

Student Guide to ON-CAMPUS Employment

Types of Employment, Locating a Job,
Completing the Paperwork, and University
Policies and Procedures for Students
Working On Campus
2011-2012

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Academic Advising.....	x4072
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Introduction

Purpose of Student Employment Programs

*“To find out what one is fitted to do, and to secure an opportunity to do it, is the key to happiness.”
-John Dewey*

The purpose of Student Employment is to assist students in finding opportunities to work on or off campus in order to provide financial assistance and to give valuable employment experience. Work Study (Federal and State) and non-Work Study (institutional on campus and Spokane community off campus) programs provide resources to help students search for jobs that fit them and in which the students can obtain job skills to augment their education. The student gets paid a competitive wage for hours worked.

Work Study (Federal and State) wages earned are not considered as income on the future year’s Free Application for Federal Student Aid (FAFSA), therefore it benefits students to earn wages from a job that is designated as Work Study before working for a non-Work Study employer.

Varied Employment Opportunities

On Campus

On campus a student may either work as part of the **Federal Work Study** program or as an **Institutional** Student Employee.

- The **Federal Work Study** award is a financial aid award based on the student’s financial need (as determined by the student’s FAFSA results) and is available for the academic year and the summer sessions. The jobs are **on campus**.
- The **Institutional** jobs are financed directly from departments’ budgets; any enrolled Gonzaga student may apply.

Off Campus

A student may either work through the **State Work Study** program **off campus** (awarded to Washington State juniors and seniors), or may work independently with a company without the funding from the State.

- The **State Work Study** award is a financial aid award based on the student’s financial need (as determined by the student’s FAFSA results) and is available

for the academic year and for the summer sessions. SWS is only awarded to residents of Washington State. The Washington State government provides the funding and reimburses the employer a percentage of the student's gross wages. The State Work Study employer may not be politically or religiously affiliated; therefore, Gonzaga University cannot employ students on campus who have State Work Study awards.

- If you have been awarded State Work Study and you are currently working for a non-Work Study employer, please contact the State Work Study Program Specialist in the Student Employment Office at (509) 313-6218 so she may evaluate your employer for possible inclusion in the State Work Study Program.
- A **Community Job Board** is maintained for students looking for work in the Spokane area. These part-time positions are posted on the Community Job Board located in the first-floor hallway of College Hall and on-line at www.gonzaga.edu/studentemployment, click on menu item Community Job Board.
- Graduate students have an opportunity to work for their Graduate School as Graduate Assistants (GA) or Graduate Research Assistants (GRA). Ask your department about your eligibility and how to apply for these positions.

The True Meaning of “Work Study”

Many students, when receiving a Federal Work Study award, are under the impression that it means they are allowed to study while they work. This is a misconception. The College Work Study program (known as Federal Work Study) played an essential role in President Lyndon Johnson's “War on Poverty.” Through the Economic Opportunity Act of 1964, the work study program was created to “promote the part-time employment of students in institutions of higher education who are from low-income families and are in need of the earnings from such employment to pursue courses of study at such institutions.” Students should not expect to study while working. The program provides work to help pay for your studies while you are at the university.

Eligibility Requirements

How may I participate in a Work Study Program?

1. **Every year** you need to complete the Free Application for Federal Student Aid (FAFSA) form in order to be considered for any federal financial aid including Work Study. Make sure that you submit the form by the priority filing date, which for Gonzaga is February 1st. The FAFSA form can be acquired in the Financial Aid Office in College Hall, Room 129, or on the web at www.fafsa.ed.gov.
2. A minimum of half-time enrollment (6 credits) is required each semester that the student is employed under the Work Study program except for the summer sessions.

3. **For Summer** FWS and SWS, a separate Summer Financial Aid Application must be filled out and returned to the Financial Aid Office. Forms are available after Spring Break at www.gonzaga.edu/financialaid. A student does not need to be enrolled for summer classes to be eligible for summer work study. SWS is only awarded to residents of Washington State.

Obtaining a Job

Searching for a Job on Campus

The first step in the job search is to analyze what your skills are. Make a list of your work and volunteer experience, your training, your hobbies, and the unique abilities you can bring to a job. It is also wise to list what jobs hold no interest for you. Once you complete this list you will be able to narrow down the list of jobs. At this point it is best for you to develop a resume. The resume will always help you to know what you want in a job and will make you much more confident in the interview.

If You Have Federal Work Study:

Federal Work Study (FWS) positions are located on Gonzaga University's campus. You can find a list of fall/spring FWS positions available to students two (2) weeks before school starts in the Student Employment Office (College Hall, Room 126) and on the website: www.gonzaga.edu/studentemployment.

Decide from the list which job titles are interesting to you. Then call the department supervisor and inform him or her that you are a Federal Work Study student and are interested in the job that the supervisor has listed. Most likely, the supervisor will set up an interview time.

If You Don't Have Federal Work Study:

1) The Student Employment Office has postings for jobs on campus (**Institutional** positions) that are funded from departments' budgets. A list of institutional jobs is available two (2) weeks before school starts either as a handout or by email.

2) Off-campus listings are posted on the Community Job Board in the first-floor hallway of College Hall and on-line at www.gonzaga.edu/studentemployment, click on menu item Community Job Board. We post these positions for the convenience of students; however, the Student Employment Office makes no particular recommendations regarding employers.

The Right Job

When you go to an interview, take a list of questions with you. You may be given a copy of the job description to discuss job requirements and expectations. Evaluate whether you can fulfill these expectations and ask for clarification during the interview.

Interviewing Tips

What should I do before, during, and after the interview?

1. Analyze yourself, your needs, restrictions, and qualifications.
2. Apply only for those jobs for which you feel you meet the requirements.
3. Call first to set up an interview appointment (unless otherwise instructed).
4. Look at your class schedule and note what days and times you are able to work. It is recommended you work between 10-15 hours a week, with 19 hours being the maximum. Take a copy of your schedule to the interview.
5. Have answers to some of the basic questions already prepared for the interview.
For example,
 “Why are you interviewing for this position?”
 “What skills do you believe you can bring to this position?”
 “How do you function on a team?”
 “Can you give an example of how you had to solve a problem in your past work experience?”
6. Be on time for the interview. Shake hands firmly with the interviewer upon introduction and upon leaving. Thank the interviewer for his or her time.
7. Dress appropriately for the interview. If it is an office scenario, it would be advisable to dress conservatively, with attention made to personal grooming.
8. Remember that the interviewing process is a valuable learning experience and part of your professional growth.
9. Respond to questions thoroughly and with thought, rather than a “yes” or “no” response.
10. Look directly at the interviewer when speaking and listening and maintain eye contact.

What should I avoid doing at the interview?

1. Appearing to be overbearing, overaggressive, conceited,
2. Having a lack of planning for career – no purpose and goals, poor scholastic record,
3. Having a lack of interest and enthusiasm – passive, indifferent, nervous, ill at ease,
4. Being unwilling to start at the bottom – expecting too much too soon.

When You Have Been Chosen to Fill a Position

When you have been offered a position **on campus**, the **first step in the hiring process is for you to visit the Student Employment Office, College Hall, Room 126, before reporting for the first day of work, or, as soon as you have been offered a job.**

- This simple first step will ensure that you will receive a paycheck and will assist the University in adhering to federal payroll requirements.
- Note which documents you need for your hire paperwork (p.10).

Student Employment and Students with Disabilities

The Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination (RCW 49.60) make it unlawful to discriminate in all employment practices.

According to these laws, a student with a disability must be qualified to perform the essential functions of a job with or without reasonable accommodation. This means that the student must:

- Satisfy your job requirements for educational background, employment experience, skills, licenses, and any other job-related qualification standards, and,
- Be able to perform those tasks that are essential to the job, with or without reasonable accommodation.

Supervisors must identify in writing the essential functions of the student employment job before interviewing prospective students. After reviewing the essential functions with the student, you may ask if the student is able to perform these functions or knows of any reason why he/she wouldn't be able to perform these functions. If the student or supervisor has any concerns or questions about essential functions or the ability to perform them, the student or the supervisor should contact the Student Employment Manager or the Director of DREAM (Disability Resources, Education, & Access Management).

Often there are multiple solutions to challenges faced by students with disabilities in the work setting. Working with students with disabilities offers supervisors the opportunity to engage in creativity, collaboration, and communication in unique ways.

Legalities

Authorization to Work On Campus

One of the most important forms for on-campus student employment is the **Personnel Action Request (PAR)** form. This form is what authorizes a student to work on campus in a particular department.

In addition to the PAR form, hiring paperwork includes completing a W-4 form and an I-9 form the first time the student works on campus. The I-9 form gives evidence of a student's eligibility to work on campus and requires **original documentation** be shown. The student may view a list of acceptable documentation by going to www.gonzaga.edu/studentemployment, menu item Work Study Employment, and clicking on *Steps for Getting a FWS Job*, or menu item Non-Work Study Employment, clicking on *Steps to Getting an Institutional Job*. Examples of this original documentation are either an unexpired passport, OR, a photo ID plus either an original social security card or an original birth certificate.

Once the hiring paperwork has been completed, the student will take the PAR form to his or her supervisor. The supervisor will complete the Supervisor Section and return the PAR to the Student Employment Office.

If you are an International Student, see instructions on pages 14 and 15 of this chapter.

Other Documents Needed

If you use your social security card to fulfill one of the I-9 requirements, the Student Employment Office will make a copy of your card to attach to your W-4 form for Payroll purposes. If you have lost your card, you may apply for a duplicate card at the local Social Security Office. In Spokane it is located at 714 N. Iron Bridge Way, Suite 100. Bring your receipt to the Student Employment Office; it will satisfy the I-9 requirements until your new card arrives. When you receive your new SSN card, bring it to the Student Employment Office so that we can update your I-9 form.

Taxable Income

All wages paid to student employees, Federal Work Study, Institutional and Graduate Assistants, are considered taxable income and are subject to all State

and Federal tax regulations. Income will be reported to you and the IRS annually on Form W-2.

Federal Withholding Tax: The amount of tax withheld for Federal Income Tax is based on how each individual completes his/her W-4 Form. Changes can be made by going to the Payroll Office and completing a new W-4 form.

Social Security/Medicare Taxes (FICA): Students are exempt from FICA taxes when attending class at least half (1/2) time.

If a student is registered for less than half time, all pay during any pay period is taxable by FICA.

Washington State Industrial Insurance: The amount of Industrial Insurance is determined by the number of hours an employee works. This, in turn, provides Worker's Compensation for on-the-job injuries.

Please note: Wages from student employment, including graduate assistantships, are considered as reportable income for Unemployment Compensation purposes.

Student Employee Payroll

The pay periods for on-campus student employees are the 1st-15th and 16th-31st of each month. Please refer to the schedule of pay periods, due dates and pay dates on the GU website, www.gonzaga.edu/studentemployment, menu item *Student Employment Forms*. The current Timesheet Schedule as well as the timesheets can be downloaded from this menu. Please ensure that the timesheets are delivered to the Payroll Office on the due dates listed. Timesheets submitted *after* the due date will be processed and paid as soon as possible but may be delayed beyond the scheduled pay date for that pay period.

Should you have any questions about how your monthly pay was calculated contact the Payroll Office immediately at 313-6980.

All students employed at Gonzaga University will be paid using the University's direct deposit process. You will be required to sign an authorization form and provide your banking information. Please be sure to bring your banking information with you when you arrive on campus if you intend to work at the University. Requirements for direct deposit payroll are:

- a) Signed Direct Deposit Authorization Form
- b) Bank transit numbers
- c) Employee bank account number

You may supply these numbers either with a voided check attached to your direct deposit authorization or obtain the numbers directly from your bank.

If you close or change your bank or account you must notify the Payroll Office immediately of this change. Pay particular attention to not close your bank account prior to your final May payroll each year; your last academic year payroll is deposited on the last work day of May. Once funds are transferred to your bank, it takes approximately 5 business days for the funds to be returned to the University if an account is closed. The University cannot replace the funds for returned direct deposit until they have been returned by the bank.

Payroll funds are available in your bank on payday. You may view your paycheck information on ZagWeb in the Employee Services section.

How to Login:

1. Select Enter Secure Area from the Zagweb Home Page.
2. Enter your 8-digit ID or your social security and your PIN and click Login. Re-enter PIN if prompted.
3. Select an option from the menu.

You may also view your annual W-2 information using Zagweb.

If you prefer to have your monthly earnings applied to your student account, paperwork to authorize this payment must be done in the Student Accounts Office, College Hall, Room 024.

Federal tax statements (Form W-2) are issued annually by the Payroll Office in January for the previous tax year. **All wages earned by student employees are taxable income according to IRS regulations.** The personnel in the Payroll Office do not offer tax advice, so if you have questions about your W-4 form, W-2 form, or annual tax return, please direct those questions to your parents or your tax accountant. The FERPA laws prohibit us from sharing information about your annual income with anyone, including your parents. As they may need this information to assist you with completion of the annual FAFSA form, please ensure that all information necessary is conveyed directly by you for this purpose.

Your current mailing address is very important. If your address changes, be sure that you notify the Payroll department of your new address immediately to ensure that any mailings, such as W-2 forms, will be sent to you at the correct mailing address.

Timesheets

Student timesheets are available on the GU website:

www.gonzaga.edu/studentemployment, menu item *Student Employment Forms* → in the *Timesheets* section.

- Download and save the timesheet form to your hard drive (Excel).
- Complete the student section, except your signature.
- Record the **actual** number of hours you work each day in the appropriate box. Do not record work schedules or shift times. Weekly and monthly totals are automatically calculated as you input your hours.
- At the end of the pay period, print, verify all information and sign your timesheet.
- Give your timesheet to your supervisor to complete and sign and make sure your timesheet gets to Payroll by **noon on the due date** (first day after the last day of the pay period).

Hard copies of timesheets are available in Student Employment, College Hall 126 or at the Payroll Office, 102 E. Boone Ave, if you are not able to download and use the web version. If you complete your timesheet using a hard copy, follow the above directions, using **ink** to input your hours and calculate the correct totals prior to submitting the timesheet to your supervisor. **Record your time on a daily basis and never pre-sign your timesheet.** Keep copies for your records.

Pay Rates/Pay Raises

The student is paid at least the Washington State minimum wage. Although not formalized, the standard practice for pay raises is based upon skill, experience, and length of employment. The supervisor determines the rate of pay. If a student believes that he/she is being paid unfairly, the student should first discuss the matter with his/her supervisor. If the student is still unsatisfied, he or she is encouraged to discuss the matter with the Student Employment Manager.

Allowable Work Hours

On-campus student employees generally work between 10-15 hours per week to ensure optimum level of academic progress. However, **19 hours per week is the maximum** without a waiver request. If the student desires to work over 19 hours in a given week, an exception can be made after the student meets with the Student Employment Manager. During school breaks and holidays a student may work more than 19 hours per week.

Students should never work over 40 hours per week, as this would put the student in an overtime status. If a student inadvertently works more than 40 hours per week, they are subject to overtime pay (according to the FLSA) and will be paid at time and ½ their regular rate of pay for any overtime hours worked.

- International Students, unless under special treaty, may only work up to 20 hours per week during the academic year and 40 hours per week if utilizing the “vacation provision.”
- Monitor your hours and earnings, in conjunction with your supervisor. An *Earnings Monitoring Form* can be found at www.gonzaga.edu/studentemployment, menu item *Student Employment Forms* → *Student Earnings Monitoring Forms*.

Breaks

- Students must be allowed at least a ten-minute (10) paid break if they are scheduled to work four (4) consecutive hours at a time. This break must be allowed no later than the third hour of work.
- If the student is working more than five (5) consecutive hours, he or she must be allowed at least a 30-minute unpaid lunch break. This lunch break must occur after the second hour and before the fifth consecutive hour of work.

Employee Benefits

There is **no** paid leave (vacation, holiday, sick) for student employees on campus. Student employees are covered by Worker’s Compensation Insurance for on-the-job injuries through the State of Washington Labor & Industries Department.

International Students

Before beginning employment, there are several things that the international student needs to accomplish. ***International students are permitted to work on campus only.***

1. Make sure that all your paperwork, including insurance, is on file in the ISP (International Student Programs) office.
2. Find a position on campus. Once a job is secured, tell the International Student Program advisor that you have found a job.
3. The ISP advisor will write a letter (confirming employment) for the student to take to the Social Security Administration to apply for a Social Security Number. The student cannot work until the Student Employment Office and the Payroll Office have confirmation that the student has applied for his/her social security number.
 - a.. The Social Security Administration Office in Spokane is located at 714 N. Iron Bridge Way, Suite 100.
 - b. Students should check with the ISP office to find out what other papers they need to take with them to the Social Security Administration.
4. The receipt you are given from the Social Security Administration will act as an ID until your social security card arrives.

- a. When you receive your social security card, show it to the Student Employment Office **and** the Payroll Office to complete their files.
5. Take your receipt from the Social Security Administration to the Student Employment Office to fill out your hire paperwork. This consists of a PAR form and a U.S. Government Employment Eligibility Verification (I-9) form.
 - a. You will need your passport, your I-20 and your I-94 in order to fill out the I-9 form.
6. Take the PAR form to your Supervisor for completion of the Supervisor Section and Supervisor Signature. Then return the PAR form to the Student Employment Office for processing. **A PAR form must be on file before you start working.**
7. Your visit to the Payroll Office is a **must** to complete any necessary tax forms.
8. All students are paid by direct deposit. An *Authorization for Direct Deposit* is required by the Payroll Office in order for you to give them your personal bank account and your Bank's transit number to which your pay will be transmitted. You can obtain this form in the Payroll Office or the Student Employment Office.

The Job

Job Responsibilities

It is always wise to obtain a job description from your supervisor your first day on the job as it serves as a guide to job duties you will be expected to perform. Know what your employer expects from you regarding job responsibilities as well as the specific policies and procedures of your department. Ask questions, take initiative, and learn as much as you can. Be sure to obtain your supervisor's contact information and provide him/her with your phone number and email address.

Maintaining a Good Work Ethic

What are good work ethics at GU?

Each job is unique and requires different skills and responsibilities; however, several universal responsibilities apply to all student employee positions. At Gonzaga University you are responsible for:

- a. Abiding by all University rules, regulations, and policies,
- b. Respecting the rights and property of your employer and fellow employees,
- c. Treating all co-workers, the GU community, and patrons with courtesy and respect,
- d. Acting in a professional manner at all times and respecting the confidentiality of student and University records,
- e. Dressing appropriately, according to the department's dress code,
- f. Maintaining a positive work attitude and a spirit of cooperation,
- g. Talking with your employer when duties or instructions are unclear or if problems arise,
- h. Performing your work to the best of your ability and making a personal commitment toward providing quality service,
- i. Presenting and discussing new ideas with your employer and taking the initiative to learn as much as possible about the work of your department,

- j. Conducting personal business on your own time,
- k. Putting all electronics away while working,
- l. Monitoring your work hours and earnings, in conjunction with your supervisor,
- m. Giving your employer notice if you decide to terminate your job,
- n. Reporting to work on time and adhering to your established work schedule,
- o. Contacting your employer before your shift begins if an illness or emergency prevents you from reporting to work,
- p. Discussing needed changes in your work schedule with your supervisor, keeping the department's needs in mind,
- q. Reporting your work hours accurately and submitting your timesheet to your supervisor by the timesheet due date each month.

What should students expect from their Supervisors?

- a. Thorough job training regarding tasks and expectations with appropriate follow up as necessary,
- b. An agreed-upon work schedule that takes into consideration your academic schedule,
- c. Timesheets completed, signed, and turned in to Payroll on due date,
- d. Fair judgment of quality and quantity of student's work,
- e. Equal treatment of employees,
- f. To be an example of someone who follows a good work ethic,
- g. Routine feedback of a constructive nature.

Performance Evaluations

The primary purpose of a performance evaluation is to inform. It is a time when the student can receive formal feedback and be given the opportunity for improvement, as well as being a time for an honest exchange between supervisor and student employee. Students can be evaluated in various areas that may include quality and quantity of work, dependability, attitude, relationship skills and initiative. Department supervisors may develop their own evaluation tool, or contact Student Employment for assistance. A copy of the evaluation will be given to the student with the supervisor retaining the original, as well as any other documentation or assessments.

In addition, before any formal evaluation is done, it is recommended that student employees receive routine, informal feedback and guidance regarding daily tasks, projects and assignments. In this way, a supervisor has the opportunity to provide information regarding expectations and job performance before misunderstandings arise.

Student employees have the option of having their evaluation reviewed by their supervisor's supervisor. Student employees who disagree with the outcome of the supervisory review process are encouraged to see the Student Employment Manager.

Student Supervision Guidelines

It is the responsibility of each department to have a procedure that provides for the security of its staff and its student employees, as well as its department resources. When a student is working alone, the department's procedure should address any safety concerns or monitoring needed while direct supervision is unavailable. It is the responsibility of the department to review this procedure with student employees prior to leaving students to work on their own.

Employee Job Performance

What Students can Expect if Their Job Performance is Viewed as Unsatisfactory

The University, at its discretion, may utilize progressive disciplinary procedures in circumstances determined appropriate. A student employee is expected to abide by all University rules, regulations and policies (please see Gonzaga University *Student Handbook*), and by his or her terms of employment in each department. If in doubt, students should be encouraged to ask for clarification. Supervisors are expected to offer sufficient instruction and appropriate coaching so their expectations are understood before taking any disciplinary action.

It is the policy of the University that supervisory efforts should be concentrated on preventing serious personnel problems rather than exercising the right to discipline or to summarily discharge an employee with just cause. A student employee whose job performance is unsatisfactory should, in private, be informed what specifically did not meet with the supervisor's expectations. The supervisor's expectations should be restated and there should be ample time given to make sure the student has understood. The student is expected to ask questions if unsure how to meet the supervisor's expectations.

The supervisor may use a Performance Evaluation tool during the first months of the student's employment to help in identifying areas of needed improvement and to provide a time for additional clarification.

Corrective Action

If the supervisor feels that the student's job performance continues to be unsatisfactory, even after additional clarification of expectations and coaching, a corrective action

process can take place. The degree of seriousness is what distinguishes this process from a performance evaluation. If the Corrective Action does not improve the student's performance, the student employee will be terminated from his or her position.

Grievance

Any grievance the student has associated with his or her placement, evaluation, or termination from employment should first be discussed with his or her immediate supervisor, if at all possible. Supervisors should urge students to make contact with the Student Employment Office regarding any grievance or question they may have about their employment. Supervisors may refer students to the Student Employment Office at any time for follow-up.

Causes for Immediate Dismissal

There are, however, circumstances that warrant immediate termination. Some of the situations for immediate termination include:

- Breach of confidentiality;
- Repeated absence or absences without notification to the supervisor;
- Willful, deliberate, or negligent acts that cause serious disruption in the continuity, efficiency, or safety of the department;
- Falsification of timesheets, personnel records, or other University records.
- Drug or alcohol use on the job.

Termination

If a student is dismissed for any of the above *Causes for Immediate Dismissal*, the Student Employment Manager should be contacted immediately, as well as the Student Life Office.

Terminated Students

If a student is terminated from more than one job, the Student Employment Office may put into place a progressive inquiry and expectation process before the student can obtain another University-sponsored job.

Employee Resignation

If a student wishes to resign from his or her position, verbal or written notification should be given to the appropriate supervisor prior to the last day of work.

Safety

The University is vitally concerned about the safety of its employees. The University's goal is to provide safe work areas, equipment, and materials. All student employees are expected to observe safety rules and report any unsafe condition to their supervisor. Report all injuries and accidents you experience or witness *immediately* to your supervisor.

Student Resources

Students feeling overwhelmed by their academic schedule, their work schedule, or both should know that there are many resources available on campus to assist them.

Transitioning and adjusting to life at the University can take its toll and seeking the resources to assist with the adjustment is the intelligent thing to do. A list of resources is included at the beginning of this manual.

Injuries and Accidents

What do I do if I get hurt on the job?

Student Employee Procedures for Reporting an Accident or Injury

1. Verbally inform your supervisor immediately after sustaining an injury while performing your job duties. If your supervisor is unavailable, inform a regular, full-time employee in your work area.
2. If the injury is life threatening, immediate medical attention is your highest priority. You, or the Gonzaga employee to whom you reported the accident or injury, will call 9-911 for emergency medical transport to the nearest hospital.
3. For a non-life-threatening accident or injury, you may choose to visit Gonzaga's Health Center first for a medical assessment; or, you may choose to visit your personal physician. If you choose to visit the Health Center, the Gonzaga employee to whom you reported the accident or injury will accompany you or assure that you have transportation to the Health Center. Health Center personnel suggest that you or your supervisor call them at x4066 prior to your arrival. If you choose to visit your personal physician, the Gonzaga employee assisting you will assure that you have transportation for treatment. *The student employee maintains the right of choice of medical provider at all times.*
4. Your supervisor will report job-related accidents or injuries to the Gonzaga Benefits, Health and Safety Department within 24 hours of the accident. The written report must be filed to document the time, place, names of witnesses, and nature of the injury.

The student should tell an attending physician, in the hospital or in a doctor's office, or the Gonzaga University Health Center, that this is a work-related injury. Otherwise, Worker's Comp will not be billed.

Worker's Compensation Insurance for on-the-job injuries covers the cost of medical attention. The hospital, clinic, or doctor's offices will have the necessary forms to fill out. This insurance provides for the payment of medical expenses and time-loss compensation to an employee who suffers the effects of an injury or who incurs an occupational disease arising out of the course of employment. Eligibility for benefits under Worker's Compensation is prescribed by State statutes and not by the University.

Equal Employment Opportunity Employer

What do I do if I feel I am not being treated fairly?

Gonzaga University is an equal opportunity, affirmative action employer. The University does not discriminate against any person on the basis of race, religion, sex, national origin, age, marital or veteran status, sexual orientation, a physical or mental impairment that substantially limits a major life activity, or any other non-merit factor in employment, educational program, or activities which it operates.

All University policies, practices, and procedures are consistent with Gonzaga's Catholic, Jesuit identity and Mission Statement, and comply with federal and state regulations, including Sections 503 and 504 of the Rehabilitation Act of 1973. (Gonzaga University Personnel Policies)

Employee complaints under this policy must be directed to the immediate supervisor and to the Student Employment Office, College Hall, Room 126, 313-6588.

Drug-Free Work Place Policy

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Each employee is responsible to help ensure a drug-free, healthful, safe, and secure work environment. The unlawful manufacture, distribution, display, possession, or use of alcohol or illegal drugs on University premises or while conducting University business off premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. Employees who use illegal drugs or abuse controlled substances or alcohol are encouraged to seek counseling from available resources.

- GU Counseling Services: Counseling Center is in College Hall, Room 303. 509-313-4054 or ccac@gonzaga.edu

Harassment Policy

(For complete Policy Statement, please refer to the *Student Handbook*.)

Consistent with its Mission, the University seeks to assure that all community members are able to learn and work in an atmosphere free from harassment. Harassing conduct is contrary to the positive educational environment the University wishes to foster and maintain. Because harassment undermines the University's mission and threatens the well being of its community members, it is a serious policy violation and will not be tolerated. The University prohibits harassment on the basis of race, sex, gender, religion, national origin, ethnicity, age, sexual orientation, disability, or any other harassment prohibited by federal or state law. This policy applies to all University community members, including administration, faculty, staff, and students. Vendors, independent contractors, visitors, and others who conduct business with the University

are also expected to comply with this policy. The University will take appropriate action when this policy is violated.

Harassment can take many forms. It can include slurs, comments, rumors, jokes, innuendoes, unwelcome compliments or touching, cartoons, pranks, and other verbal or physical conduct. Generally, physical and verbal conduct is considered harassment when it meets one or more of the following criteria:

- 1) Submission to the undesirable conduct or communication is made, either explicitly or implicitly, a term or condition of one's employment or academic status, OR
- 2) Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or education, OR
- 3) The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creates an intimidating, hostile, or offensive employment or academic environment, OR
- 4) The conduct or communication would not have occurred but for the protected category of the individual(s) or group to whom it is directed and who are affected by it.

NOTE: Everyone should be sensitive to the fact that casual sexual comments, jokes and language can and may be offensive to some employees. This can create a sexually harassing environment and a complaint can be filed against the individual. Questions regarding this above should be directed to Victoria Loveland, EEOC Compliance Officer.