



DIGIPEN INSTITUTE OF TECHNOLOGY

Student Employment Handbook

Policy and Procedures for Students and Supervisors

2019–2020

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Description of Student Employment Program

Students are valued members of our DigiPen community, and we want them to have opportunities on campus to gain meaningful and rewarding work experiences to compliment college and career goals. The employment of students is intended to be of mutual benefit to students who are seeking work and to members of the DigiPen community who need assistance with jobs. The purpose of this manual is to provide DigiPen student employees and supervisors with information regarding the student employment process and policies and procedures, and to ensure that all parties adhere to applicable local, state, and federal laws, rules, and regulations.

ELIGIBILITY

- Undergraduate students must be enrolled in a minimum of 6 credits hours during the applicable semester, with the exception of summer.
- Graduate students must be enrolled in a minimum of 5 credit hours during the applicable semester, with the exception of summer.
- Students do not need to be enrolled in any credit hours to be eligible for employment during the summer. However, they should have been enrolled in the spring semester and demonstrate an intent to return to school for the fall semester.
- International students may be eligible to work in a non-Work Study position. See the “Hiring Process” in this Handbook for further details.

FINDING A JOB

Students may be hired for the fall, spring, and summer terms. Available jobs can be found on DigiPen’s Job page under Student Assistant Positions.

Visit the site at www.digipen.edu/jobs to view current open positions. New positions are listed frequently, so check in often.

Hiring Process

SUPERVISORS

The supervisor initiates a job requisition in ClearCompany, the hiring system. Human Resources (HR) will review the request and move it through an approval process. Once the requisition has been approved, the job will be posted. The supervisor will review all applicants and inform the HR Department of their intent to hire a student. HR will review the candidate to ensure they are eligible to work and initiate an offer letter or inform the supervisor if they are not eligible. Once the offer is signed by the student and all documentation is complete, HR will inform the supervisor and student that they are eligible to begin work.

NEW STUDENT/ REQUIRED FORMS

A new student employee is defined as any student who is not already in the payroll system. If a student has never worked for DigiPen before, they will be required to sign an employment contract for each job they accept and complete all Onboarding documents, including a W-4 and I-9 Form. A complete list of acceptable documents for the I-9 Form can be found on the USCIS official page at <https://www.uscis.gov/i-9-central/acceptable-documents>.

REHIRING

Student employees who have worked for DigiPen before and are already in the payroll system are considered to be “rehired.” These students will still need to sign a new employment offer letter for each job they accept.

INTERNATIONAL STUDENTS

International students may be eligible to work in a non-Work Study position for a maximum of 20 hours per week while classes are in session. An authorization from the USCIS is required for eligible F1 International students to work in the United States. You must also obtain a Social Security number and complete an I-9 form. Check with International Student Services (ISS) for further information regarding eligibility to work.

Student Employee Responsibilities

ATTENDANCE

It is the student’s responsibility to report promptly and regularly to their jobs and accurately report hours worked in the payroll timecard system.

SCHEDULES

The student will be expected to manage their time to balance classes, coursework, and personal time with their work schedule. It is expected that the student will work only within the schedule established by their supervisor and notify their supervisor in advance when they will be absent from work. **Student employees are strictly prohibited from working during their scheduled class periods. If a student works during their scheduled class periods or outside of their schedule without clearance from their supervisor, they may be subject to discipline up to and including termination of employment.**

GRADES

Students must have a minimum cumulative GPA of 2.5 or higher to be eligible for employment. For Teacher Assistant (TA) positions, the student employee should have taken and passed the class with a B or higher. If you do not meet these requirements, the Department Chair can submit an Academic Waiver Form to be signed by the Dean of Faculty.

Supervisor Responsibilities

- The supervisor will meet with the student before working to review the student's class schedule. They will agree on a set work schedule that does not conflict with the student's class times.
- The supervisor will compare the student's class schedule to hours submitted on their time card and provide comment(s) to explain any discrepancies.
- The supervisor will approve timecards prior to the close of each pay period. Pay period closes 7 days before the end of each month.
- Violation of the above responsibilities can result in the loss of the privilege of supervising a student worker, at the discretion of the Dean of Faculty or COO.

Compensation

All students working at DigiPen are considered temporary and non-exempt employees under state and federal wage and hour laws. Student employees are not eligible for benefits, except as otherwise discussed in this handbook.

- **Time Sheets/accessing online:** Students are required to accurately record and submit all hours worked through our online payroll system.
- **Paychecks:** Students are paid an hourly wage and are paid monthly.
- **Limitation on Hours:** Students may not work more than 20 hours per week between all jobs at DigiPen in the applicable semester. This amount includes all jobs you have with DigiPen, even if they are for different departments.
- **Students may accept no more than 3 jobs at a time at DigiPen.**

Federal & State Regulations

Student employees are considered non-exempt employees and are covered by the Fair Labor Standards Act (FLSA).

REST BREAKS AND MEAL PERIODS

Student employees are entitled to take one 10-minute paid rest break for each 4 hours worked. If more than 5 hours are worked in a day, an unpaid meal period of at least 30 minutes is allowed. Student employees must be at least 2 hours into the shift before the meal period can start. Workers may give up their meal period if they prefer to work through it and if the employer agrees. A meal waiver form is required for those electing to waive meal periods. Please contact HR at hr.us@digipen.edu to receive and sign this form.

WASHINGTON PAID SICK AND SAFE TIME

DigiPen provides all eligible employees working in the state of Washington with paid sick and safe time (PSST) to take time off from work due to illness, injury, or a safety issue in accordance with Washington law. The law states that all non-exempt employees, including part-time non-exempt employees, earn one hour of PSST for every 40 hours worked. An employee may begin using earned PSST on the 90th calendar day of employment. There are no caps on accrual or use of PSST. Any unused PSST beyond 40 hours will be forfeited at the end of each calendar year. Up to 40 hours of accrued and unused PSST will carry over at the end of the calendar year. Please contact HR at hr.us@digipen.edu for additional information.

Student Employment Contacts

- Human Resources Department
hr.us@digipen.edu
- Office of Financial Aid
faid@digipen.edu
- International Student Services
dso@digipen.edu

Affirmative Action/EEOC/ADA

Diversity, equity, inclusion and academic freedom are priorities of DigiPen Institute of Technology, as DigiPen endorses the goals of affirmative action and equal opportunity employment. The Institute's intent is to hire the most qualified individuals for faculty and staff, attracting candidates from diverse backgrounds of race and ethnicity, gender, gender identity, gender expression, sexual orientation, age, socioeconomic status, veteran status, nationality, culture, religion, and physical abilities, and other protected classes under applicable federal, state, and local laws. We are committed to broadening our candidate pool to include more diverse individuals, and ensuring fairness in hiring by avoiding bias and determining criteria to judge all candidates prior to posting each new position.



Redmond, Washington
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