Student Employment Handbook for 2024-2025

At Case Western Reserve University (CWRU), student employment offers practical experience and financial support through part-time jobs that foster valuable skills and networking. These roles, often relevant to future careers, allow students to contribute to university departments and the community. The information in this handbook provides general information and instruction for both students looking for employment and departments looking to hire student workers. For inquiries, contact the Office of Student Employment using the information below.

Office Hours: Monday - Friday, 8:30 a.m. to 5 p.m.
Sears Library Building Suite 240
10900 Euclid Avenue
Cleveland, OH 44106-7049
Phone: 216.368.4533
Fax: 216.368.5054
Email Inquiries: stu-emp@case.edu
Form Submissions: sehireforms@case.edu - This email will not be monitored for additional inquiries. Forms sent to this email will be automatically added to the processing system for review.

Employment Programs

There are 2 types of student employment programs at CWRU, Federal Work-Study and Campus Employment. The only difference between the programs is the source of the funding. Students have the same rights, responsibilities, expectations, and pay, regardless of the program being used. Likewise, hiring departments are required to treat students equally, regardless of the employment program being used.

Federal Work-Study (FWS) is a federally-funded employment program where the federal government contributes a portion of the student's wages and the university department contributes the remaining wages. The amount of FWS a student is eligible to earn is determined by the Office of Financial Aid as part of the student's need-based aid determination. If the amount they are eligible to earn is exceeded, Financial Aid will work to adjust the student's other aid to increase FWS eligibility. Any remaining overage will be charged back to the hiring department. Students will then have the option to work with their hiring department to convert to the Campus Employment program for the remainder of their employment term.

Campus Employment is a program funded by CWRU. The amount a student is eligible to earn is ultimately determined by the student and the department they will be working for. While some students who have applied for financial aid may see Campus Employment on their financial aid offer, Campus Employment is open to any student who is currently enrolled at CWRU.

CASE WESTERN RESERVE
UNIVERSITY

Student Employment Handbook
for 2024-2025

Employment Eligibility

Federal and state regulations determine the requirements that must be met to qualify as a student employee. In general, the following criteria are required:

- For fall/spring employment: Be enrolled, or have accepted enrollment, in enough credits to qualify for half-time status
- For summer employment: Enrollment is not required provided the below requirements are met, however, those taking at least three credits in the summer term will not be subject to FICA/Medicare taxes.
  - Students who are graduating at the end of the summer are allowed to continue working.
  - Students who are not graduating at the end of the summer must be enrolled for the following fall semester to be allowed to continue working.
  - Students who are new to the university must have been admitted and added to the Student Information System before working in the summer before their fall enrollment.
- Complete all state, federal, and university forms required for employment
- Have work eligibility confirmed by the Office of Student Employment BEFORE starting to work

Additionally, to comply with both federal and state regulations, student employees at CWRU are limited to the following working limits:

- While classes are in session
  - No more than 8 hours per day
  - No more than 20 hours per week
- While classes are not in session
  - No more than 8 hours per day
  - No more than 40 hours per week

Special Requirements

Bloodborne Pathogens

In compliance with the Occupational Safety and Health Administration (OSHA), training is required for all employees using or potentially exposed to human blood-borne pathogens. All medical, dental, and nursing students must take this training. Under the directions of Environmental Health and Safety, student employees will receive pertinent information regarding necessary vaccines.

Driver's Record

CASE WESTERN RESERVE
UNIVERSITY

Student Employment Handbook
for 2024-2025

Driver safety awareness training is required for employees who drive CWRU vehicles. Student employees who will have access to university vehicles will be required to take a [Driver's Record Safety Awareness Training](#) and provide a valid driver's license.

Educational Services for Students (ESS)
All UGTA must attend training sessions offered by ESS before or concurrent with their first teaching assignment. Training sessions are offered at the beginning of each semester.

Finding a job
CWRU student employment opportunities are officially listed in [Handshake](#). However, just as in real life, there are other methods of finding employment. Some of the most successful methods depend on a student's resourcefulness and willingness to advocate for themselves such as:
- Speaking to other students
- Speaking to professors/advisers
- Speaking to staff in the departments you wish to work
- For first-year and transfer students, attending the job fair during Discover Week

Hiring Process for U.S. Citizens and Permanent Residents
Most students must complete an interview before being officially selected and the hiring process can begin. The hiring department determines this requirement and process. Once a student is selected the following steps must be completed:
1. Submit an Employment Form to the Office of Student Employment that has been completed by the supervisor (or budget approver) and signed by the student. Forms include:
    a. Hire Form and Job Description used for the following job statuses:
        i. New Hire - For a student who has never before worked at CWRU
        ii. Rehire - For a student who is returning to the same position in the same department in which they have previously worked
        iii. Additional Hire - For a student who is working in either a new position or in a new department
    b. Payment Request Form - A request to provide a lump sum payment to a student for completing a short-term (less than 30 days) project.
    c. Stipends - A request to provide students with a monthly payment for work completed throughout the academic year.
2. Wait for an email from the Office of Student Employment regarding the required documentation.
3. Provide the required documentation to the Office of Student Employment in person, as required by federal regulations, within 3 business days of receiving your email from Student Employment:

CASE WESTERN RESERVE
UNIVERSITY

    a. [Form I-9 - Federal Employment Eligibility Verification USCIS](#) and the supporting identity documentation as indicated in the form
    b. [Form W-4 - Federal Employee's Withholding Certificate](#)
    c. [IT-4 - Ohio Employee's Withholding Exemption Certificate](#)

Hiring process for International Students

Most students must complete an interview before being officially selected and the hiring process can begin. The hiring department determines this requirement and process. Once a student is selected the following steps must be completed:

1. Submit an Employment Form to the Office of Student Employment that has been completed by the supervisor (or budget approver) and signed by the student. Forms include:
   a. Hire Form and Job Description used for the following job statuses:
      i. New Hire - For a student who has never before worked at CWRU
      ii. Rehire - For a student who is returning to the same position in the same department in which they have previously worked
      iii. Additional Hire - For a student who is working in either a new position or in a new department
   b. Payment Request Form - A request to provide a lump sum payment to a student for completing a short-term (less than 30 days) project.
   c. Stipends - A request to provide students with a monthly payment for work completed throughout the academic year.
2. If this is your first job at CWRU and you have an F-1 or J-1 student visa, the department you will be working for must provide you with the [Employment Verification and Social Security Number Form](#). You must present this form to the Office of Student Employment
   a. Students must submit a receipt of an application for a social security number (SSN) within 7 days and their actual SSN card within 30 days of starting work.
3. Wait for an email from the Office of Student Employment regarding the required documentation.
4. Provide the required documentation to the Office of Student Employment in person, as required by federal regulations, within 3 business days of receiving your email from Student Employment:
   a. [Form I-94 - Arrival/Departure Record](#)
   b. [Form I-20 - Certificate of Eligibility for Nonimmigrant Status](#)
   c. [Form I-9 - Federal Employment Eligibility Verification USCIS](#) and the supporting identity documentation as indicated in the form
   d. [Form W-4 - Federal Employee's Withholding Certificate](#)
   e. [IT-4 - Ohio Employee's Withholding Exemption Certificate](#)

Employment Compensation

Student Employment Handbook
for 2024-2025

[Direct deposit](#) is the preferred method of payment and requires active enrollment. If not enrolled for direct deposit, a physical check will be processed and held in Sears Library Building Suite 240 for 30 days. After that time, checks will be returned to the Payroll department and mailed to the address on the check.

Regardless of how many jobs may be held, only one paycheck will be issued. Hourly students will be paid bi-monthly on the 15th (or the previous business day if the 15th is a weekend or holiday) and the last business day of the month. Students receiving stipends will be paid on the last business day of the month.

While a standardized wage rate scale, including wage classifications, can be found on the [Student Employment](#) website, actual wages will be determined by the hiring department.

Standards of Excellence
To achieve excellence in teaching, research, and scholarship, all university employees must uphold specific standards for a productive work environment. Compliance with these standards is a shared responsibility across the university community.

Dress code
Student Employees have the right to personal preference in dress and workplace decor. However, their overall image must be one of professionalism as appropriate for their particular function, as defined by the hiring department. Every employee, student or otherwise, contributes to the university's image.

Equal Employment Opportunity
Case Western Reserve University does not discriminate based on race, religion, age, sex, color, disability, sexual orientation, national or ethnic origin, political affiliation, or status as a disabled veteran or veteran of the Vietnam Era.

Diversity Awareness
CWRU is a diverse community, so valuing diversity is a key part of CWRU employment standards. By participating in available programs on campus, employees will achieve common goals while valuing differences; develop their skills to their full potential; and have a better understanding of CWRU's community of students and employees.

Drug and Alcohol-Free Workplace
The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances is prohibited on property owned or operated by Case Western Reserve University.

CASE WESTERN RESERVE
UNIVERSITY

Employees who need assistance in avoiding the use of drugs or alcohol should contact the University Health and Counseling Services.

Computing Ethics
Student employees must use the university's computing resources ethically with attention to the legal use of licensed software; protection of confidential information; legitimate use of hardware, software, and periphery devices; legitimate access to and use of valid data, asset management and right to privacy; and respect for and safeguarding of security passwords, systems access, and digital identity.

Property Rights
To promote the most effective use of these rights, the university expects users to cooperate with each other and respect the ownership of work and information even if it is in electronic form rather than print. Individuals will be equally accountable for their actions in situations involving computers, network facilities, and information resources as when dealing with other media.

Though some of them are intangible, these computing resources, network facilities, and information resources are the property of the university. Rules prohibiting theft or vandalism apply to software and data in addition to physical equipment.

Confidentiality
The university seeks to protect the civil, personal, and property rights of those using its computing, network, information resources, and facilities and seeks to protect the confidentiality of university records stored on its computer systems. It also seeks to protect those computing, network, and information resources and facilities of other institutions to which university personnel have access via the university's own computing, network, and information resources and facilities.

Student Employee Responsibilities
Student employees are integral to the overall success of the university. To ensure that work and other functions are able to be maintained all student employees must adhere to the below responsibilities, at a minimum, in addition to the previously stated Standards of Excellence. Failure to adhere to their responsibilities can lead to disciplinary actions including but not limited to termination of employment, suspension of employment privileges, and escalation to the Office of Student Conduct & Community Standards.
- Providing at least two weeks notice if it becomes necessary to leave their employment before the term ends.
- Notifying the Office of Student Employment promptly of any changes in personal status, enrollment, or employment information.

- Informing each supervisor if more than one job is held so that hours and earnings can be coordinated to ensure compliance with federal and state regulations.
- Logging hours worked in a timely manner, after, they have been worked.
- Providing adequately advanced notice to supervisors when changes to the work schedule are required.
- Maintaining professionalism in communication and behavior, including but not limited to the prohibition of intimidation tactics, verbal abuse, humiliation via sarcasm, inappropriate physical contact, threatening behavior, invading personal space, invading privacy, abusing physical or electronic resources, or other acts of misconduct.
- Submitting other documentation as needed if they believe their personnel file is inaccurate or they disagree with information in their file. Student employees have the right to access their personnel files.

Hiring Department Responsibilities

While students are integral to the overall success of the university, hiring departments must understand that student employees are students first. To ensure that work, other functions, and the hiring process can proceed as smoothly as possible, hiring departments must adhere to the below responsibilities, at a minimum. Failure to adhere to their responsibilities can lead to disciplinary actions including but not limited to suspension of student employee hiring privileges.

- Submitting forms as quickly and as early as possible. Waiting until the last minute will contribute to a significant backlog and delays in processing student's forms.
  - Where possible, hiring forms should be submitted by the end of the spring semester or over the summer for fall employment.
- Preventing students from starting their employment if their hiring process has not been verified as completed. This is especially important for international students as it may jeopardize their visa status.
- Approving student's time according to the [Controller's Office Payroll Cutoff Dates](#).
- Confirming that students work at most 8 hours a day and 20 hours per week unless classes are not in session.
- Conducting periodic evaluations of a student employee's performance to allow them to grow from positive and specific feedback.
- Reporting any violations and terminations to the Office of Student Employment promptly.
- Maintaining a positive environment for students to develop relationships, habits, and networks.

Disciplinary Action

CASE WESTERN RESERVE
UNIVERSITY

Student Employment Handbook
for 2024-2025

Student employees who demonstrate unacceptable behavior, or unproductive performance, deserve communication about that behavior since it cannot be corrected without constructive comments and counseling for improvement.

Acts of Non-Compliance will initially require a supervisor to give the student employee a warning. We recommend having a discussion with the student to discuss the issue and what actions should be taken to resolve the issue. This warning should be documented and forwarded to the Office of Student Employment to be added to the student's file. If the behavior continues after a reasonable time period, the supervisor should terminate the student's employment. Examples of Acts of Non-Compliance include, but are not limited to:

- Failure to maintain a desired level of satisfactory performance
- Misuse of work time
- Excessive absenteeism
- Failure to comply with university policies and rules
- Repetitive disregard of stated rules and procedures (parking, safety equipment requirements, etc.)
- Disregard of authorized work requests
- Insubordination
- Lack of cooperation

Acts of Misconduct warrant an immediate termination of the student's employment. Information related to their termination should be provided to the Office of Student Employment and a copy should also be provided to the student. Examples of Acts of Misconduct include, but are not limited to:

- Acts of violence
- Endangering life or property
- Harassment
- Sexual harassment and sexual assault
- Violation or misuse of confidential information
- Working under the influence of illegal drugs or alcohol
- Possession or sale of illegal drugs on the CWRU campus
- Theft or fraud
- Disruptive behavior
- Misrepresentation or misuse of authority
- Possession of a weapon at the workplace
- Failure to disclose actual conflicts of interest
- Falsifying or altering vouchers and timesheets

Termination

A student's employment can be terminated for budget constraints, completion of a project, or other valid reasons such as previously mentioned. Once terminated, a student employee's access

CASE WESTERN RESERVE
UNIVERSITY

to systems and information granted as part of that employment should be revoked as soon as possible. Information related to the termination should be provided to the Office of Student Employment as soon as possible and to the person approving time, if not the immediate supervisor.

Complaint Procedure
Students have the right to appeal matters concerning their employment that they believe are unjust, improper, unmerited, etc. Initially, the student should discuss the issue with the immediate supervisor. If the student is not satisfied with the result of this discussion, the Assistant Director of University Financial Aid for Student Employment should be contacted. Written statements from both parties will be required, and relevant issues will be discussed with both parties. If the Office of Student Employment is unable to bring the parties to a mutual agreement, the matter will be referred to the Dean of Students Office.

Title IX and Responsible Employee Reporting Expectations for Student Employees

CWRU employees, including student employees, are defined as responsible employees or mandated reporters. This duty requires that the student promptly share information with the Office of Equity about any student experiencing discrimination and harassment, including sexual harassment and violence, that they learn of through their employment. The Office of Equity will reach out to the student about whom this behavior has been reported to offer support and resources. The Office of Equity will act upon learning of a student needing support by reaching out by e-mail to offer resources for mental health, academic, advocacy, rape crisis, victim services, and other support. They will share the CWRU processes available to assist and support the student and take action against someone who might be engaged in misconduct. Student employees can report actual or suspected discrimination or harassment to the Office of Equity at the contact information below. Advice for reporting can be found at case.edu/equity/sexual-harassment-title-ix

The Office of Equity
Mailing Address: 2120 Cornell Rd. Nursing Research Building, Cleveland, Ohio 44106
Office Location: Nursing Research Building, Suite 1180
Phone: 216.368.3066; or evenings and weekends (text or call) (937) 756-2179.
Email: equity@case.edu

Notice of Nondiscrimination

Case Western Reserve University prohibits sex- and gender-based discrimination in its education programs and activities, as well as retaliation for asserting the right to be free from such discrimination, in accordance with federal law, including Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681). Sex- and gender-based discrimination includes discrimination based

CASE WESTERN RESERVE
UNIVERSITY

Student Employment Handbook
for 2024-2025

on sex, pregnancy, parental status, gender identity or expression, transgender identity, and sexual orientation. Sex- or gender-based discrimination also includes sexual harassment, sexual assault, sex-based stalking, sexual exploitation, and dating violence or domestic violence.

The Title IX Coordinator in the Office of Equity is responsible for implementing the policy prohibiting sex- and gender-based discrimination.

Anyone impacted by sex- or gender-based discrimination, or who knows of others impacted by sex- or gender-based discrimination, and who would like to report discrimination or seek support for themselves or others, may contact the Title IX Coordinator by telephone, email, text message, or in person during regular business hours, or through the online Office of Equity forms below.

Title IX Coordinator: Rachel E. Lutner
Main Office Phone: 216-368-3066
Text or Call Title IX Coordinator: 216.327.4160
Email: titleix@case.edu

Online forms to report sex- or gender-based discrimination:
Online form for CWRU community members to report and request support
Online form for CWRU community members to report anonymously
Online form for non-CWRU community members to report
Webpages for more information

Campus Location: Nursing Research Building, Suite 1180
2120 Cornell Road, Cleveland, OH 44106
Mailing Address: 10900 Euclid Ave., Cleveland, OH 44106-7108

CASE WESTERN RESERVE
UNIVERSITY