



Columbus College of Art & Design

CCAD STUDENT EMPLOYEE HANDBOOK

2016-2017

CCAD STUDENT EMPLOYEE HANDBOOK

As a new student employee, congratulations and welcome! Student employees are an integral part of the institution, departments and offices at CCAD. As a student employee, you are recognized as a very important part of our community and we want to ensure that your work experience as a student employee is a rewarding and positive one.

We want to help make this experience a rewarding one that will prepare you for future career opportunities. You will have an opportunity to learn or improve your time management skills, work habits, and job skills and provide an excellent resource for future job references. Your supervisor will help to train you for your specific job duties and discuss with you the expectations for your job. The qualities that you gain from your student employment experience will benefit you as you enter the job market.

QUALIFICATIONS FOR EMPLOYMENT

Students must be a current student, in order to apply for student employment. Applications must be turned in at the beginning of the fall term and when applying for summer employment. Applications must be signed by the hiring supervisor, and turned in at the One Stop Student Services center.

CONFIDENTIALITY STATEMENT

As a student employee, you may be in contact with very sensitive and personal information of students, employees, and other records. In the hands of competitors or others, this information could harm the college and its students. The college expects all employees to keep information concerning its operations confidential, and to avoid discussing such information with anyone outside the college.

Employees having access to student information are required to uphold the security and confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974, revised (also known as FERPA). Requests for information concerning the college its employees and its students, whether by phone, e-mail, or in person, must be referred to a supervisor. Do not share information without authorization.

All on-the-job exposure to verbal and written materials should be treated as confidential. Violation of this directive is grounds for immediate employment termination and may be grounds for Institution disciplinary action.

Electronic communication

Confidential information should also never be exchanged or communicated in email messages, tweets, posts, texts, or other electronic forms of communication — even if the intended recipients are other college employees or students. Communications that are abusive, defamatory, or disparaging of employees, students, competitors, or anyone else are prohibited.

Employees shall not give the impression that they are representing, giving opinions, or making statements on behalf of the college unless appropriately authorized to do so. Include a disclaimer where appropriate, unless it is clear from the context that the author is not representing CCAD. (Example: *“These statements are my own; not those of Columbus College of Art & Design.”*)

COPYRIGHT LAW

It is the policy of CCAD that all employees follow current guidelines for permissible copying for educational purposes in accordance with Title 17 U.S. Code, Section 107, the Copyright Act of 1976. Any individual making improper copies is personally liable for copyright infringement. No copyrighted materials, including articles and software, may be disseminated or printed in violation of the copyright laws. This includes print and electronic documents, audio or video files, software applications or other resources.

STUDENT RESPONSIBILITIES

Supervisors rely on their student employees to help keep their offices running. It is important that you take your job seriously. Below are some things to keep in mind as you fulfill your student employment assignment.

1. Arrive on time —Your supervisor has planned the office workload around the times that you will be there. If you will be late for any reason, communicate with your Supervisor in advance.
2. Dress appropriately —In general, the dress code for many college employees is business casual; jeans are permitted on Fridays, but should be clean, neat, and tear-free. Your department may have different guidelines, so check with your supervisor to learn what dress code is appropriate in your new role.
3. Notify your Supervisor, as soon as possible, if illness or other circumstances will prevent you from working your scheduled hours.
4. Act in a professional manner at all times and respect the confidential aspects of your position.
5. Report your work hours accurately and in a timely manner to ensure accurate paychecks.
6. As a student employee, you may not work over your assigned hours per week. The maximum allowable hours during the academic year for all student employees is a total of 15 hours per week, and your supervisor(s) may schedule you up to but not over 15 hours per week.

During the summer, a maximum of 40 hours may be worked. If you have more than one student employment position, the total number of hours worked may still not exceed the prescribed hours per week. It is your responsibility to ensure this does not happen.

7. It is your responsibility to inform the One Stop Student Services and the Human Resources/Payroll department of any name or address changes.

EQUAL OPPORTUNITY EMPLOYMENT

CCAD believes in equal opportunity and does not discriminate against any student or prospective student, employee or prospective employee on the basis of race, color, sex, ancestry, national origin, age, veteran status, sexual orientation, or religion, or against any otherwise qualified individual with disabilities in the administration of its admissions policies, educational policies and programs, financial aid programs, employment practices, or other school administered programs or activities.

HOLIDAYS

In general, student employees are not required to work on a legal holiday. Holidays are indicated on the Institution calendar and can be found on the CCAD Web Site. In rare cases, if your supervisor asks you to work on a holiday, your wages remain the same as for non-holiday hours.

ABSENCES

Students are expected to be responsible employees. They are expected to show up ready to work at the time agreed upon with the supervisor. Failure to do so may result in termination. If the student anticipates an absence in advance, the student employee should consult with the supervisor a minimum of one week in advance of the first absence date. Repeated absenteeism is grounds for dismissal from the student employment program at CCAD.

SICK LEAVE

Sick leave benefits are not extended to student employees. If a student employee is ill, she/he must notify their supervisor as soon as possible. Failure to do so may result in termination. In the event of the extended illness of a student employee, the supervisor should consult with the Human Resources Office

VACATION

Student employees are not eligible for vacation benefits. If the student employee anticipates an absence in advance, then she/he should consult with the supervisor a minimum of one week in advance of the first absence date. If the supervisor approves leave, such leave will be uncompensated. Students are not paid for lunch hours, sick leave, work breaks, etc.

TERMINATION POLICY

You may terminate your employment and transfer to another position as long as you remain in good standing. You must give your Supervisor adequate notice prior to leaving the position. You may not be eligible for re-hire during the current semester if reasons for your termination include:

1. Documented unsatisfactory performance
2. Dropping below half time enrollment
3. Unauthorized use of Institution property or information
4. Failure to comply with Financial Aid Standards of Academic Progress
5. Changes in eligibility or circumstances
6. Falsification of time recording/hours worked
7. Earning maximum award allotment
8. Violating confidentiality expectations

GRIEVANCE PROCEDURES

Occasionally conflicts arise in the workplace between the student employee and the employer. Please follow the procedures below when trying to resolve your grievance.

1. If you have a grievance with your employer's policy or procedure, make an attempt to discuss and settle the problem with your Supervisor.
2. If you are dissatisfied with your Supervisor's response, you may want to contact your Department Supervisor to discuss your concerns. Explain to them that you have already spoken to your immediate Supervisor and are dissatisfied with the outcome.
3. If you are unable to resolve the matter, make an appointment with the Human Resources Office. Be prepared to present all information pertaining to the situation.

4. Representatives from the Human Resources Office will meet with all of the individuals involved and attempt to mediate the problem.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

The State of Ohio prohibits sexual harassment as part of its civil rights law. CCAD supports this position and is committed to creating and maintaining an educational environment for all students and a work environment for all employees that supports and rewards educational and career goals on the basis of ability and performance.

CCAD is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. It is the policy of CCAD, as well as federal, state, and local discrimination statutes, to forbid illegal discrimination in the workplace.

Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, veteran status, sexual orientation, religion, disability, or any other legally protected characteristic will not be tolerated.

Any individual that feels that he/she has been harassed based on either gender or some other protected characteristic should discuss the matter with the Human Resources Office for the purpose of reviewing the facts of such alleged harassment. For more information regarding CCAD's sexual harassment policy, please refer to the Student Handbook.

WORKERS' COMPENSATION - WORK-RELATED INJURIES & ILLNESSES

The Business Office provides workers' compensation coverage for all employees, including student employees. Coverage is provided for work-related illnesses and injuries as defined under Ohio law. Any work related injury should be reported immediately to a supervisor and/or the Safety & Security office. A notification of work related injury should also be reported to the Business Office within 24 hours. An Incident Report Form must be completed.

If a student employee needs to seek medical treatment for a work-related illness or injury that employee or the employee's supervisor must contact the Business Office to obtain a Workers Compensation Claim Number. The student employee must also keep the Business Office informed and provide copies of medical paperwork regarding the status of his/her work-related injury or illness, any work restrictions and/or a return-to-work date.

COMPUTERS & NETWORK SYSTEMS

CCAD computer equipment, software, and services are provided for college purposes. All users of college computer equipment and software are required to abide by all license agreements and federal, Ohio, and all other applicable laws. Users shall not tamper with, open, or remove college hardware without prior authorization. Use of the College's electronic resources to intentionally display, hold, send, view, print, download, retransmit, distribute or otherwise communicate content which the College may deem to be inappropriate, obscene, sexually explicit, or pornographic is prohibited.

Employees may not load unapproved software programs or updates onto college computers. If an employee would like to have something else installed, ask first — talk to your supervisor, who will work with the IT Office to evaluate your request. Harming campus systems, either by unintentional curiosity (i.e., going beyond what you are asked to do because you were just interested to see how something would work) or malicious intent is not only grounds for immediate employment termination, but could be grounds for expulsion from the Institution.

By using CCAD's electronic equipment or systems an employee consents to monitoring by the college, and acknowledges its right to conduct such monitoring. Employees will be held responsible for actions taken on their login. Therefore, care should be taken not to allow others to use a computer to which an employee is already logged in. You must never allow another student to use a computer provided for your work responsibilities without prior authorization from your supervisor.

REPORTING YOUR HOURS

1. We expect employees to have the highest level of integrity and therefore, submit your hours with honesty. You are only paid for the hours that you work. Non-departmental meetings, school events, lunch or dinner breaks must be deducted from your shift.
2. Log in through the ADP ezLabor Online System at the beginning of each shift, and log out at the end of each workday.
3. Open your internet browser and go to <https://portal.adp.com/>
4. ***The first time you log on, follow the directions as listed in the Appendix at the end of this handbook.***
5. Enter **ColumbusCo-123** as the registration code (as typed, with uppercase C's and the rest lowercase, no spaces). Following the directions until complete.
6. Click Submit to view the employee login screen. This is the screen that you may choose to bookmark.
7. In this system, you can log in and out for each shift and view your timesheet.
8. You are not permitted to have others logging you in or out.
9. If you forget to log in or out, notify your supervisor so they can make the needed corrections.

PAY PROCEDURES

Student employees are paid on the 15th and last day of each month. If the regular payday falls on a weekend or a holiday, employees are paid on the last working day immediately preceding the regular payday. Direct deposit is available and is strongly encouraged. **After signing up for Direct Deposit, there may be a delay in activation. You may receive a “live” check on your next payday, depending on the timing of when Human Resources receives your paperwork.** (Contact Human Resources to sign up or change direct deposit options.)

Direct deposit notices or checks can be picked up in the One Stop Student Services Office in the Crane Center. You must provide proper identification when picking up your check or pay notice.

CCAD NON-SMOKING POLICY

Student-workers, while “on the clock”, are prohibited from smoking or using tobacco at all facilities and grounds of the Columbus College of Art & Design, **effective January 1, 2013**. This includes, but is not limited to, all indoor & outdoor areas and properties, including but not limited to: work areas, college vehicles, parking lots and any vehicles on the property, adjacent sidewalks, and any other College properties.

Tobacco use, for the purposes of this policy, means the personal use of any tobacco product, whether lighted or not, including, but not limited to, cigarettes, pipes, cigars, smokeless or chewing tobacco.

All employees are authorized and encouraged to communicate this policy with courtesy, respect & diplomacy. If an employee refuses to comply with this policy, the employee’s immediate supervisor or Human Resources should be notified. The immediate supervisor will follow up with the employee to remind him or her about the policy. Continuing violations may also result in appropriate disciplinary action up to and including dismissal.

CCAD encourages any employee who uses tobacco to quit. Tobacco is the leading cause of death in the United States, responsible for one in every five deaths. For a list of smoking cessation resources, or for more information on this policy, contact Human Resources.

CHILD PROTECTION POLICY

The College strongly affirms its ethical and statutory duty to ensure an environment which safeguards and fosters the well-being of young people attending programs at the College. All employees, contractors & volunteers of the College are expected & required to adhere to the College’s Child

Protection Policy. The College has a “zero tolerance” policy for any type of abuse or harm to children. The College acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

For ease of reference for student SMAC employees, the following is a concise restatement of SMAC policies for child protection:

1. All employees will enforce the “Rule of 3,” requiring that no child ever be left alone with an adult. Either two adults must be with the child, or two children with the adult. No child under the age of 14 may leave class without supervision, or be alone with an adult.
2. Discipline used in the College’s programs will not include “corporal punishment”: hitting, spanking, slapping, etc. is strictly prohibited. If a student behaves in a way that cannot be controlled through non-physical means, contact the appropriate program supervisor and/or the College’s Security office. No employee will engage in physical contact that is not clearly non-sexual or abusive; if there is ever a question, the employee should refrain from making physical contact.
3. No child will be released to a person other than the child’s parent/legal guardian or a person who the child’s parents have authorized beforehand to pick up their child. All students in grades 1-8 shall be dropped off and picked up by a parent/legal guardian or a person designated by the parent/guardian. Parents/legal guardians will indicate for students in grades 9-12 the appropriate pick-up & drop-off scenarios for their child.
4. No student will be released early unless the parent or legal guardian notifies the instructor.