

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

2015-2016

Provided by:

***The Student Employment
Office***

Gonzaga University

College Hall, Room 126

Phone: (509) 313-6587

Email: guevara@gonzaga.edu

www.gonzaga.edu/studentemployment

Resources

Academic Advising.....	x4072
Campus Public Safety & Security.....	x6147
Center for Cura Personalis.....	x2227
D.R.E.A.M.....	x4134
Disability Resources, Education, & Access Management	
Health & Counseling Center.....	x4052
Payroll Office.....	x6980
Student Development.....	x4100
Student Employment Office.....	x6587

Table of Contents

CHAPTER 1 – Introduction

Purpose of the Program.....	4
Employment Opportunities	4
True Meaning of Work Study	5
Eligibility Requirements	5

CHAPTER 2 – Obtaining a Job

Searching for a Job.....	6
If You Have Federal Work Study ...	6
If You Don't Have FWS.....	6
The Right Job	6
Interviewing Tips	7
When You Have Be Hired.....	7
Student Employment & Students	
With Disabilities	8

CHAPTER 3 – Legalities

Authorization to Work On Campus	9
Other Documents Needed	9
Taxable Income.....	9
Student Employee Payroll.....	10
Timesheets	11
Setting Student Wages	11
Allowable Work Hours	11
Breaks.....	12
Employee Benefits	12
International Students.....	12

CHAPTER 4 – The Job

Job Responsibilities	13
Maintaining a Good Work Ethic.....	13
What Should Students Expect from	
Their Supervisors.....	14
Performance Evaluations	15
Student Supervision Guidelines.....	16
Employee Job Performance	16
What Students can Expect if	
Performance is Viewed as	
Unsatisfactory	16
Corrective Action	16
Grievance	17
Causes for Immediate Dismissal ..	17
Termination	17
Terminated Students.....	17
Employee Resignation.....	17
Safety	17
Student Resources.....	18
Injuries and Accidents	18
Cura Personalis.....	19
Equal Employment Opportunity	
Employer.....	19
Drug-Free Work Place Policy.....	19
University Harassment & Anti-	
Discrimination Policy	20

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

Student Employment is based on the conviction that work is not only necessary, but that it is essential to a satisfying, productive and creative life, and contributes positively to one's sense of well-being. Our office assists students obtain jobs that can not only help them financially, but will also help prepare them for the work life they choose after graduation.

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

Employment Opportunities

On Campus

On campus a student may be eligible to work as part of the **Federal Work Study** program or find a job as an **Institutional** Student Employee.

- **Federal Work Study** is a financial aid award based on the student's financial need (as determined by the student's FAFSA) and is available for the academic year and the summer sessions.
- **Institutional** jobs are funded directly from a department's budget and are open to any enrolled Gonzaga student.

Off Campus

The **State Work Study** program is **off campus**

- **State Work Study** is a financial aid award based on the student's financial need (as determined by the student's FAFSA) and is available for the academic year and for the summer sessions. SWS is awarded only to Washington State residents and is exclusively used off campus.

- 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 the employer can be evaluated for possible inclusion in the State Work Study Program.
- The **Community Job Board** is maintained for students looking for work in the Spokane area. These part-time positions are posted on-line at www.gonzaga.edu/studentemployment and on the Community Job Board outside Admissions, on the first-floor of College Hall.
- Graduate students have an opportunity to work for their Graduate School as Graduate Assistants (GA). 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 assist students in paying for their higher education.

Eligibility Requirements

How may I participate in a Work Study Program?

1. **Each year** you must 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 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 when enrollment is not required.
3. **For Summer FWS and SWS, a separate on-line Summer Financial Aid Application must be completed and submitted.** Applications are available on-line at www.gonzaga.edu/financialaid. A student does not need to be enrolled for summer classes to be eligible for summer work study.

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. Put together a resume that lists your prior work and volunteer experiences so you are ready to discuss this at an interview. Check your financial aid award on zagweb to determine which jobs you are eligible to apply for.

Sometimes, the reality of job searching is to just take the first job you can find, as this process is competitive and waiting too long can mean fewer choices.

If You Have Federal On-Campus Work Study:

Federal Work Study (FWS) positions are located on Gonzaga University's campus.

The list of FWS jobs can be found on line at www.gonzaga.edu/studentemployment beginning mid-July.

The FWS award is an opportunity to earn money, not a guarantee of earnings, that can be put toward your college expenses. Your FWS award amount is the maximum you can earn in gross wages (hours x wage) during the award period.

If You Don't Have Federal Work Study:

1) Other on-campus jobs that are funded by department budgets and are open to any Gonzaga student, are called **Institutional** jobs. The list of Institutional jobs can be found on line at www.gonzaga.edu/studentemployment in mid-July.

2) The **Community Job Board** lists part time jobs posted by individuals and local businesses looking for Gonzaga students. You can access the Community Job Board on line at www.gonzaga.edu/studentemployment.

Interviewing Tips

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

1. Check your financial aid award on zagweb to determine which jobs you are eligible to apply for.
2. Analyze yourself, your needs, restrictions, and qualifications.
3. Apply only for those jobs for which you feel you meet the requirements.
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 20 hours being the maximum. Take a copy of your schedule to the interview.
5. Follow directions on how to apply and include all requested information. Follow up with an email and then a phone call directly to the contact person.
6. Review your previous work and volunteer experience. Have answers to some of these basic interview questions.

For example,

“Why do you want to work here?”

“What skills do you believe you can bring to this position?”

“What are you interested in doing with your degree?”

7. Be on time for the interview. Shake hands firmly with the interviewer upon introduction and make eye contact. Thank the interviewer for his or her time.
8. Dress appropriately for the interview. If it is an office scenario, it would be advisable to dress conservatively, with attention paid to personal grooming.
9. Remember that the interviewing process is a valuable learning experience and part of your professional growth. This is where you, as an individual, can shine through.
10. Respond to questions thoroughly and with thought, rather than a “yes” or “no” response.
11. Look directly at the interviewer when speaking and listening and maintain eye contact.

What should I avoid doing at the interview?

1. Having any electronic devices activated.
2. Appearing to be overbearing or overaggressive,
3. Having a lack of planning for the future – no purpose or goals,
4. Having a lack of interest and enthusiasm – passive, indifferent, nervous, ill at ease,
5. Being unwilling to start at the bottom – expecting too much, too soon.

When You Have Been Hired

The Hiring Paperwork

When you have been offered a position **on campus**, the next step is the hiring process. If you will be working in a federal on-campus work study job, your supervisor will complete an electronic hiring proposal. If you will be working in an institutional position you will proceed to College Hall 129 to complete your hiring paperwork.

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 the 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 *“The Hiring Paperwork”*

For any **Institutional** position the student will complete the **Hire PAR Form**.
For **FWS** positions, the application and hiring process will be electronic.

In addition to the hiring form, there is mandatory hiring paperwork for any student the first time he/she works on campus. This includes completing an I-9 form. The I-9 form gives evidence of a student's eligibility to work and requires **original documentation** be shown. Examples of this original documentation are an unexpired passport, or a photo ID plus either an original social security card or an original or certified birth certificate. This employment verification must be accomplished before the student can officially work.

Taxable Income

All wages paid to student employees, Federal Work Study, Institutional and Graduate Assistantship, 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 the W-2 Form.

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 to the W-4 at any time by going to www.gonzaga.edu/zagweb.

Social Security/Medicare Taxes (FICA): Students working at the college they are attending are exempt from FICA taxes while 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 so there is no cost to you if you are injured on-the-job.

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 employment are the 1st-15th (paid on the 25th) and the 16th through the end of the month (paid on the 10th). Please refer to the schedule of pay periods, due dates and pay dates at, www.gonzaga.edu/payroll. Hours worked is entered through web time entry (except for Sodexo) and students are asked to open their timesheet at the beginning of each pay period and log their hours worked on a daily basis. Students are expected to complete their timesheet on time and submit for approval on the last day of the pay period.

Any worked hours that are not submitted on time must still be paid. Students can access the Student Late Timesheet at www.gonzaga.edu/payroll which is completed and turned in to Payroll.

Should you have any questions about how your pay is calculated, contact the Payroll Office immediately at (509) 313-6980.

All students employed at Gonzaga University will be paid using the University's direct deposit process, unless they opt to have their earnings go toward their tuition. You will complete a Direct Deposit Authorization form and provide your banking information. For direct deposit you will need to bring your banking information (including your account and routing numbers) with you when you arrive on campus.

If you close or change your bank account you must notify the Payroll Office immediately of this change. Payroll funds are available in your bank on payday. You can access your pay information through zagweb.

Employee earnings statements (W-2) are issued annually by the Payroll Office. The W-2 can be accessed on zagweb, as well as it being mailed to the address on the W-4.

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 a tax accountant. The FERPA laws prohibit us from sharing information about your annual income with anyone, including your parents, without your permission. 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/Pay Rates

Timesheets are on-line via zagweb for each pay period. If you are unfamiliar with how to enter your time worked electronically, please view the training at www.gonzaga.edu/payroll. WTE is used to log hours for all jobs on campus except for Sodexo.

Students must be paid at least the Washington State minimum wage. 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. At any time the student should feel free to discuss any issue with the Student Employment Manager.

Guidelines for Setting Student Wages

Student wages are first set by the minimum wage requirement and any subsequent wage increases should be made based on merit. You do not have to start students at minimum wage, but the prevailing guideline is that the wage should be commensurate with the type of work being done and the experience of the student.

Reasons to give a wage increase

- Performance of assigned tasks has met or exceeded expectations
- Student has increased responsibilities
- Student is taking initiative and contributing beyond assigned tasks
- Student has worked for more than one semester/year
- Student has come to work when scheduled and kept supervisor informed of any changes

Allowable Work Hours

On-campus student employees generally work between 10-15 hours per week, however, **20 hours per week is the maximum** without a waiver from Student Employment.

Students may not work when they have classes scheduled. During school breaks and holidays a student may work up to 40 hours a week.

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

- International Students, unless under special treaty, may work a maximum of 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

Students are only paid for the hours worked. 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 with the International Student & Scholar Services (ISSS) office.
2. Find a position on campus. Once a job is secured, go to College Hall 129 to begin your hiring paperwork. You will need your passport, I-20 and I-94 in order to fill out the I-9 form.
3. Ask your **Hiring Supervisor** to **send an email to ISSS** at iss@gonzaga.edu with the following:
 - a. Name of Student Employee
 - b. Name of Supervisor and Title
 - c. Student Worker Position Title
 - d. Start Date
 - e. Number of hours per week
 - f. Pay
4. **Apply for a social security card** (if you don't already have one).
 - a. **Before** you can apply for a social security card, you must get your hire letter from ISSS and have it signed by your supervisor. Take this signed letter with you.
 - b. **Go** to <http://www.socialsecurity.gov/forms/ss-5.pdf> to find and complete your application.
 - c. **Take** your completed Social Security Application, passport, I-20, I-94 and hire letter to the **Social Security Administration Office (located at 714 N. Iron Bridge Way, Suite 100, Spokane, WA. Directions are on reverse side of sheet.)**
 - d. Once you have applied for your card, you will be given a receipt. **Bring this receipt** to the College Hall 129. You must provide this receipt in order to get your PAR and begin working.

5. **Take** your Hire PAR form to your supervisor for completion and the original PAR is returned to College Hall 129.
6. **Go to the Payroll Office** (located in the Business Services Center across from the Kennedy Apts.) in order to complete any tax forms that are necessary. **This must be done as soon as possible.**
7. **Bring your social security card** to Student Employment, when it is received, so we can make a copy and get your number entered into the system.

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 by the due date each pay period.

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 approved on time and submitted to Payroll on the 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 may 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 Manager regarding any grievance or question they may have about their employment.

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 Manager may put into place a progressive inquiry and expectation process before the student can obtain another University 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, and their other college commitments 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?

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. There is no cost to the student for treatment of an on-the-job injury.
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 x4052 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 doctor's office, or the Gonzaga University Health Center, that this is a work-related injury. This is so a Worker's Compensation Insurance claim can be filed.

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.

Center for Cura Personalis

Empowering students to be their best selves

The goal of the CCP is to find numerous ways to provide healthy living and prevention education so that students never find themselves in crisis, but if they do, we are here to help. Make this your first call if you sense yourself struggling, 509-313-2227.

Student employees are subject to follow all university policies and procedures found in Gonzaga's Policy & Procedure Manual, including but not limited to the following:

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, 313-6587.

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.

- Health and Counseling Center: 509-313-4054 or ccac@gonzaga.edu.

University-Wide Harassment and Anti-Discrimination Policy

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

Harassment and Discrimination Complaint Procedures

Students with any complaints of harassment or discrimination should first contact the Student Development Office, College Hall 120, 509-313-4100.

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 the above should be directed to the Student Development Office, College Hall 120, or (509) 313-4100.