

Oregon TECH

Student Employment Guidelines 2020



- 👁️ Read *before* starting the hire process
- ☑️ Follow the checklist at the end
- 📖 Refer when needed while supervising

Student Employment Guidelines

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Student Employment Guidelines

OVERVIEW

Student Employment is a coordinated effort across the university and many departments contribute to this effort. These Student Employment Guidelines provide information regarding the hiring and employment processes for student workers at all Oregon Tech locations.

Oregon Tech employment opportunities provide students with income and practical work experience. **Student employees are students first and foremost.** Their employment as a student employee is secondary to their academic endeavors. University supervisors should consider the academic goals, activities, and commitments of student workers when scheduling work shifts.

- **Supervisors are required to thoroughly review the Student Employment Guidelines before recruiting and hiring students.**
- **A checklist for recruiting, hiring, and onboarding is at the end of this document.**
- **Subject matter experts for additional questions are noted below.**

DIVERSITY, AFFIRMATIVE ACTION, AND EQUAL EMPLOYMENT OPPORTUNITY

NON-DISCRIMINATION

It is the policy of OIT that all persons shall be treated equally and fairly, and an environment free of illegal discrimination and harassment shall be maintained. The University expressly prohibits discrimination based on race, color, gender, marital status, national origin, age, disability, religion, pregnancy, sexual orientation, gender identity or expression, or any other consideration not directly and substantively related to effective performance; and in compliance with all relevant federal, state and local laws and regulations. This commitment includes taking affirmative action in employment decisions and practices; promoting discourse and activity which seek to enhance campus diversity and which mirrors the pluralism of our society; ensuring prompt and impartial consideration of any discrimination complaint; and equitably resolving any such complaint found to have merit.

For more information see <https://www.oit.edu/faculty-staff/human-resources/diversity-inclusion>.

EQUITY IN RECRUITING

JOB POSTS (ADS)

Students must have equal and timely access to all job openings.

Student jobs **MUST** be posted through the Career Services online job board *Handshake*.

Career Services will post student jobs on behalf of departments and faculty within two (2) business days. Students are required to submit a resume to apply via Handshake (and it is a great opportunity for them to learn how to do so). You may ask them to submit a separate application as well.

[Click here to post a student job](#)

Student Employment Guidelines

Even though a hiring manager may have someone in mind to hire, every qualified applicant must be considered before a job offer is extended. In order to comply with federal and state law, the student employee position must be advertised on Handshake and the qualifications of other eligible applicants must be considered prior to making a hiring decision.

RECRUITING PERIODS

Equal employment opportunity compliance requires the provision of a recruiting period wherein persons may learn of available opportunities and be considered before a job offer is extended.

The minimum period to post a job is one (1) business day to provide a pool of qualified applicants. To the extent possible, jobs should be announced while classes are in session. In all cases, supervisors should postpone hiring non-Oregon Tech student applicants until it is evident that no qualified Oregon Tech student applicants are available.

The maximum period to post a job during the school year is sixty (60) calendar days. Positions posted during the summer seeking student employees for Fall term may be posted for a longer time period.

SCREENING, INTERVIEWING, AND HIRING

Interviews and/or application forms used to screen applicants must not contain requests for information pertaining to prohibited criteria (see Non-Discrimination above). Consideration of applicants must be based on whether they meet the essential qualifications for the job described in the posted job announcement.

[Questions? Contact Career Services](#)

APPLICANTS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT (ADA)

Compliance with the employment provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, as amended, and Chapter 659 of the Oregon Revised Statutes is required. These laws give protection to job applicants who have disabilities and can perform the essential functions of the job.

Keep in mind the following points when selecting applicants:

- A hiring manager may not deny consideration for the job to an applicant who has a disability that is apparent or of which the hiring manager is aware.
- To determine applicants who should be considered for the job, the hiring manager should ask all applicants the following question: *Can you perform the essential functions of the position, with or without an accommodation?* A positive response obligates the hiring manager to further consider an applicant for hire.
- The hiring manager may not ask an applicant if they have a disability, chronic health condition, or any physical or mental impairment.

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- The hiring manager may not inquire into the nature of a person's disability (whether the disability is apparent or is one of which the employer is aware) unless and until an offer of employment is presented to the applicant. At that time, the hiring manager can inquire regarding any accommodations that might be needed to perform the job functions. The hiring manager may also request documentation of the impairment, within specific limits.

If the student applicant/employee informs the hiring manager of a necessary accommodation, the hiring manager should work with the Office of Human Resources.

[Questions? Contact the Office of Human Resources](#)

FEDERAL WORK-STUDY

Federal Work-Study (FWS) is a need-based aid program that allows students to work and earn money to apply toward educational expenses. Students must apply for financial aid so that their eligibility for FWS can be determined. If eligible, a student's award amount is noted on their *Offer of Financial Aid* notice that is visible to students on TECHweb (Web for Students).

Hiring managers who hire students with a FWS award pay 25% of the student's hourly pay rate and the remaining 75% is paid from FWS funds allocated to Oregon Tech by the U.S. Department of Education (until the award is exhausted). Obviously, the student employment budget goes further with work-study employees.

Hiring managers with significant budget constraints may require that applicants have an FWS award in order to apply, but this will limit the pool of applicants.

Students with Federal Work-Study awards are responsible for keeping track of how much of their award is expended monthly in wages. However, the Payroll Service office will notify the hiring manager whenever possible when the student is within \$200 of the award.

The hiring manager should discuss in advance with the student employee whether employment will continue on regular wages when the work-study allocation has been earned, or whether employment will be terminated at that time.

Note: Jobs are posted to all students. When hiring a student who does not have a FWS award, you may encourage them to check with Financial Aid to see if any additional FWS funds are available.

[Questions? Contact Financial Aid](#)

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HIRING PRIORITIES

The most qualified student applicant should be hired. When faced with choosing between equally qualified* applicants, the hiring manager should select according to the following established hiring priorities:

PRIORITY 1: Full time Oregon Tech students (12 credits or more) enrolled in the current Term.

PRIORITY 2: Part time Oregon Tech students (1-11 credits) enrolled in the current term.

PRIORITY 3: Newly admitted Oregon Tech students for the upcoming term

PRIORITY 4: Oregon Tech students enrolled the previous term but taking the current term off and planning to pre-register and enroll at Oregon Tech for the upcoming term.

PRIORITY 5: Non-Oregon Tech students

*Equally qualified applicants include, but are not limited to, applicants who have the same relevant work experience, education, training, certifications, licenses, etc.

[Questions? Contact Career Services](#)

COMPENSATION

HOURLY PAY RATE

The State of Oregon requires the following minimum wage rates based upon the location within the state in which the work is being performed.

Klamath Fall Campus falls within the Nonurban category. Portland-Metro Campus falls within the Portland Metro category. Chemeketa falls within the Standard category. Other work locations may fall in other categories.

Date	Standard	Portland Metro	Nonurban Counties
July 1, 2019	\$11.25	\$12.50	\$11.00
July 1, 2020	\$12.00	\$13.25	\$11.50
July 1, 2021	\$12.75	\$14.00	\$12.00
July 1, 2022	\$13.50	\$14.75	\$12.50
July 1, 2023	Adjusted annually based on the increase, if any, to the US City average Consumer Price Index for All Urban Consumers	\$1.25 over the standard minimum wage	\$1 less than the standard minimum wage

Student employees must be assigned an hourly pay rate between the minimum wage and \$2.00 above the minimum wage per hour.

EXCEPTIONS:

- Pay rate exceptions approved by the Vice President of Finance and Administration in advance of posting the wage in the job announcement. [Pay Rate Exception Request forms can be found ???](#)
- Specified hourly rates provided as part of an academic research grant.

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- Specified hourly rates established by a contract with an outside agency.

The hiring manager must establish the rate of pay for a job by considering market conditions on campus such as the probable number of qualified candidates, working conditions, departmental budget constraints, and the rate across campus or in the hiring department for similar types of jobs.

OVERTIME PAY

Student employees are Non-Exempt under the Fair Labor Standards Act (FLSA), meaning they are eligible for overtime. Overtime is hours worked over 40 in a work week (Sunday 12:00 a.m. – Saturday 11:59 p.m.) and is compensated at a rate of not less than one and one-half the employee's regular rates of pay. However, students are limited to working 8 hours per day and 20 hours per week while school is in session and therefore should normally not be able to earn overtime.

MERIT PAY RAISES

Merit pay raises may be given according to departmental criteria. Raises must be in even increments that end in zero (0) or five (5) (e.g., not \$0.24/hour raises) and the resulting pay rate must not exceed \$2.00 over the minimum wage per hour unless granted an exception (see above).

Merit Pay Raise forms are available on the Payroll Operations web site <https://www.oit.edu/faculty-staff/payroll-operations> (not there?) The completed form must be submitted to the Payroll Operations office prior to the payroll of the month that the pay raise becomes effective.

[Questions? Contact Payroll Operations](#)

HOURS OF WORK

WORK SCHEDULES

Student employees are limited to working **eight (8) hours per day and twenty (20) hours per week for all student jobs combined** while classes are in session during the academic year, and eight (8) hours per day and forty (40) hours per week over term breaks and during summer term, regardless of the number of jobs held at any one time.

EXCEPTION: Student employees may request exceptions to this policy through the Vice President of Student Affairs. The hiring manager will be notified of this exception if approved. The form to request this exception is [located here](#).

When supervisors are creating work and break schedules, they should keep in mind that student workers often have multiple jobs on campus.

Hiring managers should be aware that students working an average of 30 hours per week or more, or 130 hours per month or more may become benefits eligible under the Affordable Care Act (ACA). Federal work-study hours are not subject to ACA rules, all other working hours are. The monthly budget charge for benefits is \$1,614. Hiring managers with specific questions on eligibility should be directed to the [Office of Human Resources](#).

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MEALS AND REST PERIODS

In accordance with the State of Oregon laws for meals and rest periods, the following breaks are required:

- Rest periods must be taken in addition to and separately from required meal periods.
- The rest period(s) and meal break(s) should be taken as nearly as possible to the middle of the work segment(s).

Length of work period	Number of paid 10-min rest breaks required	Number of unpaid 30-minute minimum meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 8 hrs*	2	1

*Student employees may NOT work more than 8 hours per day.

TIME REPORTS

To comply with federal law, student employees must report all hours worked. Student pay periods end on the 15th of each month. Students must complete and submit their time sheet in Web for Students via TECHweb by the 16th of each month.

Student employee timesheet instructions can be found [here](#).

Supervisor timesheet approval instructions can be found [here](#).

[Questions? Contact Payroll Operations](#)

BENEFITS

HEALTH INSURANCE/RETIREMENT

Student employees do not qualify for retirement benefits. Student employees do not normally qualify for health insurance, except under the provisions of the Affordable Care Act (ACA). There is a budget charge for benefits.

UNEMPLOYMENT

Student employees do not qualify for unemployment benefits.

SOCIAL SECURITY/MEDICARE

Student employees do not pay Social Security or Medicare taxes if they are enrolled in at least six (6) credits.

SICK LEAVE

Accrual: Under Oregon law, student employees accrue one (1) hour of sick leave for every thirty (30) hours worked up to a maximum accrual of forty (40) hours of sick leave per year. Hours worked as part of a Federal Work Study (FWS) award are NOT included in this calculation.

Use: Student employees may use their accrued sick leave starting the 91st calendar day after they begin working on campus. Student employees may check their sick leave balance on Web for Student (go to the *Employee* Menu and select *Leave Balances*). If no sick leave is used, accrued sick leave may be rolled over to the following fiscal year. The student employee accrued sick leave balance has a cap of eighty (80) hours. A maximum of forty

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(40) hours may be used per year. Student employees may not cash out (receive monetary compensation) unused sick leave when they leave the university.

[Questions? Contact Payroll Operations](#)

ONBOARDING AND TRAINING

ONBOARDING

Student employees need to be onboarded just like other employees. There are many steps to follow (see checklist at the end of this document). Time spent onboarding and training a student employee will help them to be successful and help your department gain the most value from their work.

REQUIRED TRAINING

Student employees should clearly understand the **expectations of the job**.

- ✓ A best practice for supervisors is to review the full job description during the onboarding process to ensure clarity. Some supervisors find it helpful to have a contract that is signed by both student and manager to solidify this understanding.

Student employees who will be accessing student records are required to complete student **FERPA training** (access [here](#)).

Student employees are required to complete relevant **occupational safety training**. Hiring Managers should contact the [Environmental Health and Safety Office](#) for more information.

Title IX training for student employees is in progress. Please contact the [Office of Human Resources](#) for more information.

OPTIONAL TRAINING

Many other training options exist across campus, such as Customer Services, Safe Zones, Diversity/Equity/Inclusion. Please contact Career Services if you are interested in these opportunities and we can refer you to the department that conducts the training.

[Questions? Contact Career Services](#)

TECHNOLOGY ACCESS

Student Worker Accounts

ITS creates special **Student Worker (SW) accounts** to help separate *student* network interactions from *student employee* network interactions. This includes access to printing for your department index, access to shared department files, access to shared email inboxes, access to Teams and Zoom, etc. The process of requesting a student worker account is automated through [TECHweb](#) (search for “Student Worker” in the search bar). **Students will get a separate SW email** which is different from their regular first.last@oit.edu email, and use this to log in to their SW accounts.

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Return to this tile on TECHweb to edit permissions, and to remove permissions when a student worker leaves.

Microsoft Teams and Zoom

Once a SW has an SW email address you can add them to your department Teams.

All SW's get access to Zoom. They must login to TECHweb using their SW account then click on the Zoom tile.

This will link their SW account to Oregon Tech's Zoom license.

[Questions? Contact ITS](#)

PERFORMANCE

ACADEMIC STATUS

While employed, student employees must maintain Oregon Tech enrollment and satisfactory academic standing (both term and cumulative Oregon Tech GPA of at least 2.0.) except for those student employees hired as Priorities 4 or 5. Student employees using a Federal Work-Study award must be enrolled in at least six (6) credits per term to be eligible to receive Federal Financial Aid.

PERFORMANCE REVIEWS

Performance reviews, either formal or informal, should be given on a regular basis. These reviews should occur at least once per year, but more often whenever possible. Student employees have the right to request written copies of performance reviews.

CORRECTIVE/DISCIPLINARY ACTIONS

Corrective Action is a preventative measure taken to promote compliance with established University rules and/or expectations or general workplace standards in an effort to improve or modify unacceptable behavior or performance.

Disciplinary Action is formal actions taken when either corrective measures fail to correct a previous problem or the seriousness of the offense warrants more formal measures. Disciplinary Actions can only be imposed after consultation with the Office of Human Resources.

TERMINATIONS

A student employee or a supervisor may end the student's employment at any time and for any reason. Student employment at the University is at-will employment, meaning that the employment relationship may be terminated at the will of either party unless a law, rule or policy prevents the separation.

As good practice, if the student employee is being terminated due to lack of acceptable performance, the supervisor should notify the Office of Human Resources prior to informing the employee. The student employee should be provided with an opportunity to correct the performance and succeed. Clear reasons should be given for the termination and the student should be provided with the opportunity to discuss the termination with the supervisor.

Resignation or termination may be given verbally; however, students and supervisors are strongly encouraged to provide such notice in writing to eliminate confusion or misunderstanding.

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GRIEVANCE PROCEDURES

A student employee has the right to file a grievance resulting from the hiring manager's recruiting, hiring, or employment decisions, or arising from a disagreement that, in the employee's opinion, creates an injustice. The employee shall present the grievance in writing to the immediate supervisor within twenty (20) work days of the date of its occurrence.

Student employees are encouraged to make every effort to resolve the problem with the hiring manager. If satisfaction is not achieved through discussion with the hiring manager, the student should contact the Office of Human Resources.

Depending upon the actions of the student employee, some actions may cross over between a student action and a student employee action. In such cases, both the Office of Human Resources and Student Affairs will work collaboratively to assist supervisors and departments.

Questions? [Contact Career Services](#)

UNIVERSITY POLICIES

WORK-RELATED INJURIES

In the event of a work-related illness or injury, the student employee and supervisor must do the following:

- Notify the hiring manager when the injury/accident occurs. All injuries must be reported regardless of how minor they may appear.
- If no medical attention (other than first aid) is required at the time, the hiring manager will work with the student employee to complete an [Oregon Tech Incident Report](#).
- If medical attention is required at a later date, [SAIF Form 801](#) may be completed.
- Refer the student employee to the Office of Human Resources for questions and for assistance with the process.

Questions? [Contact the Office of Human Resources](#)

DRIVING ON THE JOB

Student employees may not use their own vehicles in connection with campus employment. In order to drive a state-owned or rental vehicle for job-related purposes, the employee must be registered with the Campus Safety office and obtain a [Driver Certification Form](#). Under Oregon Law, drivers must be at least 18 years of age in order to operate motor vehicles as part of employment.

Questions? [Contact Campus Safety](#)

DISCRIMINATION/SEXUAL HARRASSMENT

Student employees have the right to work at Oregon Tech free of discrimination and sexual harassment. Supervisors should be familiar with Oregon Tech's policy regarding discrimination, sexual harassment, and consensual relations.

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For more information see <https://www.oit.edu/faculty-staff/human-resources/diversity-inclusion>

Questions? [Contact the Office of Human Resources](#)

DRUG-FREE WORKPLACE

Oregon Tech is committed to maintaining a drug-free workplace for its employees and students, and those who use or come into contact with the College, to ensure safe working conditions, and to this end Oregon Tech has established a [DRUG FREE CAMPUS POLICY \(OIT-30-034\)](#). The policy states Oregon Tech prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances by employees and students on college premises or as part of any College activity. It also says that non-compliance with this policy may result in penalties up to and including expulsion from the College or termination of employment. Criminal sanctions for violation of use or possession of a controlled substance may result from misdemeanor or felony charges.

Questions? [Contact the Office of Human Resources](#)

FORMS AND INFORMATION

Student employment forms and resources can be found on TECHweb: **Student Employment**

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CONTACT INFORMATION - all locations noted are on the Klamath Falls campus

CAMPUS SAFETY

Campus Safety provides driver certification for student employees.

541.885.1117 | ed.daniels@oit.edu | Cornet Hall, Room 131A | www.oit.edu/faculty-staff/campus-safety

CAREER SERVICES

Career Services coordinates Student Employment and facilitates the recruitment of student employees.

541.885.1020 | career@oit.edu | LRC, Room 219B | www.oit.edu/career-services

FINANCIAL AID

Financial Aid manages the Federal Work-Study program, in which the Federal government provides support for student employment both on- and off-campus.

541.885.1280 | dollars@oit.edu | College Union, 1st floor | www.oit.edu/college-costs/financial-aid

OFFICE OF HUMAN RESOURCES

Human Resources assists with human resource matters related to student employees.

541.885.1108 | oithr@oit.edu | Snell Hall, Room 108 | www.oit.edu/hr

OCCUPATIONAL SAFETY

The Environmental Health/Safety Office assists with Occupational Safety and New Employee training.

541.885.1556 | Sherry.Himelwright@oit.edu | Cornet Hall, Room 131

PAYROLL OPERATIONS

Payroll Operations facilitates the student hiring process and administers student payroll.

541.885.1211 | payroll@oit.edu | Snell Hall, Room 109 | www.oit.edu/faculty-staff/payroll-operations

STUDENT AFFAIRS

Student Affairs (Dean of Students) administers the Student Code of Conduct. The purpose of the Code of Conduct is to educate students about their civic and social responsibilities as members of the University community. Student Affairs also approves student employee requests to work more than twenty (20) hours per week.

541.885.1011 | student.affairs@oit.edu | College Union, Room 217 | www.oit.edu/student-affairs

TITLE IX AND AFFIRMATIVE ACTION COMPLIANCE

The Title IX Coordinator and Affirmative Action Officer ensures Oregon Tech remains compliant with Title IX and Affirmative Action laws, prohibiting discrimination on the basis of protected class status.

541.885.1108 | oithr@oit.edu | Snell Hall, Room 108 | www.oit.edu/hr

Student Employment Guidelines

Follow these steps to recruit, hire, and onboard a student employee...

STEPS TO RECRUIT

- Create a complete and detailed position description. The position description will be used for recruitment, evaluation, and training.
- Work with your budget authority to obtain funding approval for the position.
- Write a job posting based on the position description that includes a description of your department, a description of the job, required and desired qualifications, job details (hours per week, etc.) and how to apply. More detailed Information in the job post results in more qualified applicants.
- Use this information to request a job posting using [this link](#) or by going to <https://www.oit.edu/career-services/faculty-staff>. You do NOT need a Handshake account. You may want to promote your posted student job by notifying students by email, app, social media, in-person, or through other marketing channels. Refer them to Handshake to apply.
- SAVE the email** you receive from Career Services after your job is posted. It contains the Job Title, Job Number, and Duties. You will need this information to submit a Hire Form when you have selected a student.
- Interview, select and notify final candidate(s). Discuss (optional) reference checks and/or background check process with them.
- Retain recruitment records for three years.

[Questions? Contact Career Services](#)

STEPS TO HIRE

Before a student employee can begin working ANY hours for Oregon Tech, the follow steps must be completed:

- Review the information in the Student Employment Guidelines to ensure that the student seeking employment is eligible for employment by meeting all applicable requirements.
- ****Complete the Hire Form using the information you received from Career Services when your job was posted. Go to [TECHweb](#) (click on Faculty/Staff and then click on *Hire a Student*). Your request will be routed by Payroll Operations for approvals.
- **** Check in with student to make sure they have seen the email from Payroll Operations and completed their new hire paperwork. *For students who have never worked on campus, getting approved can take some time as they must submit I-9 (identification) documents which they may not have with them on campus. International students must have an offer of hire in order to obtain a Social Security Number, which can take weeks. Allow plenty of time and be sure to stay in touch with the student.*

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****PLEASE NOTE: If the above steps are not followed, the student employee will not be paid, and departments will be out of federal compliance.**

- The Hiring Manager will receive an email from Payroll Operations at the time the student employee is cleared to work. **Student employees CANNOT begin working in any capacity until this is received.** If the hiring manager has not received this notification, they should first contact the student to see where they are in the approval process.
- Notify candidates who were not selected after your new hire is approved to work.

Questions? [Contact Payroll Operations](#)

STEPS TO ONBOARD

- Check out the **Canvas class** related to Student Employment onboarding: contact [Jolyn Dahlvig](#) for more information.
- Orient the student to their work schedule, job duties, and work procedures. Discuss plans for any needed on-the-job-training. Note: Hours spent training are considered work **hours**.
- Ensure that your student employee knows when (by the 16th of each month) and how (TECHweb/Web for Student) to submit their timesheet for approval.
- Discuss work performance evaluation schedules and provide in writing any special work expectations. **It will be beneficial to both the employee and supervisor if expectations are documented and acknowledged in writing.**
- Contact [Environmental Health and Safety Office/Occupational Safety](#) about required safety training. (Even student employees working in an office environment have required safety training.)
- Provide safety equipment or protective clothing, if needed.
- Contact [Campus Safety](#) if the student will be driving a state-owned or **rental** vehicle on the job.
- Direct student employees who will be accessing student records to complete **student FERPA training** (access [here](#)).
- Request a **Student Worker email address** for student workers who will be using university networks, printers, and databases and/or emailing others as part of their job. Search "Student Worker" on [TECHweb](#).
- Contact the [Office of Human Resources](#) for more information about Title IX training.

Questions? [Contact Career Services](#)

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WHEN A STUDENT WORKER LEAVES THEIR JOB

- Email payroll@oit.edu to inform them.
- Go to [TECHweb](#), search for “Student Worker”, and change permissions for your student employee so that they no longer have network access to your department files and information.
- Did your student worker do a great job while employed? Write them a recommendation on LinkedIn, or offer to be a reference in their job search.
- Retrieve safety equipment or any other materials provided.