

2025-2026

ON-CAMPUS STUDENT EMPLOYEE HANDBOOK

**CAREER
SERVICES**



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Welcome to Saginaw Valley State University!

Whether you are joining us for the first time or returning for another academic year, we are pleased to welcome you as a valued member of the SVSU team.

As a student employee, you play a vital role in helping the University fulfill its mission of excellence in education, service, and community engagement. Your professionalism, dedication, and commitment to quality service contribute directly to the success of our campus operations and the overall experience of our students, faculty, and guests.

This handbook outlines important policies and expectations designed to support your growth as a student employee and to ensure consistency, fairness, and excellence in the workplace. We encourage you to review these guidelines carefully.

Once you have read and understood the policies, please sign and return the acknowledgement form to your department manager. Adherence to these standards is essential, and continued disregard may result in disciplinary action.

We look forward to a successful year ahead and thank you for your contributions to the SVSU community.

Equal Employment Opportunity

SVSU is committed to fostering an inclusive and respectful work environment. We provide equal employment opportunities to all individuals—regardless of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, disability, sexual orientation, or veteran status.

Employment Records

The Office of Career Services is responsible for maintaining accurate employment records for all student employees. Please notify Human Resources promptly if there are any updates to your legal name, address, phone number, marital status, or number of dependents. You may request to review your employment record at any time.

Timekeeping Procedures

SVSU uses **Workday** to track student employee work hours. You must **clock in and out at the beginning and end of each shift**, and for **breaks if required by your supervisor**.

Clocking in/out can be done using:

- The **Workday kiosk** (with your student ID #)
- A **computer workstation**
- The **Workday mobile app**

You are responsible for accurately recording and submitting your time. **Never clock in or out for another person.**

Your shift officially begins when you clock in and ends when you clock out. **You must clock out immediately after completing your work.** Falsifying time records—including inaccurate clock-ins or clock-outs—may lead to disciplinary action.

If you forget to clock in or out, contact your manager **right away** so they can correct your time. Report any other timekeeping errors promptly as well.

During the **Fall and Winter semesters**, student employees may work up to **20 hours per week**, based on the availability of departmental funding.

Pay Periods

SVSU operates on a **bi-weekly pay schedule**, with 26 pay periods per year. You will be paid **every other Friday** for hours worked during the **previous two-week period**, which ends on the Saturday before payday.

If you have **not set up direct deposit**, your paycheck will be **mailed to the home address on file**. To avoid delays, we strongly recommend enrolling in **direct deposit** through **Workday** for faster and more secure payment

Direct Deposit

Student employees may choose to have their pay deposited into the financial institution(s) of their choice. To set this up, log in to **MySVSU**, then select and log in to **Workday**. From the drop-down menu, navigate to **Benefits and Pay > Payment Elections**, and add your banking information.

Breaks and Meal Periods

If you're scheduled to work a **full eight-hour shift**, you have the option to take a **30-minute unpaid** break. While this is your choice, you must discuss the timing of your break with your manager to ensure it fits with the department's needs. Remember to clock out and back in for all unpaid breaks using Workday.

Anti-Harassment/Discrimination Policy

Saginaw Valley State University is committed to providing work and learning opportunities without regard to age, color, disability, gender identity, genetic information, height, marital status, national origin, race, religion, sex (including pregnancy), sexual orientation, veteran status, weight, or on any other basis protected by state, federal, or other applicable law, and to achieving its objectives in compliance with applicable federal, state and local laws and regulations that prohibit discrimination.

Resignation Process

Student employees are expected to provide the immediate supervisor with written notice **a minimum of two (2) weeks in advance of his/her resignation date**. This applies only to students who are resigning during the course of the semester. Students who resign from positions are eligible to be employed in other departments on campus.

Professional Dress Standards

Your appearance reflects SVSU's commitment to excellence. Whether interacting with students, staff, alumni, employers, or guests, student employees are expected to present themselves in a clean, neat, and professional manner.

Dress Code Expectations:

Acceptable casual or business attire includes:

- Dress slacks or khakis (e.g., Dockers)
- Button-down shirts, blouses, or polo shirts with collars
- Sweaters or cardigans
- Dresses or skirts
- Dress shoes or loafers (Closed-toe shoes must be worn while working)
- SVSU Red Pride gear on Fridays

Not Permitted:

- Midriff-baring tops or crop tops
- Pajama pants or overly casual loungewear
- Hats or hoods worn indoors (unless part of religious or medical attire)

Note: Dress expectations may vary slightly depending on your department. Always follow your supervisor's specific guidelines. If no specific attire is communicated, follow the standards listed above.

Grooming Standards

All student employees are expected to maintain a high standard of personal hygiene and a professional appearance while at work. This reflects respect for yourself, your coworkers, and the broader campus community—including students, alumni, faculty, staff, employers, and guests.

- **You are responsible for arriving to your shift clean, well-groomed, and presentable.**
- Repeated violations of grooming or dress code expectations may be considered serious and could result in disciplinary action.

Scheduling and Availability

At the start of each semester, student employees are required to submit their class schedule and availability to their department. In addition to submitting this information in Workday, you may also be asked to provide a separate copy directly to your supervisor. Be sure to clearly indicate any days or times you are unavailable to work.

If you are unable to work a scheduled shift, you are expected to first attempt to find a replacement. If no one is available, you must notify your manager as early as possible so that alternate coverage can be arranged.

Call-In Procedures

If you are unable to report to work due to illness or an emergency, you must notify your manager or designated contact as early as possible before your scheduled shift. In urgent situations, communication should be made as soon as you are able.

No Call/No Show Policy

Failing to report to work and not contacting your supervisor in advance is considered a **No Call/No Show** and may result in progressive disciplinary action. Repeated offenses may lead to termination of your student employment.

Cell Phones/Personal Calls

Students may use their cell phones to clock in and out using the Workday app if their department allows this method. Be sure to discuss this option with your manager first. While cell phone use during work hours is generally discouraged, students must follow all department-specific cell phone policies.

Homework Policy

Homework policies may vary by department. Some offices may allow you to work on academic assignments when your work duties are completed, but only with manager approval. Your job responsibilities must always take priority.

Employee Parking

If you commute, please be aware that general campus parking is free in designated areas. Some lots are restricted or reserved—pay attention to signage at the entrance of each lot to avoid parking violations.

Safety & Emergency Locations

Employees should always be aware of the nearest First Aid kit, restroom, and Security building in relation to their work area. In the event of an emergency, dial 911 or ex. 4141 on a campus phone to reach Campus Police immediately.

Smoke-Free Environment

SVSU is a smoke-free campus, including all buildings, university-owned vehicles, and outdoor areas near facilities. This policy covers all tobacco products, including e-cigarettes, vapes, oral tobacco, and any products intended to mimic tobacco use. Smoking is only permitted in residential and lettered parking lots, and only if you are at least 25 feet away from any building. If you choose to smoke, please dispose of all materials in the proper receptacles and keep the area clean. This policy applies to all students, staff, faculty, and campus visitors.

Progressive Discipline Process

At SVSU, we are committed to supporting our student employees and helping them succeed in their campus roles. We believe in fair and respectful treatment, and we approach concerns about job performance, attendance, or behavior with a clear, constructive process designed to promote learning and improvement.

Career Services is here to support both students and managers throughout this process and can assist with communication, training, or mediation when needed.

Informal Coaching

Managers are encouraged to provide early feedback through informal coaching sessions. These conversations are not documented but offer an opportunity to clarify expectations and address minor concerns before formal steps begin.

1. Verbal Warning

If a student employee is not meeting expectations, the supervisor will discuss the issue and offer guidance, support, or training to help correct the behavior. A reasonable amount of time will be given for improvement.

- **Documentation:** The managers must follow up with an email or letter summarizing the conversation, defining the issue, steps for improvement, and expectations.
- **Follow-Up:** A meeting should be scheduled within 1–2 weeks to assess progress and provide additional support if needed.

Progressive Discipline Process (cont.)

2. Written Warning / Probation

If concerns continue, the student may be placed on probation for the remainder of the semester (or one additional semester).

- **Written Warning:** A letter will outline specific expectations and a timeline for improvement.
- **Reflective Statement:** Students are encouraged to submit a brief statement on how they plan to meet expectations.
- **Documentation:** A copy of the probation letter, signed by both the supervisor and the student, must be submitted to the Career Services Office before the probation period begins.

Career Services is available to provide support throughout this process—whether it's helping students reflect and move forward or assisting supervisors in guiding student growth. Our goal is to ensure every student has a positive, developmental work experience on campus.

3. Termination

Student Employment may be terminated if performance does not improve during probation or if a serious violation occurs.

- **Approval:** All terminations must be reviewed and approved by the Director of Career Services before being communicated to the student.
- **Appeals Process:** Students may submit a written appeal to the Director within 5 business days for review.

Misconduct vs. Performance

- **Serious misconduct** (e.g., harassment, theft, policy violations) may bypass earlier steps and result in immediate termination.

General Professionalism Tips

Do:

- Treat this position as an opportunity to gain real-world experience. Stay open to learning and growing.
- Always exercise confidentiality when handling sensitive information.
- Communicate clearly and confidently, ensure your speech is coherent and at an appropriate volume.
- Be punctual and show up prepared to work.
- Take responsibility for your actions, mistakes happen, but learning from them is key.
- Greet visitors with a warm welcome, especially if you're the only one available.
- Ask permission before leaving your work area for breaks, food, etc.
- If you use the last of something, replace it. If something is broken, ask for help to fix or replace it.

Don't:

- Show a negative attitude, focus on a positive, team-oriented mindset.
- Leave your work area messy, do your part to keep things tidy and organized.
- Walk around on your cell phone, keep your attention focused on your work while on shift.

EMPLOYEE ACKNOWLEDGEMENT

I have received, read, reviewed, and understand all the policies listed in the employee handbook.

I acknowledge that any questions regarding the content of this handbook have been answered and fully explained to me.

Date:

Employee:

Position Hired:

Employee Signature:

CONTACTS

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