STUDENT EMPLOYMENT HANDBOOK
INTRODUCTION

At Westminster, you matter. We’ve designed the student employment handbook to not only provide you with information about working conditions—and some of the procedures affecting your employment—but also to be a valuable, up-to-date guide to success in any student employment role at Westminster College. Student employees are expected to read, understand, and follow all provisions of the handbook. Because no handbook can anticipate the circumstances or questions of every employee, we encourage you to contact your supervisor or Office of Student Employment, located in the Career Center, directly with any questions you may have.

In addition to this handbook, Westminster has college-wide policies governing staff, faculty, and student rights and responsibilities. Student employees are expected to make themselves aware of and comply with all college policies applicable to them. A full inventory of college-wide policies can be found on the Policies web page. Some of the policies important for student employees to be familiar with include:

- 101 Policy on Policies
- 341 Equal Opportunity Policy
- 342 Title IX Policy
- 102 Drug and Alcohol Use Policy
- 502 Emergency Management Plan (including campus closure procedures)

Westminster College reserves the right, with sole and absolute discretion, to revise, supplement, or rescind any portions of this handbook as it deems appropriate. Consistent with the procedure for adopting and updating college policies, student employees will be notified when changes and updates are made to the handbook and provided with a comment period when substantial changes are taking effect. The most current version of the handbook will be available on the Career Center’s web page and through the student employee training portal, Bridge.

Please note that Westminster College’s “at-will” employment policy will remain constant. This handbook is not a contract, expressed or implied, nor does it guarantee employment for any specific length of time. Although we hope our employment relationship will be for the duration of your time at Westminster, either the college or the student employee can end the relationship at any time, with or without notice, with or without reason, to the extent allowed by law.
ORGANIZATION DESCRIPTION

Westminster College has played a pivotal role in the educational heritage of the intermountain area. Founded in 1875 as the Salt Lake Collegiate Institute—a preparatory school—Westminster first offered college classes in 1897 as Sheldon Jackson College. Named in honor of its primary benefactor, Sheldon Jackson, the college operated for many years on the Collegiate Institute campus in downtown Salt Lake City.

Gradually, the institute became identified as the college preparatory department, and high school classes continued to be an integral part of the curriculum until 1945. In 1902, college trustees adopted the new name, Westminster. Moving to its present location in 1911, Westminster became the first accredited two-year junior college in the intermountain area. In 1935, Westminster modified its curriculum to qualify as a four-year junior college and in 1949 became a four-year liberal arts institution offering baccalaureate degrees in the arts and sciences. Today, Westminster exists as a fully independent, privately funded, nondenominational, comprehensive liberal arts institution of higher learning with selected graduate programs, meeting the West’s educational needs as it has since 1875.

WESTMINSTER VISION, MISSION, AND GUIDING PRINCIPLES

WESTMINSTER MISSION

Westminster College is a private, independent college dedicated to student learning. We are a community of learners with a long and honored tradition of caring deeply about students and their education. We offer liberal arts and professional education in courses of study for undergraduate, selected graduate, and other in-
novative degree and non-degree programs. Students are challenged to experiment with ideas, raise questions, critically examine alternatives, and make informed decisions. We encourage students to accept responsibility for their learning, to discover and pursue their passions, and to promote more equitable and sustainable communities. Our purposes are to prepare students to lead lives of learning, accomplishment, and service and to help them develop skills and attributes critical for success in a diverse and interdependent world. We promote distinctive approaches to engaged learning that emphasize theory and practice in our academic and co-curricular programs. Grounded in a culture of creativity and innovation we work to pursue excellence while promoting inclusiveness and respect for differences.

WESTMINSTER CORE VALUES

As members of the Westminster College community, we are committed to the following values:

- Impassioned teaching and active learning
- Respect for diverse people and perspectives
- Collaboration and teamwork
- Personal and social responsibility
- College-wide excellence
- High ethical standards

VISION

Westminster College will use the power of learning and mentoring relationships to create a transformational and accessible student experience, enabling more vibrant, just, and successful lives for our graduates.

COLLEGE-WIDE LEARNING GOALS

Our primary purpose is to prepare students to lead lives of learning, accomplishment, and service. To that end, every Westminster student graduates with the following skills and abilities that are critical to success in a rapidly changing world and highly valued by employers and graduate programs:

- Critical thinking
- Creativity
- Collaboration
- Communication
- Global Responsibility
STUDENT EMPLOYMENT ELIGIBILITY REQUIREMENTS

To qualify for eligibility to become a student employee at Westminster College you must meet the following criteria:

1. To be employed during the academic year you must be enrolled at least half-time (6+ credit hours) in the current semester.
2. To be employed during May Term you must either
   a. be enrolled at least half-time (6+ credit hours) during Spring Semester or
   b. be enrolled in at least one course during May Term.
3. To be employed during Summer Term you must intend to
   a. enroll at least half-time (6+ credit hours) during the subsequent Fall Semester or
   b. be enrolled in at least one course during Summer Semester.
4. 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 documentation establishing identity and employment eligibility.

Upon graduation, you will no longer be eligible for student employment unless you are registered to attend Westminster College as a graduate student during the subsequent academic year.

If you are placed on academic probation while employed, you need to schedule a time to discuss this with your supervisor PRIOR TO the start of the next semester. While being on academic probation does not disqualify you from your student employment position, it is essential that you let your supervisor know about this. The two of you can then discuss your plans for that semester to ensure you have academic success at Westminster College. Furthermore, because you are a student employee that is working while on academic probation, you will need to set up a meeting with your academic probation advisor to discuss this as well.

Note: Only those students with federal work study eligibility will be paid for participation in the America Reads and a limited number of other programs as those programs are federally funded. If you do not have federal work study eligibility, you may participate in these programs on a volunteer basis.
EQUAL EMPLOYMENT OPPORTUNITY

Westminster is committed to providing equal employment opportunities to all individuals and does not discriminate on the basis of race, color, national origin, ethnicity, religion, disability, military status, genetic information, sex, gender, gender identity, gender expression, non-conformity with gender stereotypes, sexual orientation, pregnancy, childbirth, or pregnancy-related conditions. Employment decisions at Westminster are based on merit, qualifications, and abilities. Furthermore, Westminster does not tolerate harassment based on any protected categories or retaliation for asserting rights with respect to discrimination or harassment.

A full description of the rights and responsibilities of staff members can be found in the Title IX and Equal Opportunity Policies.

ETHICS, CONDUCT, WORK RULES, AND ETIQUETTE

The successful business operation and reputation of Westminster College is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Westminster College is dependent upon trust and we are dedicated to preserving that trust. Student employees have a responsibility to act in a way that will merit the continued trust and confidence of the public.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Student Employment Office for advice and consultation.

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

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:


- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- 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 work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct

Westminster College strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when student employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Westminster College encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee’s ability to concentrate and be productive.

**POLICY ON CONCEPTUAL RELATIONSHIPS**

Please review [this link](#) for the full policy.

**IMMIGRATION LAW COMPLIANCE**

Student employees with questions or seeking more information on immigration law issues are encouraged to contact the Student Employment Office. If a non-resident, who is legal to work in the United States experiences harassment, or retaliation due to their status, please contact Student Employment.
CONFLICTS OF INTEREST

Student employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Westminster College wishes the business to operate. The purpose of these guidelines is to provide general direction so that student employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Student Employment Office for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Westminster College’s business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Westminster College as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Westminster College does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Westminster College.

OUTSIDE EMPLOYMENT

A student employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Westminster College. All student employees will be judged by the same performance standards and will be subject to Westminster College’s scheduling demands, regardless of any existing outside work requirements.

If Westminster College determines that a student employee’s outside work interferes with performance or the ability to meet the requirements of Westminster College as they are modified from time to time, the student employee may be asked to terminate the outside employment if he or she wishes to remain employed with Westminster College.
Outside employment will present a conflict of interest if it has an adverse impact on Westminster College.

CONFIDENTIALITY

Information contained in Westminster College files and records is to be used for its intended purposes only. All staff must strictly adhere to standards that authorize access, use, and disclosure of sensitive and confidential information including, but not limited to:

- Employment and compensation data
- Financial information
- Employee medical information
- Security login processes, passwords, and electronic signatures

Inappropriate access to, use of, or disclosure of such information will result in corrective action up to and including termination of employment.

EMPLOYMENT ACCOMMODATIONS

An employment accommodation is a change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a qualifying condition. A reasonable accommodation is one that does not pose an undue hardship on the employer or in the workplace. Employment accommodations are determined through an interactive process that includes the employee. Information on disability, religious, or pregnancy and pregnancy-related accommodations can be found on the HR web page.

JOB POSTING

Westminster College provides student employees an opportunity to indicate their interest in open positions. In general, notices of student employment job openings are posted, although Westminster College reserves its discretionary right to not post a particular opening.

Job openings will be posted on Handshake. Each job posting notice will include the job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).
STUDENT EMPLOYMENT CATEGORIES

It is the intent of Westminster College to clarify the definitions of student employment classifications so that student employees understand their employment status. These classifications do not guarantee employment for any specified period of time.

Each student employee is designated as either Work Study (Federally Funded) or Non Work Study (College Funded). All student employee positions are considered NONEXEMPT from federal and state wage and hour laws.

Work Study (Federally Funded): Work study students are paid from federal funds awarded by the Financial Aid Office. Please remember that this award is a set amount and employment is during the academic year only (while funds are available). Student employees who are classified as Work Study employees may be eligible for Non Work Study employment after their Work Study award is exhausted.

Non Work Study (College Funded): Non Work Study students are paid from the Westminster College Student Employment budget. Each department head can learn about their available funds from the Student Employment Office.

Please note that all summer student employment jobs are non-work study.

PERSONNEL DATA CHANGES

It is the responsibility of each student employee to promptly notify Westminster College of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Student Employment Office.

TIMEKEEPING

The workweek for time reporting purposes runs Sunday through Saturday. Hourly staff must accurately report all time worked for each workweek. Federal and state laws require Westminster College to keep an accurate record of time worked in order to calculate employee pay. Time worked is all the time actually spent on the job performing assigned duties.

Alternating, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termi-
nation of employment.

It is the employees’ responsibility to electronically sign their time records to certify the accuracy of all time recorded. Time cards are to be submitted biweekly on every other Friday alternating paydays. The supervisor will review and then electronically approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes before it is submitted to payroll.

**PAYDAYS**

All student employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed and submitted through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, student employees will receive pay on the last day of work before the regularly scheduled payday.

Westminster College runs a paperless payroll system and student employees will be required to set up a direct deposit to have their pay directly deposited into their bank accounts. Student wages may be applied directly to tuition. Please visit the Student Employment office to set this up. Employees can access an itemized statement of wages online when Westminster College makes direct deposits.

**SEPARATION FROM EMPLOYMENT**

Employment with Westminster College is based on mutual consent. Both the employee and Westminster College have the right to terminate employment at will, with or without cause, at any time. Separation from employment will be classified and recorded as follows:

**VOLUNTARY SEPARATION**

**Resignation:** separation from employment initiated by a staff member in good standing, for any reason. Advance notice of at least two weeks is requested.

**Job Abandonment:** failure to report for work without notifying your supervisor for a period of three consecutive days. Job abandonment is classified as voluntary termination, but, depending on the circumstances, may disqualify an individual from eligibility for rehire.
**Medical Separation:** when an employee is unable to return to work at the conclusion of a medical leave of absence, or is unable to perform one or more essential functions of the position due to a medical condition.

**IN VOLUNTARY SEPARATION**

**Termination for Cause:** involuntary separation from employment due to job performance, conduct, policy violation, inappropriate workplace behavior, or any other reason deemed necessary and appropriate by Westminster College.

**Reduction in Force:** the elimination of a position or reduction positions due to lack of work, lack of funds, budget constraints, grant expiration, departmental reorganization, or other business reasons.

**SAFETY**

To assist in providing a safe and healthful work environment for student employees and visitors, Westminster College has established a workplace safety program. This program is a top priority for Westminster College. The Safety Office has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Westminster College provides information to student employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each student employee is expected to obey safety rules and to exercise caution in all work activities. Student employees must immediately report any unsafe condition to the appropriate supervisor. Student employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Office of Student Employment or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefits procedures.
WORK SCHEDULES

Work schedules for student employees vary throughout our organization. Supervisors will advise student employees of their individual work schedules. 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.

**Maximum Hours of Work:** Student employees may work multiple positions on campus. The total number of hours worked between all positions may not exceed a total of 20 hours per week while classes are in session (including finals week) during fall and spring semesters. During May term, it is encouraged that students adhere to the 20 hours per week if taking classes. It is the student’s responsibility to ensure they are not exceeding the limit. However, you may work up to 40 hours per week during official college break periods which may include summer semester if your supervisor has a need and budget for additional help.

International Students must adhere to this policy in accordance with the US Citizenship and Immigration Services Federal Register Sec. 214.2(f). Failure to comply with this policy may impact your legal status in the United States.

WESTMINSTER COLLEGE VEHICLE USE AND OPERATIONS POLICIES AND PROCEDURES

Please review the full policy at this link.

COMPUTER INTERNET AND EMAIL USAGE

Please review link for Computer Password Policy.

DRUG AND ALCOHOL USE

Please review link below for full policy.

ATTENDANCE AND PUNCTUALITY

We expect employees to be reliable and punctual in reporting for work as scheduled. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness can place a burden on co-workers and associated departments of the
college. A pattern of either may lead to disciplinary action, up to and including termination of employment.

PERSONAL APPEARANCE

During business hours and when representing Westminster College, a staff member’s appearance and dress should be appropriate to each staff member’s position. Supervisors will communicate overall standards and any job-specific requirements relative to dress and personal appearance. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance.

PROGRESSIVE DISCIPLINE

Westminster College’s own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Westminster College recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

RESOURCES

Westminster College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a
timely response from Westminster College supervisors and management.

Westminster College strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Student employees are encouraged to offer positive and constructive criticism.

If student employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No student employee will be penalized, formally or informally, for voicing a complaint with Westminster College in a reasonable, business-like manner, or for using the resource resolution procedure.

If a situation occurs when student employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Student employee presents concern to immediate supervisor after incident occurs. If supervisor is unavailable or student employee believes it would be inappropriate to contact that person, student employee may present concern to Student Employment Office or any other member of management.

2. Supervisor responds to the concern during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.

3. Student employee presents the concern to the Student Employment Office if concern is unresolved.

4. Student Employment Office counsels and advises student employee, assists in putting concern in writing; visits with student employee’s manager(s); if necessary; and directs employee to director of human resources (HR) for review of concern.

5. Employee presents concern to director of HR in writing.

6. Director of HR reviews and considers concern. Director of HR informs student employee of decision and forwards copy of written response for student employee’s file. The director of HR has full authority to make any adjustment deemed appropriate to resolve the concern.

Not every concern can be resolved to everyone’s total satisfaction, but only through understanding and discussion of mutual concerns can employees and
management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone’s job security.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Please review policy on [this link](#).
The student employee handbook describes important information about Westminster College, and I understand that I should consult the Office of Student Employment located in the Career Center regarding any questions not answered in the handbook.

I have entered into my employment relationship with Westminster College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Westminster College can terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Westminster College’s policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of Westminster College has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

In my role as a student employee I may have access to confidential information that is sensitive in nature relating to other students, faculty, staff, or any other constituents to the college. This information may include but is not limited to medical records and info, social security numbers, academic records, library records, conversations, etc. I agree to adhere to the confidentiality policies of the college including FERPA, HIPAA, and any department specific policies. Breach of confidentiality is grounds for dismissal and may also bring legal action against the offender.

EMPLOYEE’S NAME (printed): ________________________________

EMPLOYEE’S SIGNATURE: ________________________________

DATE: _________________