



DIGIPEN INSTITUTE OF TECHNOLOGY

STUDENT EMPLOYMENT HANDBOOK

Policy and Procedures for Students and Supervisors

2021–2022

Revised on 08/12/21

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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 Semesters. 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.

Recruitment

HIRING PROCESS

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. Students will need to acknowledge that their direct deposit information on file is correct each semester. If a student has a gap in employment of 1 semester or more (not inclusive of the Summer Semester) they will be asked to provide a W-4 and Personnel Data Sheet again to ensure that the information in the payroll system is accurate. If a student has a gap in employment of 3 years or more they will be required to complete a new I-9 Form.

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.

DIGIPEN K-12 ACADEMY PROGRAM

In addition to following the new and rehire process, students who apply to work with the DigiPen K-12 Academy Program will also be requested to complete a pre-employment background check and drug screen. All HR forms, documentation and results must be accurate and found to be acceptable by DigiPen. You authorize DigiPen to perform all the necessary checks. If any of the aforementioned conditions are not met or found to be unsatisfactory by DigiPen, the offer will be null and void, and the employment opportunity will no longer be available to you. Professional and Criminal Background check, drug screening, and other HR Documentation should be completed prior to start date. Start date of employment is contingent upon successful completion of drug screening and background check. Upon successful completion, HR will notify the hiring manager to confirm eligibility to start work.

Student Employee Responsibilities

Personal Information

Employees are responsible to notify Human Resources of any personal changes, including but not limited to changes in name, addresses, telephone numbers, number of dependents, emergency contact, marital status or other personal information so that the Company may keep personnel records accurate and up-date and so that the Company can communicate with employees as needed.

Time and 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. It is also the responsibility of the student employee to review and approve their time card information in the payroll system. If there are any discrepancies, communicate with your supervisor to assist in making any approved adjustments. If you review your time card and do not find discrepancies, approve the shifts on your time card. Best practice is to review and approve time at minimum on a weekly basis and complete final approval before the pay period end. Falsification of time records may result in discipline up to and including termination.

Schedules

The student will be expected to manage their time to balance classes, coursework, and personal time with their work schedule. Students and supervisors should work together to create a work schedule that does not conflict with the student's class times. 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 or for longer than 20 hours in a work-week. If a student works during their scheduled class periods or outside of their schedule, they may be subject to discipline up to and including termination of employment.***

Grades

Students must be matriculated, be in good Academic standing, and 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 don't meet the minimum requirements listed, you will need to obtain an Academic Waiver form which will need to be signed off by the Department Chair and/or Dean of Faculty depending on which items need to be waived. More information is included on the Academic Waiver form. Please contact HR representative at hr.us@digipen.edu for Academic Waiver Form.

Standards of Conduct as a Student

All students are expected to abide by all Codes of Student Conduct as listed in the Code of Student Conduct Campus and Academic Policies Handbook. Violations may result in the loss of your DigiPen employment even if they do not result in expulsion from the school.

Additionally, specific guidelines are in place with regard to student employment at DigiPen.

Standards of Conduct as a Student Employee

The Company expects each employee to demonstrate unquestionable integrity and to contribute to the quality and reliability of the Company's products and services within the scope of his or her job responsibilities. The Company also expects each employee to comply with the guidelines as set forth in this Handbook as well as any other policies or procedures communicated to the employee. It is impossible to list every example of conduct or behavior that is unacceptable. Generally, unethical, unlawful, unsafe, inefficient, or other conduct that is otherwise inconsistent with the Company's rules and policies, or that violates state or federal law is unacceptable. Failure to meet these standards may be the basis for a negative or delayed adjustment in compensation and/or disciplinary action up to and including discharge.

The Company may issue disciplinary action, up to and including discharge, for workplace misconduct, including for any of the examples listed below. This list is illustrative only, and does not identify every potential type of workplace misconduct for which an employee may receive discipline up to and including termination.

- Insubordination, failure or refusal to carry out job assignments and management directives
- Unauthorized release of confidential or proprietary information or trade secrets
- Using vulgar or profane language towards co-workers, supervisors, managers, or customers
- Falsification of any work, personnel, or other Company records
- Unauthorized taking or removal of employer or co-worker funds or property, or unauthorized charges to one of our accounts
- Dishonesty
- Discrimination against or harassment of co-workers, supervisors, managers, students or customers
- Possession, consumption, sale, or being under any influence of alcohol or illegal drugs while at work or on work premises (except the use of medications as prescribed by a physician)
- Deliberate or negligent damage to Company property or that of co-workers, supervisors, managers, students or customers
- Fighting with or threatening a co-worker, supervisor, manager, student or customer
- Unacceptable or below-standard job performance
- Excessive or recurring absenteeism, tardiness, or failure to report in when absent or late for work
- Sleeping on the job
- Theft
- Misuse of Company property

- Violation of any policy contained in this Handbook or any other Company policy or procedure communicated to employees

If a student employee is confirmed as working while scheduled for class, HR will notify the supervisor to complete the following steps as appropriate:

- **1st offense** by student a warning email will be sent explaining the offense and reiterating the rules around student employment.
- **2nd offense** by student a warning email will be sent explaining the offense and reiterating the rules around student employment also stating that termination may result if another conflict is found.
- **3rd offense** by student an email notice of termination of employment will be sent.

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.
- **Pay Period:** The pay periods for hourly employees ends seven (7) calendar days prior to payday, and paydays occur on the last day of the month.
- **Paychecks:** Students are paid an hourly wage and are paid monthly. If payday falls on a weekend or holiday, the employees will be paid on the Friday prior to that payday.
- **Payroll Deductions:** The law requires the following payroll deductions unless the student's status grants an exemption: FICA (social security), Medicare, and federal income tax. Other deductions may require an employee's written authorization.
- **Limitation on Hours:** Students may not work more than 20 hours per week between all jobs at DigiPen in the applicable Fall and Spring semester. This amount includes all jobs you have with DigiPen, even if they are for different departments. During the Summer semester, students may not work more than 30 hours per week between all jobs at DigiPen during the term.
- 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. In the event of your termination of employment, whether voluntary or involuntary, accrued but unused sick time is not paid out. If you are rehired within 12 months of your termination date, your previous accrued but unused sick time will be reinstated. Please contact HR at hr.us@digipen.edu for additional information.

Equal Employment Opportunity Statement

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.

Student Employment Contacts

Human Resources Department

hr.us@digipen.edu

Office of Financial Aid

faid@digipen.edu

International Student Services

dso@digipen.edu