Houston Baptist University offers students opportunities for on campus employment through both institutional and federal work study positions. The mission of HBU is “to provide a learning experience that instills in students a passion for academic, spiritual, and professional excellence as a result of our central confession, “Jesus Christ is Lord.” The HBU Student Employment program assists the community as well with part time employment needs while connecting the educational experience with the world of work.

The student employment program is intended to financially assist you with educational costs in addition to providing you with the necessary work-related tools that will be essential for your future career and calling. It will also support the University and potential supervisors through discipling and mentoring as well as helping to create an educated work force.

The intention of this handbook is to guide you through the student employment program at Houston Baptist University. If you have any questions, please contact Career & Calling at careerandcalling@hbu.edu or financialaid@hbu.edu.

I. Overview of Student Employment

Who qualifies for Student Employment?
All students enrolled at least part-time at HBU are eligible for student employment.

The program is funded from three sources:
- The Federal Government (Federal Work Study Program)
- The State (Texas Work Study Program)
- Houston Baptist University

Students who demonstrate financial need may qualify for Federal or Texas Work Study awards. Students complete the Free Application for Federal Student Aid (FAFSA) and are notified of their eligibility and their award amount. They then seek employment on campus or off-campus (with selected employers) and are paid wages up to the amount awarded.

Students who do not qualify for Federal or Texas Work Study are still eligible for the Institutional Student Employment program.

Students who have officially graduated from the University are not eligible to participate in this program. Graduating students participating in the program will terminate employment on the last day of the semester.

What are the types of Student Employment programs at HBU?
The Career and Calling office coordinates two student employment programs:

- Institutionally funded on-campus employment
- Federally funded (Federal Work Study/Texas Work Study) on-campus and off-campus employment

Institutionally funded on-campus employment provides part-time job opportunities for currently enrolled students, regardless of your financial need. The hiring department pays 100% of your student wage. Please note that since Institutionally funded positions are limited in number, they can be more difficult to obtain.
**Federal Work Study/Texas Work Study** provides job opportunities for students demonstrating financial need to help pay for educational expenses. Your eligibility for work study is reviewed each year and is determined by your FAFSA (Free Application for Federal Student Aid). If you are eligible for Work Study, your Work Study award will be included in your financial aid package. For Federal Work Study and Texas Work Study employees, the hiring department pays 0% of your student wage while 100% is subsidized by the government since we are currently a Title V Grant recipient.

The Federal Work Study program encourages colleges to designate a certain number of their work study jobs to community service. The definition of “community service” according to Department of Education guidelines is as follows: "...services that are designed to improve the quality of life for community residents, particularly low income individuals, or to solve particular problems related to their needs." To be eligible for the federal work study/community service program, you must, first of all, be eligible for federal work-study. Community service positions are available through campus-based programs or through contractual agreements with local community service programs. Houston Baptist University has partnered with a number of local schools to offer students opportunities for off-campus employment.

Unlike “Regular Student Employment”, the Federal and Texas Work Study Program is the only means of earning money that will not impact your FAFSA’s Expected Family Contribution (EFC) and your future financial aid awards. The bottom line is:

- Utilize your Work Study award
- Protect your future EFC
- Earn job-related experience in the field in which you are majoring

To learn more about the Work Study awards, contact the Financial Aid Office at 281.649.3747

**II. Student Employment Program Agreement**

Your acceptance of on-campus employment signifies that you agree to the terms and conditions set forth in this statement. If you fail to meet any of these expectations, there could be grounds for dismissal.

**Student expectations in accepting employment:**

- Participate in the employment program as outlined in this Student Employment Handbook
- Participate in the Student Employment Orientation training the will be conducted by the Career and Calling staff
- Fulfill the employment assignments as agreed upon with employment supervisor
- Work in its entirety the hours contracted by the supervisor and department
- Do your best in meeting the responsibilities and standards required by your employer as defined by your supervisor
- Notify your supervisor in advance of any absences and/or tardiness
- Maintain the confidentiality of information as required by federal law and college policies
- As a student worker of HBU, you are subject to policies applicable to all HBU employees
The HBU Supervisor agrees to:

- Provide opportunities for student employment that will foster student employees to excel and become confident in their gifts and skills
- Walk alongside the student employee and assist in meeting the expectations of the office
- Maintain all employment records in the interest of effective administration and documentation of student work experience and in accordance with general policies and relevant legislation such as the Federal Educational Rights and Privacy Act (FERPA) of 1974
- Promote equal opportunity to comply with related laws
- Make available any information regarding policies and procedures that would be applicable to work study students

Houston Baptist University reserves the right to revise procedures and/or forms for the implementation of the above agreement.

On Campus Jobs

HBU employs students in various capacities campus wide. The student is responsible for identifying and applying for campus jobs that are posted on Hire a Husky, the Career and Calling job database. Award eligibility for work study doesn’t guarantee employment. Work study positions are advertised online through Hire a Husky and is available to all registered students and alumni. This database is available to the student 24 hours a day, seven days a week. The student must complete his/her user profile and upload a resume before being able to search for jobs. PLEASE NOTE: You must provide a resume on Hire a Husky to be uploaded and approved by the Career and Calling staff before Hire a Husky will be activated.

III. Human Resources (HR)

Time Sheet Policies and Procedures

Time sheets are required in order to get paid. Time sheets will be submitted online through Huskynet under the Employee tab. If you need further time sheet instructions and procedures, they are available by contacting the Human Resources department in the Hinton Center, Room 118. It is your responsibility to learn the procedure and to adhere to the department standards.

- Time sheets will need to be completed online to indicate the hours you have worked. You will need to submit an online timesheet by the due date and your supervisor will then approve it. Hours are calculated in 15 minute intervals.
- If you have more than one job, you will have to submit an online time sheet for each job. Please contact the Human Resources department if you do not see your job(s) listed.
- Each timesheet consists of a two week work schedule, the 1st thru the 15th and the 16th thru the last day of the month. Timesheets are due 3 days after every two week work schedule. Late time sheets will be paid the following pay period. Please notify your Supervisor of any errors made or if you have submitted your timesheet and need to make a change.
- If your address or bank information changes, it is important for you to notify the HR office promptly to avoid delays or errors with direct deposits. It is also advisable for you to keep the “old” bank account active until a payroll has been deposited into your “new” account. Pay dates are the 10th and 25th of each month.
- Falsification of your online time sheet is considered a serious policy violation and act of dishonesty resulting in immediate termination.

**Taxes, Benefits & Legal Policies**

**Federal Taxes**
All wages paid to student employees are subject to withholding of federal income taxes unless you qualify for exemption.

**FICA and Medicare – Social Security Taxes**
Student employees are exempt from FICA and Medicare taxes if enrolled in 6 or more semester hours.
- You will continue to be exempt from FICA and Medicare taxes for services performed during the winter break providing you were exempt on the last day of the fall semester.
- You are exempt from FICA and Medicare taxes if enrolled in 6 or more semester hours for work performed during any period that partially falls within the academic year.

**Benefits**
As a student employee, you are not eligible for employee benefits such as medical, dental, vision, group life insurance, sick leave, holiday pay, vacations or retirement plans. You are eligible for worker’s compensation under provisions of Texas State law. Worker’s compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or disabilities incurred on the job. Your supervisor should be contacted as soon as possible in the event of an on-the-job injury. **If you are injured on the job, please contact your supervisor or Human Resources immediately.**

**Legal Policies**
- **Sexual Harassment** is defined as unwanted sexual attention, unwelcome sexual advances, or intimidating, unwanted or unwelcome verbal or physical conduct of a sexual nature. Any form of conduct that has the purpose or effect of interfering with a student’s performance or access to University programs or facilities and which creates an intimidating or hostile learning or living environment is also sexual harassment. Sexual harassment will not be tolerated at the University. If you believe that you have experienced an incident of sexual harassment, contact Human Resources immediately so that a proper investigation can be conducted.
- **The Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- **The Fair Labor Standards Act (FLSA)** establishes minimum wage, overtime pay, record-keeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments. Covered nonexempt workers are entitled to a minimum wage of not less than $7.25 an hour.
- Houston Baptist University will offer equal employment opportunity to all persons qualified by academic preparation, experience and ability for the various levels of employment, without discrimination based on race, color, national origin, sex, age or disability status.
- **The Americans with Disabilities Act (ADA)** ensures equal opportunity for persons with disabilities in employment, state and local government services, businesses that are public accommodations or commercial facilities, and in transportation. Title I of the ADA prohibits discrimination against persons with disabilities in employment by businesses having 15 or more employees or by state and local governments.
Resignation and Termination Procedures

Resignation Procedure
If you decide to terminate your employment, professional courtesy dictates that you give at least 2 weeks’ notice in writing to your supervisor. In addition, the reason for termination should be discussed with your supervisor with a submitted formal letter of resignation. If you voluntarily resign or are released from your employment, you are not guaranteed employment elsewhere on campus.

Termination Procedures
As a student employee, failure to meet your job responsibilities or to abide by department rules may result in disciplinary action. Infractions include, but are not limited to, the failure to perform job duties as assigned in a professional and acceptable manner; unexcused absences or tardiness; leaving the job without permission; violating safety practices and/or failure to record hours worked accurately.

When adequate advance verbal and written warnings have been given by your supervisor for any of the above infractions or any other unacceptable behavior, termination of your employment may take place without further notice.

Other instances that may warrant immediate dismissal from a job may include, but not limited to: provoking or instigating a fight or coercing others; willfully misusing, destroying or damaging HBU property; deliberate insubordination; falsifying university documents; unauthorized possession of firearms or explosives; immoral conduct or indecency; consuming or being under the influence of intoxicants or any type; lack of appropriate regard for confidential information; and actions and/or social media posts which jeopardizes the University’s public image.

IV. Frequently Asked Questions

1. What types of positions are available?
A variety of student employment opportunities exist in almost every area of the University community. The biggest employers on campus are the Bradshaw Fitness Center and the Residence College area. To view a list of current work study positions, please log on to Hire a Husky with your account. You may go to www.hbu.edu/careerandcalling to begin the process.

2. How much money can I make?
Your earnings will be determined by your work schedule and hourly rate (no less than minimum wage, $7.25 an hour), as well as the hiring department’s budget. If you are a work study employee, the maximum amount of work study earnings will be dependent on the amount awarded to you which is indicated in Husky Net.

3. How do I know if I am eligible for Work Study?
Work study is based on financial need and is determined annually. All students who receive financial aid receive an award notification which will have the amount listed that you have been awarded. The work study amount listed on your award notification and Husky Net reflects the maximum you may earn for the academic year. You may earn all or any portion of that amount depending on the number of hours you arrange to work with your departmental supervisor and your hourly rate of pay. The Financial Aid
Office monitors your wages throughout the academic year and will revise your award to reflect increased earnings if there is additional eligibility.

4. How will I know if I am about to reach my maximum work study award?
When a student is approaching the maximum work study award, the Financial Aid Office will contact the department supervisor. **It is, however, your responsibility to monitor your work study award.**

5. Can I earn more than my work study award?
Payment beyond your maximum award is not guaranteed. Each situation will be reviewed and any one of the following options may occur:
- Your financial aid package will be reviewed. If the Financial Aid Office has the ability to increase your work study award, you will be notified.
- If you are not eligible for additional work study funding, the department can choose to continue your employment through the department’s institutional budget. The department will be responsible to pay 100% of the student wages.
- If you are not eligible for work study funding and your department is unable to continue your employment through their institutional budget, your employment will have to be terminated.

6. How many hours per week can I work?
Research suggests that working more than 10 hours a week at an on campus job appears to have positive impact on student performance and retention. The amount of hours a student can work each week primarily depends on the category of their student employment.
- International students may be eligible for on-campus employment, dependent upon their visa status. Please see the Office of International Student Services located in the Office of Admissions in the MD Anderson Student Center for more information specific to your situation.
- All students are eligible to work a maximum of 20 hours per week
- No student may work more than 8 hours per day or during their scheduled class times

7. Where do I get a time sheet?
Time sheets will be submitted online through Huskynet under the Employee tab. Each timesheet consist of a two week work schedule, the 1st thru the 15th and the 16th thru the last day of the month. Late time sheets will be paid on the following pay period. **Please see Section III – Human Resources.**

8. Can I have more than one work study position?
Yes, you may apply to more than one job on campus. If you are a work study student, keep in mind that payment beyond your maximum award is not guaranteed. You may not work more than 20 hours per week for a combined total so you should let all supervisors know where you will be working and how many hours combined. This will allow the supervisor to plan how many hours they can expect from you over the course of the semester. As a work study student, you will be paid using your work study funds for all of your jobs. Be aware that by having more jobs, you will likely run out of your award money at a quicker rate.
9. Can I continue as a student worker after I graduate?
All graduating students’ positions will be terminated at the end of the semester which they completed their coursework.

10. Why didn’t I get paid?
- Has all of your paperwork been submitted and approved by HR? No paycheck will be issued until all paperwork is completed and turned in to HR.
- Was your time sheet submitted on time? Late time sheets will be paid the following pay period.
- For any questions regarding your pay, please contact the HR department in the Hinton Center Room H118 for further assistance.

11. Can I be fired?
This is real employment, and therefore, you can be fired. You may be dismissed from a position if you are not adhering to the agreement you made with your supervisor. Please see the Section III – Human Resources above regarding resignation and termination procedures.

12. I need help using Hire a Husky to find a job.
You can find directions on how to use Hire a Husky at www.hbu.edu/careerandcalling under Hire a Husky link. We would be happy to assist you further in the Career and Calling office which is located in the MD Anderson Student Center (above the bookstore), Room 290.

Appendix for Human Resources Pay Related Forms:

Student Worker Information Sheet

Student Worker Pay Calendar

Student Worker Time Sheet

Student Worker W2 Information