



Student Employment Guidelines

OVERVIEW

The Student Employment Guidelines provides information regarding the hiring and employment processes for student workers at Oregon Tech campuses.

Oregon Tech student employment opportunities provide income and practical work experience. An additional benefit to students is that they pay no social security or Medicare tax on student employment wages if they are enrolled in 6 or more credits. Student employees are students first and foremost. Their employment is secondary to their academic endeavors. University supervisors of student workers are to be cognizant of the student's academic pursuits and consider the student's academic activities and requirements when scheduling work shifts.

It is the responsibility of the supervisor and department head to thoroughly review the information contained in the Student Employment Guidelines to ensure compliance with Oregon Tech, State of Oregon, and federal hiring practices.

DIVERSITY, AFFIRMATIVE ACTION, AND EQUAL EMPLOYMENT OPPORTUNITY

As an equal employment opportunity (EEO)/affirmative action (AA) employer, Oregon Tech requires that no person experience discrimination based on age, race, religion, color, gender, sexual orientation, marital status, gender identification, disability, national origin or citizenship.

ACCESS TO OPEN POSITIONS

Students must have equitable and timely access to all job openings. All student employment opportunities must be posted on Handshake, an online career platform managed by Career Services.

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.

NON-DISCRIMINATION

Recruiting, hiring, and employment practices must be conducted without discrimination on the basis of age, race, religion, color, gender, sexual orientation, marital status, gender identification, disability, national origin, or citizenship.

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

JOB POSTINGS

RECRUITING PERIODS

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

The minimum period to post a job is 5 business days to provide a pool of qualified applicants. To the extent possible, jobs should be posted while classes are in session.

The maximum period to post a job during the school year is one academic term. Jobs posted after the 5th week of a term can be posted until the end of the following academic term. Positions for fall term posted during the spring or summer terms may be posted until the end of fall term.

JOB DESCRIPTIONS

A detailed job description is the best way to attract qualified applicants, convey objective selection criteria, and provide effective performance management. See [Faculty and Staff | Oregon Tech](#) for a Position Description Template. The job description should outline the job duties, logistics such as start date, hourly wage, and any required qualifications related to the skills and experience necessary to perform the essential functions of the job. Inadequate details in the job description leave the supervisor, the hiring department, and Oregon Tech open for potential compliance issues in hiring practices.

SELECTION

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, and Chapter 659 of the Oregon Revised Statutes is required. These laws give protection to disabled job applicants who 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.

- 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 of) unless and until an offer of employment is presented to the applicant. At that time, the hiring manager can inquire regarding any accommodation that might be needed to perform the job functions. The hiring manager may also request documentation of the needed accommodations through Disability Services.
- If the student applicant/employee informs the hiring manager of the need for an accommodation, the hiring manager should work with the Office of Human Resources.

Questions? Contact Office of Human Resources, OITHR@oit.edu, 541.885.1074.

FEDERAL WORK-STUDY PREFERENCES

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 submit the Free Application for Federal Student Aid for Financial Aid to determine eligibility. If eligible, a student's award amount is noted on their *Financial Aid Offer*. 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 work-study funds allocated to Oregon Tech by the U.S. Department of Education (until the award is exhausted).

Students with Federal Work-Study awards are responsible for keeping track of how much of their award is expended monthly in wages. The hiring manager should discuss in advance with the student employee whether employment will continue as regular wages when the work-study allocation has been expended, or whether employment will be terminated at that time. Students must be paid for all hours worked even if they have gone over their FWS award. It is the financial responsibility of the hiring department to pay an overage if it occurs.

Note: All Oregon Tech on-campus student employment jobs are posted and viewable to all students and are eligible to be used with FWS. When hiring a student who does not currently have an FWS award, you may encourage them to check with Financial Aid to see if they are eligible.

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.

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

RECRUITMENT

STEPS TO RECRUIT

- ☐ Work with your budget authority to obtain funding approval for the position utilizing the [Student Employment Classification and Compensation Plan](#).
- ☐ Create a detailed position description. You can find a Position Description Template at [Faculty and Staff | Oregon Tech](#). The position description will be used for the recruitment, evaluation, and training components of the position as well as workers compensation rate placement. SAVE your position description for future hiring or reference. Position descriptions cannot be retrieved once a job posting has expired.
- ☐ To request a job posting visit [Faculty and Staff | Oregon Tech](#) and follow the instructions under Hire a Student. The hiring manager/team will receive an email from Handshake for every application to your job posting. These emails contain downloadable PDFs of that applicant's materials. You do not need access to Handshake to view applications.
- ☐ Review all applications and interview all qualified applicants.
- ☐ Select and notify the final candidate(s). Discuss (optional) reference and/or background check process with them.
- ☐ Notify candidates who were not selected. Please reach out to Human Resources or Career Services if you need a non-selection statement.
- ☐ Retain recruitment records (e.g., candidate interview notes, hiring team notes) in the department for three years.

HIRING

STEPS TO HIRE

Before a student employee can begin work, the following steps must be completed:

- ☐ Fill out the hiring form received from the Payroll Office. This email will go to the hiring manager listed in the job posting and cannot be sent to a student. If you did not receive this link, please email payroll@oit.edu.
- ☐ **New student employees will receive an email from Oregon Tech prompting them to complete new hire paperwork.

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

- ☐ You will receive an email from Payroll Services at the time the student employee is approved to work. Student employees **CANNOT** begin working in any capacity until the email from Payroll

Services is received. Fine and penalties received via an audit will be charged to the department index that caused the penalty.

- ☐ Once notification is received that the student is eligible to begin work, the hiring manager should orient the student employee about their work schedule, job duties, and work procedures. Discuss onboarding, training, online resources, and expectations.
- ☐ Create a Student Worker email account in the [Manage Student Worker Accounts](#) tile in TECHweb.
- ☐ Provide safety equipment or protective clothing, as needed. Direct the student to the [Resilience Emergency Management and Safety tile](#) in TECHweb for additional training and resources. Student employees should also complete [FERPA training](#) annually.
- ☐ Discuss work performance evaluation schedules and provide expectations in writing . It will benefit both the employee and supervisor if expectations are documented and acknowledged in writing.
- ☐ Notify Payroll at payroll.oit.edu when the student has ended their employment with your department.

COMPENSATION

HOURLY PAY RATE

Oregon Tech student employees must be paid at least the minimum wage for the location in Oregon where 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.

Minimum wage for the state is set annually and changes, July 1. You will find current minimum wages for Oregon Tech campuses on the job request form you submit to Career Services. If you would like additional information, refer to [the Oregon Bureau of Labor Minimum Wage](#).

Hourly rates cannot exceed the maximum ranges provided in the [Student Employment Classification and Compensation Plan](#).

OVER TIME

Students are limited to working 8 hours per day and 20 hours per week (cumulative of all positions held on campus) during academic terms and therefore should not work beyond these limits.

Student employees are Non-Exempt under the Fair Labor Standards Act (FLSA), meaning they are eligible for overtime **IF** they work over 40 hours in a work week (Sunday 12:00 a.m. – Saturday 11:59 p.m.) during an academic term break or during summer term. Overtime is compensated at a rate of not less than one and one-half the employee's regular rates of pay. Students must document all hours worked on the date that they worked. It is unlawful to have hours documented on another date.

MERIT PAY RAISES

Merit pay raises may be given according to departmental criteria. Raises must be in increments that end in zero (0) or five (5) (e.g. not \$0.24/hour raises). The date for a merit increase must be in the future and start at the beginning of a pay period, which is the 16th of each month. Merit increases cannot be prorated. Merit increases must fall in the ranges specified by job title and duties in The [Student Employment Classification and Compensation Plan](#).

Merit Pay Raise forms are available via the Payroll Services office. Please email payroll@oit.com. Completed forms must be submitted to the Payroll Services office prior to the payroll of the month that the pay raise becomes effective.

HOURS OF WORK

WORK SCHEDULES

Student employees are limited to working 8 hours per day and 20 hours per week (cumulative of all positions held on campus) while classes are in session during the academic year or during summer term if enrolled in classes. Students not enrolled in class may work 8 hours per day and 40 hours per week over term breaks and during summer term.

EXCEPTION: Student employees may request exceptions to this policy through the Student Affairs Office. Visit [Student Employment Over 20 Hours Request](#) to complete this request. The hiring manager will be notified if this exception is approved.

Hiring managers should be aware that students working an average of 30 hours per week or more, or 130 hours per month (regardless of the number of jobs held at any one time) or more may become benefits eligible under the Affordable Care Act (ACA). The monthly budget charge for benefits is \$1,760.00 (as of 8/2023 and subject to increase). Hiring managers with specific questions on eligibility should be directed to the Office of Human Resources.

Students who graduate in an academic term may continue as student employees until the end of the following academic term, e.g., a spring graduate may work until the end of summer term. If the student is on an F1 visa, student employment must end at the date of graduation.

MEAL 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 rest breaks required	Number of unpaid 30-minute minimum meal periods required
2 hours or less	0	0
2 hours 1 min - 5 hours 59 min	1	0
6 hours	1	1
6 hours 1 min - 8 hours*	2	1

*Student employees may NOT work more than 8 hours per day during an academic term.

TIME REPORTS

To follow federal and state laws, student employees must report all hours worked on TECHemployee under the Employee Dashboard, under the label “Enter Time”. The time sheet must be submitted to the supervisor by the 16th of each month to be paid for all hours worked on the last working day of the month. The time sheet must be approved by the employee and supervisor to be considered valid and accepted by Payroll Services.

BENEFITS

HEALTH INSURANCE/RETIREMENT

Student employees do not qualify for retirement benefits. Student employees do not normally qualify for health benefits or medical insurance, except under the provisions of the Affordable Care Act (ACA). The budget charge for benefits is \$1,760 per month. Hiring managers with questions should contact the Office of Human Resources. Hourly wages paid under a Federal Work Study award are not subject to ACA rules.

UNEMPLOYMENT

Student employees do NOT qualify for unemployment.

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

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

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 Tech employee. If no sick leave is used, accrued sick leave may be rolled over to the following fiscal year. The total accrued sick leave balance for a

student employee may not exceed 80 hours. A maximum of 40 hours may be used per year. Student employees may not cash out (receive monetary compensation) for unused sick leave when they leave the university.

PERFORMANCE

PERFORMANCE REVIEWS

Student employees should clearly understand the work to be accomplished in the job. Performance reviews, either formal or informal, should be given on a regular basis. A formal evaluation should occur at least once per year, with informal reviews at least every quarter. Written copies of performance reviews should be retained in the department and provided to student employees as a matter of best practice. Student employees have the right to request written copies of performance reviews.

ACADEMIC STATUS

While employed, student employees must maintain Oregon Tech enrollment and satisfactory academic standing with a 2.0 GPA as defined by HECC. Work-study student employees must be enrolled in at least 6 credits per term to be eligible to receive Federal Financial Aid.

CORRECTIVE/DISCIPLINARY ACTIONS

Corrective Action is a preventative measure taken to promote compliance with established University rules and/or expectations or general workplace standards to improve or modify unacceptable behavior or performance. Disciplinary Action is a formal action taken when 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.

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 Conduct will work collaboratively to assist supervisors and departments.

TERMINATIONS

Student employees are considered “at will” employees and may be terminated at any time. It is recommended to provide one week's notice of termination. However, termination may be immediate if the action is deemed egregious. Terminations can only be imposed in consultation with the Dean of Students.

Final Paychecks:

- If student employees quit with less than 48 hours’ notice (not including weekends and holidays) their paycheck and any wages owed are due within five business days or on the next regular payday, whichever comes first.

- If student employees quit with at least 48 hours' notice, their final check is due on their last day of employment, unless that day is a weekend or a holiday. In that case, their check is due on the next business day.
- If student employees are let go or fired, their final paycheck is due by the end of the next business day.
- If an employer and student employee mutually agree to terminate the relationship, the paycheck is due by the end of the following business day.

Please contact lahna.backerstiles@oit.edu, mary.chivers@oit.edu, or karen.blevins@oit.edu directly for termination processing.

GRIEVANCE PROCEDURE

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 20 workdays 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 Dean of Students at student.affairs@oit.edu.

A student has the right of due process and to file an appeal as prescribed in the [Student Code of Conduct](#) and other relevant University policies, rules, or regulations. Students may be subject to civil and criminal penalties in addition to campus sanctions. Campus resolution may proceed before, during, or after civil or criminal actions are concluded and are not subject to challenge based on the action or inaction of civil authorities.

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

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, SAIF Form 801 must be completed. The student worker may not seek medical attention for a work-related injury at the Integrated Student Health Center (ISHC). We do not require them to seek care with a specific provider, but in the event, they do not have a local medical provider, the Emergency

Room may be the best place for them to seek immediate care. They should inform the medical provider that the injury occurred at work. Refer the student employee to the Office of Human Resources for questions and for assistance with the process.

DRIVING ON THE JOB

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

DISCRIMINATION/SEXUAL HARASSMENT

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.

COMPLAINT PROCESS

Complaints of discrimination, discrimination harassment, or workplace concerns should be immediately reported to Oregon Tech's Office of Human Resources, email oithr@oit.edu or call 541.885.1074.

Complaints of sex-based discrimination, and sexual harassment should be immediately reported to the Oregon Tech Title IX Office. You can find reporting options [here](#) or call 541.885.0182.

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. For the full policy, see [Drug and Alcohol Abuse Prevention | Oregon Tech](#).

STUDENT EMPLOYMENT RESOURCES AND CONTACT INFORMATION

Student employment resources can be found at [Oregon Tech Employers](#) | [Human Resources](#) | [TECHweb](#).

The following offices assist in the management of student employees at Oregon Tech:

CAREER SERVICES

Career Services assists students and alumni to develop and advance their careers, partners with faculty and staff to educate students about career development and helps hiring managers connect with Oregon Tech talent.

541.885.1020 | career@oit.edu | LRC, Room 223

OFFICE OF HUMAN RESOURCES

Human Resources contributes to the development, implementation, and administration of a wide range of human resource programs within recruitment and employment, benefits, classification, compensation, employee relations, labor relations, civil rights, and training and development.

541.885.1108 | oit@oit.edu | Snell Hall, Room 110

PAYROLL SERVICES

Payroll Services administers the delivery of pay administration while providing excellent customer service and facilitating good stewardship of Oregon Tech resources.

payroll@oit.edu | Snell Hall, Room 106 | Contacts: lahna.backerstiles@oit.edu and mary.chivers@oit.edu

STUDENT CONDUCT – STUDENT AFFAIRS

The purpose of the Student Code of Conduct is to educate students about their civic and social responsibilities as members of the University community.

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

EQUITY AND INCLUSION

The Title IX Coordinator ensures compliance with Title IX, a federal law that prohibits discrimination based on the sex or gender of employees and students.

541.885.1182 | titleix@oit.edu | Learning Resource Center, Room 225