

# STUDENT EMPLOYMENT GUIDE

## WELCOME

An on-campus job can provide you with the opportunity to gain practical experience, learn more about the campus and its resources, and earn a paycheck that will help fund your college career. Faculty, administration and staff across the University value your energy and willingness to learn as a student employee.

## PURPOSE

The handbook is intended to serve as a practical mini-guide to the personnel policies and practices most often referenced by student employees of Adelphi University. A complete list of all Adelphi personnel policies and practices can be found in the Policy Library at: <https://www.adelphi.edu/policies/>

## POLICIES AND IMPORTANT DOCUMENTS/INFORMATION

### ANTI-DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL MISCONDUCT/TITLE IX) AND RETALIATION POLICY

Adelphi University is committed to providing a working, learning and living environment free from sexual discrimination and harassment and to fostering a vibrant, nurturing community founded upon the fundamental dignity and worth of all of its members. As such, Adelphi University adheres to the Title IX regulations enacted in 2020 and maintains additional policies prohibiting gender-based misconduct, discrimination, harassment and retaliation.

<https://www.adelphi.edu/policies/title-ix/>

### ANTI-VIOLENCE

University employees, students, affiliates, and visitors who engage in prohibited behavior shall be held accountable under University policy and local, state, and federal law. Any employee or student who commits prohibited behavior may be subject to disciplinary action, up to and including, dismissal or expulsion, as well as arrest and prosecution.

<https://www.adelphi.edu/policies/anti-violence/>

### APPEARANCE

University employees should dress appropriately to their duties, with no negative impact on the University's image – and whenever possible, with a positive impact on that image.  
<https://www.adelphi.edu/policies/appearance/>

### AT WILL EMPLOYMENT

All non-union employees, including full-time, part-time, hourly, student and temporary employees, are deemed to be employees at-will.  
<https://www.adelphi.edu/policies/at-will-employment/>

### ATTENDANCE AND PUNCTUALITY

It is the policy of the University that employees report for duty at the assigned time and place, remain on duty during scheduled work hours, and accurately report hours worked and leave taken in accordance with State and Federal law.  
<https://www.adelphi.edu/policies/attendance-and-punctuality/>

### CLASSIFICATION OF EMPLOYEES

This policy describes the various classifications of positions in terms of Fair Labor Standards Act employment designations (exempt or nonexempt) and employee status definition.  
<https://www.adelphi.edu/policies/employee-classification/>

### CODE OF ETHICS

The Adelphi community aspires to be a model of ethical behavior and to achieve its vision by educating graduates known for their exemplary ethics, character and citizenship. Each member of the community is responsible for conducting him or herself in accordance with this Code of Ethics and all other applicable university policies while engaged in university activities.  
<https://www.adelphi.edu/policies/ethics/>

### CONFIDENTIALITY

Adelphi University is committed to maintaining the integrity and security of confidential records and information created, received, maintained and/or stored by the University in the course of carrying out its educational and research missions.  
<https://www.adelphi.edu/policies/confidentiality/>

### DRUGS AND ALCOHOL

Adelphi University is committed to providing a safe, healthy learning community for all its members. The University recognizes that the improper and excessive use of alcohol and other drugs may interfere with the University's mission by negatively affecting the health and safety of students, faculty and staff.

<https://www.adelphi.edu/policies/drug-and-alcohol/>

### EMAIL

This policy outlines and defines acceptable use of the University's email services.

<https://www.adelphi.edu/policies/email-policy/>

### EMERGENCIES

These policies are intended to offer guidance in the event of an emergency condition or possible emergency condition.

<https://www.adelphi.edu/policies/emergencies/>

<https://www.adelphi.edu/policies/emergency-closing/>

<https://www.adelphi.edu/policies/emergency-evacuation-procedures/>

<https://www.adelphi.edu/policies/emergency-notification-policy/>

<https://www.adelphi.edu/policies/lockdown-vs-shelter-in-place/>

### FEDERAL WORK STUDY

FWS is a federal program offered and administered by Adelphi University that provides opportunity for part-time employment to students with financial need to help pay for educational expenses. FWS is awarded to students based on their financial aid eligibility.

<https://www.adelphi.edu/aid/scholarships/federal-state-grants/federal-work-study/>

### FERPA - PRIVACY AND RELEASE OF STUDENT EDUCATION RECORDS

Adelphi University is committed to protecting the privacy of student education records and to providing the appropriate notification to students of their rights granted by law.

<https://www.adelphi.edu/registrar/ferpa/>

### HEALTH AND SAFETY

It is University policy to comply with all applicable health, safety, and environmental protection laws, regulations and requirements.

<https://www.adelphi.edu/policies/health-and-safety/>

### **INTERNATIONAL STUDENTS**

If you are an international student, visit the Office of International Services before applying for an on-campus job.

<https://www.adelphi.edu/international-services/>

### **ON-CAMPUS JOBS**

If you're qualified, you can obtain year-long, seasonal and short-term job opportunities through the Center for Career and Professional Development or academic departments.

<https://www.adelphi.edu/career-center/finding-employment/job-opportunities/on-campus-jobs/>

### **PAYMENT METHOD**

We ask all student employees to sign up for direct deposit. If you are unable to sign up for direct deposit you will receive a paper check.

<https://www.adelphi.edu/hr/payroll/direct-deposit/>

### **PAYMENT SCHEDULE**

All student employees are paid bi-weekly on Fridays. The student employee pay schedule can be accessed here:

<https://www.adelphi.edu/hr/wp-content/uploads/sites/17/2020/06/Student-Employee-Bi-weekly-Pay-Schedule-2023-2024.pdf>

### **SICK LEAVE**

Adelphi University provides paid sick leave for its full-time, part-time, hourly, and student employees. Sick leave may be accrued and used under certain conditions.

<https://www.adelphi.edu/policies/sick-days/>

### **SMOKING**

Adelphi University is committed to the improvement of the health and safety of students and employees, and to full compliance with New York State and local laws that limit smoking.

<https://www.adelphi.edu/policies/smoking-policy/>

### **STUDENT EMPLOYEE COMPENSATION PLAN**

Adelphi University employs students in a wide variety of functions in academic as well as administrative areas. Student employees provide the University with a cost-effective resource to perform many important functions.

<https://www.adelphi.edu/hr/wp-content/uploads/sites/17/2022/04/student-employee-compensation-plan.pdf>

### **STUDENT EMPLOYMENT**

The basis for student employment is to help meet the needs of the university, provide university students with financial support in pursuit of their academic goals and provide opportunities for academic or administrative job experience.

<https://www.adelphi.edu/hr/student-employment/>