

Case Western Reserve University

Student Employment Handbook

At Case Western Reserve University, student employment is more than a paycheck—it's an opportunity to gain hands-on experience, build meaningful connections, and contribute to the vibrant campus community. Whether you're exploring new interests or sharpening skills for your future career, part-time roles across campus offer a chance to grow personally and professionally. Student employees play a vital role in advancing the university's mission, and we're committed to supporting your success every step of the way.

This handbook outlines the policies and procedures for hiring hourly student employees, undergraduates receiving monthly stipends, and students engaged in short-term projects of 30 days or less that are paid in a single lump sum upon completion. It does not apply to volunteers or to graduate students compensated through the Graduate Payroll Form. In accordance with U.S. Department of Education regulations, students cannot be paid while working alongside volunteers performing the same role, nor can they transition from volunteer status to paid status in the same position.

Contact Information

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

Employment Eligibility

Federal and state regulations govern student employment at CWRU. To qualify, students must meet the following criteria:

Enrollment requirements

- Fall/Spring Employment: Must be enrolled or have accepted enrollment in enough credit hours to maintain at least [half-time status](#)
 - Graduating students may continue working through their official graduation date, at which time their eligibility ends.
- Summer Employment: Enrollment is not required if all of the following conditions are met, however, students enrolled in at least 3 summer credits are exempt from FICA/Medicare taxes
 - Returning students must be enrolled for the upcoming fall semester and have been enrolled in the immediately preceding semester

Employment Requirements

- Completion of all required federal, state, and university employment forms
- Work eligibility must be verified by the Office of Student Employment prior to beginning work

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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 direction of Environmental Health and Safety, student employees will receive pertinent information regarding necessary vaccines.

Driver's Record

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.

University Center for Innovation in Teaching Education (UCITE)

All Undergraduate Teaching Assistants must attend training sessions offered by ESS before or concurrent with their first teaching assignment. Training sessions are provided at the beginning of each semester.

Employment Programs

CWRU offers two types of student employment programs: **Federal Work-Study (FWS)** and **Campus Employment**. The primary distinction between them is the source of funding. Regardless of the program, students receive the same pay, have the same rights and responsibilities, and are held to the same expectations. Similarly, hiring departments must treat all student employees equally, regardless of the employment program.

Federal Work-Study (FWS)

FWS is a federally funded program in which the federal government covers a portion of the student's wages, while the hiring department pays the remainder. The Office of Financial Aid determines eligibility and award amounts based on a student's demonstrated financial need.

If a student meets or exceeds their FWS award amount, the Office of Financial Aid will attempt to adjust other aid to increase FWS eligibility before notifying the student and department. Any remaining overage will be charged to the hiring department. At that point, students may work with their department to transition to the Campus Employment program for the remainder of their employment.

Campus Employment

Campus Employment is funded entirely by CWRU. The amount a student can earn is determined collaboratively by the student and the hiring department. While some students may see Campus Employment listed on their financial aid offer, this program is open to all currently enrolled CWRU students, regardless of financial aid status.

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Finding a job

While the Office of Student Employment does not place students in jobs, students have many avenues for exploring on-campus employment. The following approaches have consistently helped students identify meaningful campus opportunities.

- [Interfolio](#), our primary online portal for searching and applying for positions
- Connecting with fellow students
- Consulting faculty or academic advisers
- Reaching out to staff in departments of interest
- For first-year and transfer students, attending the job fair held during Discover Week

Application Process

A step-by-step guide to using Interfolio is available on our [Find a Job](#) site. Having the following documents can help speed up the application process.

- Resume - Some positions require a current resume detailing education, work experience, and relevant skills
- Supplemental Documents - Some departments may request a cover letter, class schedule, or additional materials based on job duties

Hiring Process

Most students must complete an interview before being officially selected. The requirements and processes for interviews are determined by each hiring department.

Once a student is selected, they should expect the following processes to be completed:

- **Hiring Form Submission** - The hiring department completes and submits a Hire Form indicating their intent to employ the student
- **Student Notification** - After the form is submitted, the student receives an email from the Office of Student Employment with instructions to complete their file
- **Required Documents** - Students must submit the following forms within three (3) business days of receiving the notification from Student Employment:
 - [Student Employment Acknowledgment Form](#) (annually)
 - [Form I-9 with acceptable identity documents](#)
 - [Federal W-4 form](#)
 - [Ohio IT-4 form](#)
 - Social Security Number Verification
 - This is the only item NOT required within 3 business days. **However**, it will be required for payroll purposes, including but not limited to direct deposit enrollment
- **Additional Documentation for International Students** - International students must also provide:
 - Foreign Passport with a valid Visa
 - [Form I-94 \(Arrival/Departure Record\)](#)
 - [Form I-20 \(Certificate of Eligibility\)](#)
 - An updated document is required once the original expires

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Employment Compensation

Direct Deposit

[Direct deposit](#) is the preferred payment method and requires active enrollment through the Human Capital Management System (HCM), the university's payroll and benefits platform, and a valid, processed SSN. Once students gain access to HCM, they can set up direct deposit. If not enrolled, a paper check will be issued and held in the Sears Library Building, Suite 240, for 30 days. After that, checks will be returned to Payroll and mailed to the address printed on the check.

Pay Schedule

Students receive one combined paycheck, even if working multiple jobs.

- **Hourly employees** are paid twice a month—on the 15th and the last business day. If the 15th falls on a weekend or holiday, payment is issued the preceding business day
- **Students receiving stipends** are paid on the last business day of each month

Wage Rates

Wage classifications and rates are outlined on the Student Employment [Payroll Dates and Rates](#) website. The hiring department determines final pay rates. The university's Payroll Office will provide a [W-2](#) to the U.S. address listed in SIS.

Volunteering

Students should be paid for the time they work, and federal law prohibits a student from volunteering extra unpaid time to perform the same tasks for the same department as their paid campus job. Additionally, paid student employees cannot work alongside unpaid volunteers performing the same roles.

Scheduling and Work Hours

To comply with federal and state labor laws and university policy, student employees must stay within the allowed work-hour limits for each part of the academic year, with a workweek starting on Sunday. The limits below apply across all jobs a student may be working at CWRU at the same time. Students who exceed these limits will be compensated accordingly (even if due overtime because they have exceeded 40 hours), but will also be at risk of losing their future employment eligibility.

During academic sessions:

- Maximum of **8 hours per day**
- Maximum of **20 hours per week**
 - *Important notice for international students: This is a strict federal limit, and exceeding it can jeopardize their visa status.*

During long breaks and the summer term:

- Maximum of **8 hours per day**
- Maximum of **40 hours per week**

Students may not work during their regularly scheduled class times, even if a class is canceled or ends early. Work schedules should be coordinated in advance with supervisors to ensure compliance and accommodate academic responsibilities.

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Workplace Expectations

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.

Student Employee Responsibilities

Student employees play a vital role in supporting university operations. To maintain a productive and respectful work environment, all student employees are expected to uphold the following responsibilities. Failure to do so may result in disciplinary action, including termination of employment, suspension of employment privileges, or referral to the Office of Student Conduct & Community Standards.

Minimum Requirements:

- Provide at least **two weeks' notice** when resigning prior to the end of the term
- Promptly notify the **Office of Student Employment** of changes in personal, enrollment, or employment information
- Inform each supervisor of **multiple job holdings** to ensure hours and earnings comply with applicable regulations
- **Log hours worked** promptly after completing each shift
- Give **advance notice** to supervisors regarding schedule changes
- Maintain professionalism in all communication and conduct. The following behaviors are strictly prohibited: intimidation, harassment, discrimination, verbal abuse, sarcastic humiliation, inappropriate physical contact, threatening actions, invasion of privacy or personal space, and misuse of physical or electronic resources
- Submit supporting documentation if disputing information in the personnel file. Student employees have the right to access their personnel records

Hiring Department Responsibilities

Student employees are students first. To support their academic success and ensure a smooth employment process, hiring departments must fulfill the following responsibilities. Failure to do so may result in suspension of student hiring privileges.

Minimum Requirements:

- Post all open positions in [Interfolio](#)
- Submit all hiring forms promptly; late submissions contribute to processing delays
- Whenever possible, submit fall employment forms by the end of the spring semester or during the summer
- Do not allow students to begin work until their hiring process is verified as complete—especially critical for international students to avoid visa complications
- Provide an orientation to student employees that includes hours of duty, work location, working conditions, safety guidelines, standards of conduct, and an overview of the department's policies and procedures. Orientation should be designed to help the student adjust successfully to the job
- Clearly explain each student's duties, performance expectations (quality, quantity, methods, and priorities), and provide necessary basic training, including corrective and progressive instruction when needed
- Approve student timesheets following the Controller's Office [payroll deadlines](#).



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- Ensure students work no more than a total of **8 hours per day** and **20 hours per week** while classes are in session
- Conduct regular performance evaluations to provide meaningful feedback and growth opportunities
- Foster a positive and professional environment that supports student learning and development
- Report violations or terminations promptly to the Office of Student Employment

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.

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. Student employees who need assistance in avoiding the use of drugs or alcohol should contact the [University Health and Counseling Services](#).

Computing Ethics and Responsible Use of University Resources

Student employees are expected to use the university's computing, network, and information resources with integrity, professionalism, and respect for institutional policies. These resources—whether tangible or intangible—are university property, and the same rules that prohibit theft, misuse, or vandalism apply to both digital and physical assets.

Ethical use includes, but is not limited to:

- Observing all laws and licensing agreements related to software and digital tools
- Protecting confidential information from unauthorized access, disclosure, or misuse
- Ensuring that all hardware, software, and peripheral devices are used for legitimate university-related purposes
- Accessing only data and systems they are authorized to use, and managing institutional assets responsibly
- Respecting the right to privacy of individuals and the integrity of institutional records
- Safeguarding system passwords, login credentials, and digital identities

Student employees must not:

- Use institutional technology for personal gain or unauthorized commercial purposes
- Share or misuse access credentials
- Install unapproved software or disable university-managed security settings
- Attempt to gain unauthorized access to systems, data, or network facilities
- Copy, alter, or distribute information without proper approval

Violations of computing ethics may result in disciplinary action, termination of employment, and referral to university authorities. All users share the responsibility of maintaining a secure, respectful, and professional digital environment.

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Disciplinary Action

Acts of Non-Compliance

Refers to behaviors that deviate from established policies or job expectations but do not pose immediate risk or harm. These may include, but are not limited to, repeated tardiness, failure to follow instructions, or incomplete tasks. While not egregious, such actions warrant attention to maintain operational standards.

Supervisors should first address non-compliance by issuing a documented warning and discussing the issue with the student. This documentation should be forwarded to the Office of Student Employment for inclusion in the student's record. Continued non-compliance may result in termination.

Acts of Misconduct

Involve violations that may compromise safety, security, or institutional integrity. Examples include, but are not limited to, insubordination, inappropriate use of university resources, lack of professionalism in communication and conduct, theft, harassment, falsifying records, violations of university policies and/or procedures, or endangering others. Such behaviors typically warrant immediate termination and, potentially, formal reporting to appropriate authorities including the Office of Student Conduct and Community Standards.

Termination

A student's employment may be terminated for a variety of reasons, including but not limited to budgetary constraints, completion of a specific project, or previously outlined circumstances. Upon termination, the student's access to systems and any employment-related information must be revoked promptly. Termination details should be reported immediately to the Office of Student Employment and to the time approver, if different from the direct supervisor.

Complaint Procedure

Student employees are encouraged to respectfully discuss with their immediate supervisor any employment-related decisions they believe are unjust or unwarranted within 3 weeks of the incident. If the concern is not resolved, the student may escalate the matter to the Assistant Director of University Financial Aid for Student Employment.

Both parties may be asked, but are not required, to provide written statements to the Assistant Director of University Financial Aid for Student Employment. The Assistant Director, or designee, will review relevant issues collaboratively with the student and supervisor as appropriate. If a resolution cannot be reached, the Office of Student Employment will refer the case to the Dean of Students Office for further consideration.

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Legal and Policy Information

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: 2124 Cornell Rd., Dental Research Building, Cleveland, Ohio 44106-7108

Office Location: Dental Research Building, Suite G60

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 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](#)

