

UNIVERSITY OF NORTH TEXAS
NEW STUDENT EMPLOYEE
ORIENTATION



CAREER CENTER
Division of Student Affairs



INSTRUCTIONS

- This online training should take no more than **1 hour**.
- You are required to complete this session in one sitting.
- There will be a skill assessment following this training. You must achieve a score of 100%
- When complete, **print 2 copies** of the New Student Employee Certificate. Keep a copy for your Student records and provide a copy to your immediate supervisor.
- Should you require additional information, call the UNT Career Center (940) 565-2105.



WHAT IS NEW STUDENT EMPLOYEE ORIENTATION?

Congratulations, on landing your new job! The UNT New Student Employee Orientation reviews your rights and responsibilities as an employee of University of North Texas and the State of Texas. It is the responsibility of the UNT Career Center, a Division of Student Affairs to ensure that all UNT student employees receive this information.

All UNT student employees must complete this training as a requirement of on-campus employment. The UNT New Student Employee Orientation is required to be completed within the first 30 days of employment. Policy 05.025 Employment of Students for Hourly Positions provide guidelines for all UNT part-time hourly student employees. All University employees must adhere to the ethical standards and policies outlined by the University policies.



CLASS 1ST - JOB 2ND

- You must provide your supervisor with a copy of your class schedule
- You must provide your supervisor with a new copy of your class schedule every time you make a change
 - Add, drop, or withdrawal

No student employees are allowed to work during a scheduled class time

- Even if class is cancelled
- Even if class gets out early
- Even if the instructor doesn't show



TERMS OF EMPLOYMENT

05.025 Employment of Students for Hourly Positions

At-Will Employment. At-Will employment applies to Hourly Student Employees; it is an employment relationship of indefinite duration that may be terminated by either party, at any time, without cause or for any reason except one that is unlawful.

Rate of Pay. Hourly Student Employees must be paid at least minimum wage, but may receive a higher wage depending on qualifications and job duties.



STUDENT EMPLOYEE JOB RESPONSIBILITIES

Taking a job is a commitment, you are expected to:

- Establish a work schedule that does not interfere with your class schedule.
- Report to work on time. Notify your supervisor in advance of any possible delays. Notify your supervisor in advance of any changes to your work schedule or other commitments that will affect work availability.
- Take the job seriously and perform at the highest level of your ability.
- Treat your supervisor and fellow employees with respect.
- Dress appropriately for the job location.
- Practice good personal hygiene. Be sure to shower or bathe regularly, use deodorant, brush teeth, etc.
- Do not conduct personal business on the job.
- Refrain from using cell phones and personal laptops or tablets while on the job.
- Resist the impulse to discuss your employer, coworkers, supervisor or your patrons/customers online.



STUDENT EMPLOYEE JOB RESPONSIBILITIES

CONTINUED

- Take appropriate break or rest time, as defined by your immediate supervisor.
- Accurately report the hours you work. Falsifying your timesheet is a **federal offense**.
- Give two weeks' notice when resigning.
- If you are a Work-Study student:
 - Monitor your Work-Study award balance
 - Notify your supervisor of any changes in your Work-Study award.
- Working on-campus you must comply with all UNT policy and regulations.
 - At your workstation you must comply with UNT Policy on Computer Use.
 - Maintain confidentiality under the Family Educational Rights and Privacy Act (FERPA), All students working on campus must sign a confidentiality agreement.
- Report any workplace accidents or injuries to your supervisor and UNT Risk Management immediately.



PROFESSIONALISM IN THE WORKPLACE

New Student employee positions are real jobs and should be treated as such. Consider your job as an opportunity for professional development and an excellent occasion for you to build skills you cannot learn in a classroom. For example, you could learn about office politics, chain of command, and how organizations work. In addition, your employer can later serve as a great character reference and can be an excellent resource for letters of recommendation.

Tips for the Workplace:

- Dress appropriately for your work environment. Remember that when you are at work, you represent not only your department, but also the University.
- When you leave a position, always give at least 2 weeks notice and write a letter of resignation.
- If you cease to be enrolled as a student, you are no longer eligible to work as a student employee. You are required to notify your employer if you stop taking classes.
- Please do not study while on the clock. **You are paid to work, not study!** This is a great opportunity to take initiative. Go to your supervisor and see if there are any additional projects you can work on.



TELEPHONES AND OTHER COMMUNICATIONS EQUIPMENT

14.003 COMPUTER USE

UNT provides each of its authorized users with one or more computer accounts that permit use of the university's computer resources. **Use of these resources is a privilege, not a right.** When using these resources, individuals agree to abide by the applicable policies of the University, as well as federal, state and local laws. The University reserves the right at any time to limit, restrict or deny access to its computer resources, as well as to take disciplinary and/or legal action against anyone in violation of these policies and/or laws.

- Respect the purpose of office copiers and fax machines. They are not intended for personal use.
- Personal long distance calls may not be charged to the University.



ATTENDANCE

Good attendance and punctuality are important and basic to success. If you are chronically absent or tardy you cannot fulfill the job for which you were hired.

Tips for the Workplace:

- Call your supervisor if you are not able to report for work. Failure to report for a scheduled shift is considered job abandonment and may result in disciplinary action up to and including dismissal.
- Always provide at least 30 minutes notice if you are ill and are not able to report for work.
- If you call in, be sure to speak directly to your supervisor.
- Do not let friends call in for you. A parent or spouse may call if you physically cannot call.
- Provide at least 2 days notice for any scheduled time off (i.e. exams, projects, vacation).



SEXUAL MISCONDUCT :YOUR RIGHTS AND DUTIES

UNT prohibits all forms of sexual misconduct, relationship violence, and stalking. “**Sexual Misconduct**” includes sexual harassment by hostile environment, sexual harassment by *quid pro quo*, non-consensual sexual contact, sexual assault, and sexual exploitation.

“**Non-consensual sexual contact**” is intentional contact with the breasts, buttocks, groin or genitals, touching another with those body parts or making another touch a person or themselves with those body parts, or intentional bodily contact in a sexual manner without consent.

“**Sexual exploitation**” is when a respondent, knowingly or recklessly, takes non-consensual or abusive sexual advantage of a complainant for the respondent’s own advantage or benefit, or to benefit or advantage anyone other than the complainant, e.g. voyeurism or public indecency.



SEXUAL MISCONDUCT :YOUR RIGHTS AND DUTIES

“Relationship Violence” includes domestic violence and dating violence. Domestic violence is a physical act of violence against a family member, household member, or former spouse. Dating violence is a physical act of violence against a complainant by a person who has been in a social relationship of a romantic or intimate nature with the complainant.

“Stalking” is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or to suffer substantial emotional distress e.g. acts such as following and monitoring a person or threatening a person.



SEXUAL MISCONDUCT: YOUR DUTY TO REPORT

Your duty to others as an employee:

If you become aware of suspected sexual misconduct, relationship violence, and stalking, you are required to immediately report the suspected violation to your direct supervisor and to the Office of Equal Opportunity. *Do not keep this kind of information secret, and do not engage in your own investigation!*

The university's responsibility towards you:

You are entitled to an educational and employment environment that is free of any discrimination, including sexual misconduct, relationship violence and stalking. If something happens, tell someone! If you are not comfortable speaking with your employer, speak with someone in the Office of Equal Opportunity or the Dean of Students Office.



SEXUAL ASSAULT

12.005 Prohibition of Sexual Assault and Retaliation

The University of North Texas is committed to maintaining work and educational environments free from sexual assault and retaliation. The university will not tolerate conduct that is inconsistent with this commitment at any of its locations, programs, and other activities.

Sexual assault is the intentional or knowing penetration, no matter how slight, of the sex organ or anus with any body part of object, or oral sex, without consent of the complainant. Consent is words or actions that show an active, knowing and voluntary agreement to engage in sexual activity.

You must report sexual assault allegations that you become aware of! Call the police as well if you have an emergency that involves sexual assault, and tell your supervisor immediately. You can also support a victim/survivor by referring them to the Survivor Advocate in the Dean of Students Office.



SEXUAL HARASSMENT

16.005 Sexual Harassment

The employment and educational environment throughout UNT shall be free from all forms of sexual discrimination and sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly.

As an employee, it is inappropriate for you to date or engage in sexualized behavior towards anyone you supervise at work, or any clients/customers at your workplace.

The university Consensual Relationships policy (05.021) expressly prohibits relationships between staff members in positions of authority and their subordinates.



DISCRIMINATION IN THE WORKPLACE

16.004 Nondiscrimination/Equal Opportunity, Affirmative Action, and Equity & Diversity Non-Retaliation

UNT policy prohibits discrimination on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status in its application and admission process, educational programs and activities, university facilities, or employment policies. The University takes active measures to prevent such conduct and immediately investigates and takes remedial action when appropriate.

Every member of the UNT community which includes employees, students and visitors must comply with federal and state laws and regulations and institutional policies including equal opportunity and affirmative action. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

If something happens, notify someone! If you are not comfortable speaking with your employer, speak with someone in the Career Center or Office of Equal Opportunity.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

07.018 FERPA

The Family Educational Rights and Privacy Act (FERPA), enacted in 1974, guarantees the confidentiality of student records. All student employees of UNT must familiarize themselves with the basic provisions of this federal law.

- Never, under any circumstances, release student information to anyone, unless your position specifically requires you to do so. Refer any requests for student information to your supervisor.
- Avoid acquiring student records information that you do not need to do your job.
- Never exchange information about students that you may have learned while performing your job. All student information acquired on the job must remain in the workplace. Even a minor disclosure of student information (e.g., telling another student about someone's class schedule) may be a FERPA violation.

All student employees who work on campus will complete FERPA training and sign an agreement not to violate this federal law. FERPA violations may result in disciplinary action, including, but not limited to, the loss of your job.



AMERICAN WITH DISABILITY & REASONABLE ACCOMMODATIONS

04.014 Reasonable Accommodations & Auxiliary Aids for People Administration with Disabilities

The University of North Texas will make reasonable adjustments in its policies and practices to ensure equal opportunity and access for qualified students, employees, and members of the public to applicable programs, services, activities and facilities. Proof of disability may be required if the disability is not evident.

Employees need to inform their supervisors if they have a disability and require an accommodation. It is best to ask the supervisor early in the employment relationship so that you have what you need to be successful on the job.



DRUG-FREE WORKPLACE

05.048 Drug-Free Workplace Statement

UNT specifically prohibits employees from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. All employees are responsible for following the University's Drug-Free Workplace policy (Policy No. 05.047). Pursuant to federal law, employees whose responsibilities are directly related to or funded by federal grants or contracts are also required to sign a Drug-Free Workplace Certification and Agreement.

Employees who violate the Drug-Free Workplace policy are subject to disciplinary action, up to and including termination of employment.



QUALITY OF WORK LIFE

05.025 Employment of Students for Hourly Positions

UNT Career Center assists student employees who feel that they have been treated unfairly by their supervisor or fear that their working conditions are not what they should be. The Career Center-Student Employment staff is happy to act as a sounding board and offer suggestions for dealing with your situation. In addition to informal counseling, the UNT Human Resources office facilitates a formal grievance process for employment-related incidents.

Please notify the Career Center or UNT Human Resources Office of anything that you feel is unethical or makes you feel uncomfortable. It is important that we know how our student employees are being treated in the workplace.



WORK STUDY PROGRAM

05.025 Employment of Students for Hourly Positions

The Federal Work Study Program was created under the Economic Opportunity Act of 1964. The objective is to provide part-time employment to students who need the extra income to help meet the costs of their education. Work Study positions are funded in whole or in part by federal or state funds awarded to a student based on financial need and requires the student to be enrolled at UNT during the time of employment.

Work Study students must:

- Be enrolled in at least half-time: Undergraduate: **6 hours** Graduate: **5 hours**
- Meet Standard Academic Progress (SAP): Undergraduate: **2.00** Graduate: **2.75**
- Cannot exceed working **20 hours** per week during each term and **29 hours** per week between terms.

For more information contact: Student Financial Aid Office

Call: 940-565-2302

Email: collegeworkstudy@unt.edu



HOUR AND SCHEDULING LIMITATIONS

05.025 Employment of Students for Hourly Positions

1. An Hourly Student Employee may not work more than a total of **twenty-five (25) hours per week**, regardless of the number of positions held on campus at one time. Between long semesters (Fall/Spring), an Hourly Student Employee may not work more than a **total of forty (40) hours per week**.
2. International students are subject to the terms and conditions of their visa/work authorization status and may not work more than a total of **twenty (20) hours per week** except as authorized by UNT Policy 05.010.
3. College Work-Study students may not work more than **twenty (20) hours per week**.
4. Hourly Graduate Research Assistants may not work more than **nineteen (19) hours per week**.



BENEFITS

- Hourly Student employees are not eligible for University benefits.
- Hourly Student employees are not eligible to receive paid holidays, retirement, vacation nor sick leave.
- Hourly Student employees are covered under the University's workers' compensation, automobile, and employee practices liability insurance programs.
- Hourly Student employees are eligible to participate in Direct deposit.



PAYROLL AND TIMESHEET

A very important aspect of your job responsibility will be properly completing your timesheet. This is the means by which your paycheck is calculated. It is a good practice to maintain your timesheet daily, by recording the number of hours that you worked (i.e. 4 hours) and the specific time that you worked (i.e. 1:00–5:00 p.m.). **It is very important to do and/or know the following:**

- Keep accurate records of the hours you work.
- Submit your timesheet in a timely manner every two weeks.
- If you don't receive a paycheck, check with your supervisor first. If the supervisor cannot resolve the issue, then students should contact UNT Business Service Center.
- Falsification of timesheet/misreporting of hours worked is illegal and grounds for **immediate termination** of employment.



STUDENT EMPLOYEE FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA) EXEMPTION

Section 3121(b)(10) of the Internal Revenue Code exempts UNT students who work for the University from Social Security and Medicare coverage. In order to be considered eligible, students must be enrolled at least half-time at UNT as defined by the UNT Registrar office.

Work performed during school holidays and breaks between academic periods is eligible for the exemption if:

- The break is less than 5 weeks long, and
- The student is enrolled or eligible to enroll in the first academic period following the break.



ON THE JOB ACCIDENT

Workers' Compensation is a no fault coverage for all employees (full-time, part-time, hourly, student employees) who are injured while working within the course and scope of their job duties. Workers' Compensation Insurance (WCI) provides full medical coverage and, where applicable, weekly compensation benefits for employees who incur accidental injuries as a result of a work related injury.

- If someone is injured, contact **Risk Management Services (RMS) at 940-565-2109.**
- All completed forms should be submitted to RMS within **48 hours.**



SAFETY & SECURITY PROGRAMS

UNT Police Department

“FREE” Public Safety classes available. Visit www.police.unt.edu for more details.

- Personal and Campus Safety
- How to respond to an Active Shooter
- Theft Prevention
- Alcohol and Drug Awareness
- Self-Defense Training (TEST)
- ID Theft Protection
- Cooperative Police Contact

UNT Emergency Management

“FREE” campus safety classes available. Visit www.emergency.unt.edu for more details.

- Active Shooter Videos
- Students with Disabilities
- Emergency Supply Kits
- Shelter and Evacuation
- Severe Weather
- Emergency Plans



Stay Informed. Sign-up for **Eagle Alert** to receive Campus-wide Emergency Alerts & Notifications.



CARE TEAM

UNT is committed to providing a working environment that is conducive for employees to grow in their professional fields while providing a safe campus environment. Through the creation of a collaborative interdisciplinary team, UNT will provide a caring, program of identification, assessment, intervention and response to individuals in crisis or whose mental, emotional or psychological health condition directly threatens the university community.

- Resource for assisting distressed students
- **Does not take the place of first responders**
- Bystander Intervention: if you are concerned a student could be threat to self or others
- Don't ignore little signs: Texts or posts on social media outlets

CONTACT CARE TEAM:

WEEKDAYS FROM 8 AM – 5 PM

CALL: (940)565-4373 OR **EMAIL:** CARETEAM@UNT.EDU



BECOMING A YOUNG PROFESSIONAL

Student employees are encouraged to participate in developmental trainings programs offered by the Career Center.

- **Career Education Workshops**

Workshops are held throughout the year covering topics such as Choosing a Major, Resume Preparation, Interview Techniques, Career Planning, Job Search Strategies, and many other professional development topics.



NATIONAL STUDENT EMPLOYMENT WEEK

- The second full week of April each year, UNT joins the National Student Employment Association, the Southern Association of Student Employment Administrators, and hundreds of colleges and universities across the nation in celebrating National Student Employment Week (NSEW). This week gives us the opportunity to show our appreciation for student employees' contributions, and the juncture to draw awareness, both on and off campus, of the influences student employees make in our day to day operations.
- UNT Career Center sponsors an annual award for the **Student Employee of the Year**. In March each year, supervisors nominate outstanding student employees for this award.



TEST YOUR KNOWLEDGE

TRUE / FALSE

T/F If you don't receive a paycheck, you should check with your supervisor first.

This answer is True.

T/F Falsification of timesheets is grounds for immediate termination.

This answer is True.

T/F You can make as many personal phone calls as you want while working.

This answer is False.

T/F The purpose of FERPA is to protect the privacy rights of students' Educational Records.

This answer is True.

T/F You should consider all office information and communication confidential!

This answer is True.

T/F Between long semesters (Fall/Spring) all student employees can work up to 40 hours per week.

This answer is False. Work Study, International students and Hourly Graduate Research Assistants have different hourly limitations.

T/F I have an exam that only takes me 15 minutes because I studied hard. Since I'm done early I can go on to work.

This answer is False. Class 1st, Job 2nd. Hiring Managers must not schedule or allow students to work during scheduled class times.

T/F You have up to one week to report an on the job injury to the Risk Management.

This answer is False. All on the job injuries must be reported within 48 hours.



TEST YOUR KNOWLEDGE

Examples of sexual harassment includes:

- A. Offensive sexual flirtations
- B. Pinching
- C. Obscene gestures
- D. All of the above **Correct Answer**

Policy 05.025 Employment of Students for Hourly Positions applies to:

- A. The Hiring Manager
- B. Faculty and staff
- C. All University employees. **Correct Answer**
- D. Only student employees

MULTIPLE CHOICE

Which of the following is considered unprofessional?

- A. Not calling in if you are ill and cannot come to work
- B. Providing only 10 minutes notice for time off
- C. Changing your schedule each week to accommodate personal commitments
- D. All of the above **Correct Answer**

For student employees working on-campus employment, completing New Student Employee Orientation is which of the following:

- A. Voluntary, unpaid and can be completed anytime before or after I get the job.
- B. Mandatory, paid time and to be completed within the first 30 days of employment. **Correct Answer**



SKILLS ASSESSMENT

- Now it's time to take the skills assessment. Once you achieve a score of 100%, you will be able to download and print a Certificate of Completion. Please add your name to the certificate and print two copies, one for your personal records and one for your supervisor. Ask your supervisor to sign.

You can access the skills assessment by clicking on the link below or visiting our website.

[HTTPS://UNT.AZ1.QUALTRICS.COM/SE/?SID=SV_5TMLZ55EJWROR1H](https://unt.az1.qualtrics.com/se/?sid=sv_5TMLZ55EJWROR1H)



Questions?

If you have questions regarding student employment:

- Call us at **(940) 565-2105**
- Email student.employment@unt.edu
- Come by our office: **Chestnut Hall, room 103**

