _____ **90-day** _____ **Other** _____

Please evaluate each student employee for each criterion shown below. The immediate supervisor should evaluate the student objectively comparing him or her with students of the same academic level and/or with other personnel assigned to identical or similar jobs. If criterion does not apply or if you do not have sufficient information, please indicate N for no evaluation.

E- Excellent VG- Very Good G- Good F- Fair P- Poor N-No Evaluation

Dependability/ Reliability - Meets work schedule and fulfills job responsibilities.
Consistently delivers what is required within deadline and instructions

Initiative- Starts assignments without prompting and independently
contributes ideas/projects. Sees and acts upon new opportunities

Attitude- Displays a positive attitude towards goals and objectives of department
Works well with others to accomplish goals

Interpersonal Skills- Ability to establish and maintain good working
relationships with others

Overall Performance- Works with minimal supervision, manages own time
Effectively, maintains control of all projects and responsibilities.

Would you recommend this student for rehire? Yes No

Comments: _____

I allow my "Work Record" information to be released to on or off campus employers, if requested. Student Signature _____ Date _____

My supervisor has discussed the above work record evaluation with me. I have been given an opportunity to express any concerns regarding my work-study position.

Student Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____

Career Planning and Development _____ **Date** _____

PERFORMANCE EVALUATION FORM

- This is a tool to address areas where improvements must be made and to encourage students in areas where they excel.
- When searching for on-campus or off-campus positions, students may request a copy of their evaluation from the student employment coordinator to present to potential employers.
- Supervisors may perform a performance evaluation at 30 days, 90 days or annually.

UNA POLICIES

- EQUAL EMPLOYMENT OPPORTUNITY POLICY
- HARASSMENT OF EMPLOYEES POLICY
- TOBACCO USE POLICY
- UNIVERSITY DRUG AND ALCOHOL ABUSE POLICY

EMPLOYMENT DISCRIMINATION

- STUDENTS WILL NOT BE TREATMENT UNFAIRLY BECAUSE OF RACE, COLOR, RELIGION, SEX INCLUDING PREGNANCY, NATIONAL ORIGIN, AGE (40 YEARS OR OLDER), DISABILITY OR GENETIC INFORMATION. ALL STUDENTS ARE GIVEN FAIR CONSIDERATION DURING EMPLOYMENT :

- SELECTION
- TERMINATION
- JOB ASSIGNMENTS
- PROMOTIONS
- ACCESS TO TRAINING

HARASSMENT

- **SEXUAL HARASSMENT IS DEFINED AS**

UNWELCOMED BEHAVIOR OF A SEXUAL NATURE THAT OCCUR WITHIN SPECIFIC CONTEXTS SUCH AS:

1. SEXUAL ADVANCES

2. REQUESTS FOR SEXUAL FAVORS

3. OTHER VERBAL AND PHYSICAL CONDUCT OF A SEXUAL NATURE

THERE IS ZERO TOLERANCE FOR HARASSMENT.

IF YOU OR SOMEONE YOU KNOW IS BEING HARASSED,
PLEASE REPORT IT TO YOU SUPERVISOR AND REPORTS CAN BE
SUBMITTED ELECTRONICALLY ONLINE BY [CLICKING HERE](#) .

THE COMPLAINT WILL BE INVESTIGATED AND
ANY WITNESSES WILL REMAIN ANONYMOUS.

TITLE IX

- **LISTEN --> SUPPORT --> REPORT**
- **ALL UNA EMPLOYEES ARE CONSIDERED "MANDATED REPORTERS."** THAT MEANS THAT ANY EMPLOYEE (THAT IS NOT OTHERWISE DESIGNATED AS A CONFIDENTIAL REPORTING OPTION) WHO RECEIVES NOTICE OF SEXUAL HARASSMENT, SEXUAL VIOLENCE, DATING/DOMESTIC PARTNER VIOLENCE, OR STALKING IS OBLIGATED TO REPORT THE INFORMATION TO THE TITLE IX COORDINATOR.
- AS AN EMPLOYEE, IT IS NOT YOUR JOB TO INVESTIGATE OR ADJUDICATE AN ALLEGATION OF SEX OR GENDER-BASED HARASSMENT OR DISCRIMINATION; HOWEVER, IT IS YOUR JOB TO **LISTEN. SUPPORT. REPORT.** FOR MORE INFORMATION ABOUT YOUR OBLIGATIONS, CHECK OUT THE UNA EMPLOYEE RESPONSE GUIDE FOR INCIDENTS OF SEXUAL MISCONDUCT AND OUR SEXUAL MISCONDUCT RESOURCE AND RESPONSE CARDS.
 1. REPORTS CAN BE SUBMITTED ELECTRONICALLY ONLINE BY [CLICKING HERE](#) .
THIS IS THE PREFERRED REPORTING OPTION.
 2. REPORTS CAN BE EMAILED TO OUR TITLE IX COORDINATOR, AT TITLEIX@UNA.EDU.
 3. REPORTS CAN BE MADE VIA PHONE, BY CALLING THE OFFICE OF TITLE IX AT
256-765- 4223.
 4. REPORTS CAN BE MADE IN-PERSON, BY STOPPING BY THE OFFICE OF TITLE IX INSIDE GUC 202.

UNA EMPLOYEE RESPONSE GUIDE FOR INCIDENTS OF SEXUAL MISCONDUCT



Sexual Misconduct



UNA EMPLOYEE RESPONSE GUIDE

UNA requires all employees to immediately report allegations of sex- or gender-based harassment or discrimination to the Title IX Coordinator by calling (256) 765-4223 or stop by Suite 202 in the GUC. Sharing this information connects people to safety measures and enables the University to take appropriate action to address any hostile environment that may exist. Report behavior that you observe directly or are notified about verbally, in writing or through electronic communication. UNA's response is guided by the Sexual Misconduct Policy. Reports can be made online at una.edu/titleix.

What happens after the report?

Title IX will contact the person through email and ask to meet. If the person doesn't want to meet, the case will be evaluated to determine if action is needed

by the University, and if not, it will be closed.

If the person decides to meet, they may bring a support person and/or an advisor. The Title IX Coordinator will review safety measures and available resources and discuss which option is best for the situation, such as an informal resolution or a formal resolution with an investigation.

During an investigation, trained investigators will collect and review evidence and conduct individual meetings with each person associated with the incident. If a student is found responsible for violating the Policy, sanctions may be administered up to suspension and expulsion. If a faculty or staff member is found responsible for violating the Policy, disciplinary action may be administered up to termination. If a crime is involved Title IX will recommend filing a police report and will discuss options for pursuing a separate criminal case.



Listen

Believe what is being told to you. There is no need to ask investigative questions, provide counseling, or make judgments about what happened. This person sought you out as a trusted source to listen. Everyone responds differently to trauma. The person may not react the way you would.

Because you are a mandated reporter, convey that you have an obligation to share information about sexual misconduct with Title IX and will safeguard their privacy. The goal of sharing the information is to provide safety options, campus resources and investigation options.

***Mandated Reporters:** All UNA employees are considered "mandated reporters." That means that any employee (that is not otherwise designated as a Confidential Reporting option) who receives notice of sexual harassment, sexual violence, dating/domestic partner violence, or stalking is obligated to report the information to the Title IX Coordinator.



Support

If there is concern for any person's safety, contact UNA Police Department at (256) 765-4357. In the event of an emergency or an immediate concern for someone's safety, contact 9-1-1.

Ask how you can help. Encourage the person to seek help through appropriate resources, which may include:

- Student Counseling Services provides confidential support, counseling and crisis intervention located in Rice Hall, 1st Floor, (256) 765-5215.
- Assistance with supportive measures and resources (no contact order, change in housing/workarrangements, etc.) through Title IX at (256) 765-4223.
- Confidential healthcare, including a medical-forensic exam, along with crisis counseling, legal advocacy and safety planning are available at no cost through One Place of the Shoals at (256) 284-7600. One Place has a 24-hour crisis line at (256) 767-1100.
- Confidential counseling, housing relocation assistance, violence intervention and support groups are available through SafePlace of Northwest Alabama at (256) 767-6210.



Report

Share all known details of the incident (date, time, location), the names of all the parties involved, including potential witnesses, and a description of the incident with the Title IX Coordinator, by using the online reporting form at una.edu/titleix/reporting.

Individuals reporting an incident will receive confirmation that the office received their report. To protect privacy, confidentiality and due process, Title IX will only update involved parties about the investigation.

If criminal behavior is involved, ask if the person would like you to call the police. If so, contact the UNA Police Department at (256) 765-4357, or the police agency where the incident occurred.

UNA's Sexual Misconduct Policy provides for amnesty in many situations that involved drug and alcohol use or abuse.

Parents of UNA students are not notified of sexual misconduct reports brought to Title IX without a request from the student and a signed FERPA release.

SEXUAL MISCONDUCT RESOURCE AND RESPONSE CARDS



SEXUAL MISCONDUCT RESOURCE AND RESPONSE CARD

Prohibited Conduct

- Dating Violence
- Domestic Violence
- Stalking
- Sexual Assault
- Gender-Based Harassment
- Sexual Harassment
- Sexual Exploitation
- Discrimination based on sex, sexual orientation, gender identity, gender expression and/or related retaliation

If someone tells you they have experienced a form of prohibited conduct:

WHAT TO DO:

1. If someone tells you they have experienced a form of prohibited conduct, first, offer them support, listen to them and encourage them to seek help and counseling as soon as possible.
2. If the individual's safety is an immediate concern, call 911 or contact the UNA Police Department at 256-765-4357.
3. Explain that the Office of Title IX is a place on campus that can help the person in various ways. Let the person know that you will make a report to Title IX, but that you can also help them to contact Title IX right away.
4. Tear this card at the perforation. Keep this half for your information, and provide the other half to the reporting party.
5. Report the incident to the Title IX Coordinator by using the online reporting form at una.edu/titleix.
6. Remember, it is not your job to investigate or find out exactly what happened. Allow the Office of Title IX to conduct an investigation, if one is requested.

KEEP

If you have experienced a form of prohibited conduct:

WHAT TO KNOW:

- You are in control.
- You have the right to choose whom you will talk to, what resources you will use, what you will say and when you will say it.
- If you choose to share your experience, your disclosure will be taken seriously and you will be treated with dignity and respect.
- The University will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent its occurrence, correct and address its effects, provide supportive measures regardless of any investigation, and, when warranted, issue discipline for violations of the Sexual Misconduct Policy.
- A report to Title IX, in most cases, does not automatically initiate a Title IX Investigation.
- Anything you share with the Office of Title IX will be kept private and shared only with those who "need to know."
- You will be protected from retaliation. UNA does not tolerate acts of retaliation against anyone filing a complaint or participating in an investigation.

GIVE

ACTIONS TO CONSIDER:

- Go somewhere you feel safe.
- Speak confidentially to a counselor or other confidential resource
- Seek supportive measures and discover your options, including filing a formal complaint, with the Office of Title IX.
- Supportive measures are available even without filing a formal complaint.
- Report to Law Enforcement.
- Seek medical attention.
- Seek a sexual assault forensic exam within 72 hours.

OPTIONS:

- You have many resources available to you at UNA and in the community.
- You have the right to report to the University to initiate a University investigation. Contact the Title IX Coordinator at 256-765-4223 or titleix@una.edu.
- You have the right to report to local law enforcement to initiate a criminal process.

RESOURCE CARD

CAMPUS RESOURCES:

Office of Title IX
GUC 202 • 256-765-4223
una.edu/titleix • titleix@una.edu

University Police Department
Basement of Keller Hall • 256-765-4357
una.edu/police • In an emergency, dial 9-1-1

Student Counseling Services (Confidential)
1st Floor of Rice Hall • 256-765-5215
una.edu/counseling

University Health Services (Confidential)
416 N. Seminary St. • 256-765-4328
una.edu/healthservices

Mitchell-West Center for Social Inclusion (Confidential)
1st Floor of Rice Hall • 256-765-5158
una.edu/socialinclusion

Center for Women's Studies (Confidential)
2nd Floor of Rice Hall • 256-765-6198
una.edu/womensstudies

COMMUNITY RESOURCES:

In an emergency, dial 911

One Place of the Shoals
256-284-7600 or 256-284-7600 (hotline)

Safe Place Domestic Violence Help
256-767-6210 or 1-800-550-9215 (hotline)

Crisis Services of North Alabama
256-716-1000

North Alabama Medical Center
1701 Veterans Drive, Florence, AL
256-629-1000

RESPONSE CARD

WHAT SHOULD I SAY?

"Thank you for sharing with me. Please know you are not at fault. UNA has a Title IX Office that specializes in responding to what you've experienced and they are here to help. As a mandated reporter, I am required to report this to our Title IX Coordinator so that they can provide you with the best resources, on and off-campus. If you'd like, we can try to contact their office right now together. Even though I am making a report, you can decide what happens next. You can choose to talk with Title IX or not and may have the option to file a formal complaint with their office. You also have the right to make a report to the police department. If you choose to make a report, retaliation resources on-campus, like Student Counseling Services. What can I do to support you right now?"

HOW DO I MAKE A REPORT?

Any person may report an incident of prohibited conduct to the Title IX Coordinator. Preferably, reports will be made using the online reporting form at una.edu/titleix.

Email: titleix@una.edu

Phone: 256-765-4223

Online: www.una.edu/titleix

Mail: UNA Box 5023
Florence, AL 35632

WHO NEEDS TO REPORT?

All UNA employees that are not considered a confidential resource are considered Mandated Reporters. This means that all UNA employees are required to report potential incidents of sexual misconduct or other Prohibited Conduct to the Title IX Coordinator as soon as practical.

WHY DO I NEED TO REPORT?

- To ensure that the reporting party has access to all available resources on- and off-campus.
- To ensure that the reporting party is aware of all of their reporting options and rights that are available to them.
- To identify and address and trends or systemic problems across campus.
- To help identify misconduct occurring in our community.
- To keep our campus safe.

WHAT HAPPENS NEXT?

After a report is submitted, the Office of Title IX will reach out to the parties to inform them of their rights, resources, and option to request supportive measures.

GIVE



KEEP

TOBACCO POLICY

- IT IS THE POLICY OF THE UNIVERSITY OF NORTH ALABAMA TO PROVIDE A TOBACCO-FREE ENVIRONMENT FOR STUDENTS, FACULTY, STAFF AND VISITORS. THE USE OF TOBACCO PRODUCTS WILL BE PROHIBITED WITHIN ALL UNIVERSITY FACILITIES.
- THE USE OF TOBACCO PRODUCTS WITHIN THIRTY FEET OF ENTRANCES, EXITS, OPEN WINDOWS, AND INTERCONNECTED BREEZEWAYS IS PROHIBITED.

UNIVERSITY DRUG AND ALCOHOL ABUSE POLICY

- THE PURPOSE OF THE UNIVERSITY'S DRUG AND ALCOHOL POLICY IS NOT TO RESTRICT THE RIGHTS OF ANYONE, BUT TO PROTECT THE RIGHTS AND INCREASE THE SAFETY OF ALL, TO CREATE A HARMONIOUS ENVIRONMENT FOR WORK AND STUDY, AND TO ENHANCE THE EMPLOYMENT OR ACADEMIC PERFORMANCE OF ALL.

UNIVERSITY DRUG AND ALCOHOL ABUSE POLICY CONTINUED

- IT IS THE POLICY OF THE UNIVERSITY OF NORTH ALABAMA THAT THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY STUDENTS AND EMPLOYEES ON ITS PROPERTY, OR AS A PART OF ANY OF THE UNIVERSITY'S ACTIVITIES, IS PROHIBITED.

STUDENT EMPLOYMENT EXPECTATIONS SUMMARY

- This job is a serious obligation and your performance, attitude, and conduct should reflect this commitment. Holding a campus position means you are holding a position of trust; this is a real job! Respect the position you hold as it could lead to glowing recommendations for future positions.
- At-Will employment applies to Student Employees. This is an employment relationship of indefinite duration that may be terminated by either party, at any time, without cause or for any reason except one that is unlawful.
- As a student employee, you must be enrolled in at least 6 credit hours for the fall and spring and least 3 credit hours for summer is recommended. International students must maintain a full course of study (12 hours undergrad). You are required to notify your supervisor if your schedule changes.
- Domestic students are allowed to work up to 29 hours per week. International students are allowed to work 20 hours per week while classes are in session and 29 during interim periods as long as the student is enrolled in the upcoming semester.
- Good attendance and punctuality are important and basic to success in your new job. If you are chronically absent or tardy you cannot fulfill the job for which you were hired. Report to work on time. Call your supervisor if you are not able to report for work. Failure to report for a scheduled shift is considered job abandonment and may result in disciplinary action up to and including dismissal.
- A very important aspect of your job responsibility will be properly completing your timesheet. As such, it is a good practice to accurately report the hours you work on your timesheet daily. Please submit your timesheet for approval prior to the deadline which will assist with any troubleshooting issues.

**YOU HAVE COMPLETED
NEW HIRE ORIENTATION.**

**Please [CLICK HERE](#) to complete the Student
Employment Orientation.**

***Once you complete the fields, you will receive an email to sign the
orientation acknowledgement form.***

**If you have any questions or comments,
please email Student Employment at**

studentemployment@una.edu

or visit the

**Office of Human Resources
located in Cramer Way Room 226**