STUDENT EMPLOYMENT HANDBOOK

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I. INTRODUCTION

Student employment is an integral part of the campus community that benefits both students and employers. Every student employee is responsible for completing the necessary employment paperwork and entering and submitting hours worked on a weekly basis. Student employees must also follow Federal and University employment policies including the Fair Labor Standards Act (FLSA), as a condition of initial and continued employment at Brown.

This handbook outlines regulations and requirements concerning the terms and conditions of student employment as well as information on how to find a job at Brown. The practices stated are intended as guidelines only and are subject to change at the sole discretion of Brown University. This handbook does not constitute a contract of employment, expressed or implied, between the student and Brown University. All student workers are employed on an at-will basis, and Brown reserves the right to terminate an individual's employment at any time. As a student employee of Brown University, you are responsible for complying with the regulations and requirements outlined in this handbook. **Students hired under these guidelines are matriculating students of Brown University and any employment with Brown University is incidental to your educational program at the University.** Titles and department names referenced in this manual are subject to change. In cases when such titles are no longer accurate, please contact the Student Employment Office for further information.

At Brown, the responsibility of overseeing and managing the student employment function is a collaborative process between the Student Employment Office (SEO), University Human Resources and the Payroll Office. The Student Employment Office is located within the Office of Financial Aid and is responsible for managing information regarding student employment opportunities, supporting students in their pursuit of employment, working with managers, and acting as the liaison to University business offices. University Human Resources is responsible for maintaining compliance with government and federal regulations including I-9s and the Fair Labor Standards Act (FLSA). The Payroll Office produces paychecks, W-2s and manages applicable tax regulations. You are encouraged to contact any of the offices outlined with questions regarding your employment at Brown University. In general, the Student Employment Office should be your primary contact for any questions regarding your student employment at Brown University. The SEO will refer you to other appropriate offices as necessary.

II. NECESSARY PAPERWORK FOR COMPLETION PRIOR TO BEGIN WORKING AT BROWN

The following documents must be completed as a condition of employment:

a. Completion of an I-9 Form

In compliance with the Immigration Reform and Control Act of 1986, the University must verify your eligibility to work in the United States with an I-9 form. You must present original unexpired documents such as a U.S. Passport or a driver's license and social security card to a University representative in the Brown Business Center (2nd floor of J.Walter Wilson) on or before your first day of work. **Completion of this form generally is required only for your first job on campus.** Consult the [Human Resources website](#) to download a copy of this form with full details on acceptable documents.

b. Completion of a W-4 Form

It is your responsibility to complete State and Federal W-4 (Income Tax Withholding) information within the Payroll system (known as Workday – go to “Pay” then “Withholding Elections”). This information instructs the University of your desired tax withholding status. For those students who do not submit W-4 information, the maximum withholding status will be applied. For advice on withholding status, please consult a family member or a tax advisor. University representatives are prohibited from providing students advice on tax issues. **Both Federal Work-Study and Non-Federal Work-Study earnings are considered taxable.** Note: International Students must consult the [Office of International Student & Scholar Services (OISSS) web site](#) for tax treaty information.
c. Obtaining a Social Security Number

Citizens and Permanent Resident Aliens: Students who do not have a social security number must apply for one through the Social Security Administration. A student must apply for a social security number as soon as they begin working. The local Social Security Administration (SSA) Office is located in the Federal Building at 380 Westminster Street, downtown Providence. Information about the documentation required to apply for a social security number can be found at Social Security Online. In addition, students can obtain information at 1-800-772-1213 or via the local office at 401-528-4501. Once an application is submitted to the local SSA Office, the student will be provided with an application receipt. The student will receive their social security card approximately 3 to 6 weeks from the date of application. Once received, it is imperative that the student visit University Human Resources (UHR) and update their information with a representative from the Records area of UHR. The student must show the original document (social security card) to this representative.

d. Additional Information for International Students

Since lawful F-1 status carries the automatic benefit of on campus work privilege, working on campus may be the easiest place for international students to find employment. Students with J-1 status are required to seek prior written permission from their program sponsor before beginning on or off-campus work.

When international students begin to work at Brown, they should register for the Foreign National Information System (FNIS) by following the procedures outlined on the OISSS website. International students should never work off campus without prior U.S. Citizenship and Immigration Services (USCIS) or OISSS permission. Per the U.S. Citizenship and Immigration Services' (USCIS) regulations, international students can work no more than 20 hours per week during the academic year. The Brown University workweek is defined as Sunday - Saturday. International Students with questions about employment should visit OISSS during business hours or schedule an appointment with an advisor. OISSS is located in J. Walter Wilson, 69 Brown Street.

In compliance with the Immigration Reform and Control Act of 1986, the University must verify your eligibility to work in the United States with an I-9 form. All international students must present original unexpired documents to a University representative at the Brown Business Center located on the 2nd floor of J.Walter Wilson (such as an unexpired foreign Passport with the I-551 stamp or an unexpired I-94) on or before the date that employment commences. The form must be completed in its entirety within 3 days of your employment start date. The Office of International Student and Scholar Services (OISSS) can assist international students in obtaining and completing the required documentation they need in order to work on campus. The “Students” page on the SEO web site contains an International Student Employment Checklist. International Students are encouraged to use this list as a guide to completing work requirements, including obtaining a social security number.

e. Direct Deposit

Direct Deposit is the most convenient and fastest way for students to receive their pay at Brown. Students are encouraged to enroll in Direct Deposit to have paychecks automatically deposited into their bank account.

III. FEDERAL WORK-STUDY AND CAMPUS EMPLOYMENT

Many students have an academic year work component as part of their financial aid package, referred to as Federal Work-Study or Campus Employment. Confusion sometimes exists concerning what the amount awarded represents and how the funds are to be used.

The Federal Work-Study Program was established by the Higher Education Act of 1965. It was meant to encourage and promote the employment of students by helping them meet their educational costs. Eligibility for Federal Work-Study (FWS) is determined from the information students provide on the Free Application for Federal Student Aid (FAFSA). Brown University receives an annual allocation of FWS funds from the U.S. Department of Education. These funds are used to help subsidize the wages of students with a Federal Work-Study award. Therefore, the wages earned by students who have a Federal Work-Study award are paid by a combination of federal funds and University funds. Students with Campus Employment in their financial aid award are paid entirely with University funds.
Brown University awards a work component to eligible students as part of their financial aid package. This gives students the opportunity to work part-time during the academic year to help pay for miscellaneous expenses related to their education. Students are not required to work or to earn the full amount of their work award. Instead, the work award provides a student the opportunity to work and earn funds that they can use towards their daily expenses. It is not necessarily expected that these earned funds will be paid back to Brown to cover tuition, fees or other billed educational expenses.

The Federal Work-Study or Campus Employment portion of the award will not appear as a credit on the billing statement from the University. These funds are paid directly to the student and may be used to meet personal expenses and buy books. While many eligible students receive an award of $2,800 or more, the actual amount of money each student will earn depends on the number of hours worked each week and the wage-rate paid by the employer. Students who work receive a biweekly paycheck from the Brown Payroll Office.

Students are not placed into a job; rather, they must apply for a job based on their interests, skills and schedule. Brown University employs students in various administrative and academic departments, dining service facilities, residence halls, libraries, athletic facilities, laboratories and more. The Student Employment Office (SEO) website serves as the central repository for campus work opportunities. Applying for on-campus jobs is a fast and simple process. In most cases, students can apply directly through the SEO website.

Time management can be difficult; holding a job on campus should not adversely affect academic or personal activities. Most students working 8 to 10 hours a week are able to earn the amount of the work award. The minimum hourly rate paid to students can be found on the SEO website. Since pay rates vary depending on the type of job and skills required many students earn hourly rates that are higher than the minimum.

Those who are able to cover their personal and book expenses by other means, and therefore do not earn any or all of their employment opportunity, are not penalized in any way. Federal Work-Study or Campus Employment is a work opportunity—not a requirement.

If you have any questions about Federal Work-Study or Campus Employment, please contact the Student Employment Office at Student_Employment@brown.edu or call 401-863-9922.

IV. POLICIES AND PROCEDURES SURROUNDING PAY AND ELIGIBILITY

a. Eligibility to Work

On-campus student employment is defined as any job through which a student enrolled in a degree-granting program at Brown University is compensated with a paycheck issued by the Payroll Office of Brown University. Students hired under these guidelines are matriculating students of Brown University, and any employment with Brown University is incidental to their educational program at the University. Undergraduate students who are currently enrolled at Brown are eligible to apply for opportunities via the Student Employment website regardless of work-study or financial aid status; a work-study award is not required.

First-year students are eligible for on-campus student employment as of July 1st of the year in which they are to begin their studies at Brown University. If a student terminates his or her enrollment at Brown University for reasons other than graduation, he or she may not continue working as a student employee, effective as of the date of separation from the University. December graduates may not continue working as student employees following the completion of their studies in December. May graduates who wish to continue working as student employees throughout the summer following graduation should contact the Student Employment Office.

A student may not begin working until s/he has completed the Form I-9 and has been properly on-boarded into Workday by the hiring department.

b. Hourly Rate Requirement - Fair Labor Standards act (FLSA)

All student employees are considered non-exempt employees for the purposes of the FLSA. As such, time collection and timely payment of students’ work hours is required. All students and their supervisors will be held to the standards outlined below - failure to comply may result in discipline up to and including termination of employment.
All undergraduate student workers must be paid an hourly rate. **Federal and State law requires that students working in non-exempt positions be paid an hourly rate no less than the federal or state minimum hourly wage and they must be paid for each and every hour worked.** Departments cannot pay students less than Brown's student minimum hourly rate, nor can they under report or inaccurately report hours in order to manage budget constraints.

A student cannot be both a "paid" employee and a "nonpaid" volunteer while performing essentially the same type of work at the University. Students must be paid for all hours worked. Employees (including student workers) cannot waive their protection under this regulation.

Underreporting or inaccurate reporting of hours is a violation of FLSA. Student employees are required to record **ALL** hours worked on a weekly basis in **Workday Student Time Tracking** in order to ensure they are compensated accurately for all hours worked. Student employees must submit hours worked via Workday (or Kronos for applicable departments) by the end of the day each Saturday. Supervisors must authorize, in advance, all time worked in excess of the number of hours a student has been authorized to work in a week. Departments must pay students the full amount due for all hours worked in each pay period.

Salaried or "lump sum" compensation is permitted only for scholarship awards and other instances if approved in advance. These situations are subject to federal and state regulation, including FLSA, and are required to be approved in advance. Examples of allowable lump sum awards include UTRAs, Mellon Minority Fellowships, Royce Fellowships, and residence hall counselors. Inquiries regarding appropriate classification should be directed to the **Student Employment Office**. Student Employment will work in collaboration with University Human Resources and the Controller’s Office to make a determination if salaried/lump sum compensation is allowable.

### Maximum Hours, Overtime & Special Pay Situations

For student employees who are **U.S. citizens** and **Resident aliens**, there is no legal limit for hours worked. Students are strongly encouraged to limit their work week to 10-12 hours per week during the academic year. However, if a situation arises where a student works in excess of 40 hours within a workweek, overtime compensation is **required**. Per the U.S Citizenship and Immigration Services (USCIS) **International students** are limited to 20 hours in a Sunday to Saturday work week.

FLSA determines when overtime pay is required and mandates that employees who work in non-exempt positions, including student workers, be paid time and one-half for time worked in excess of 40 hours in one work week (combined for all on-campus jobs). **The Brown University workweek is defined as Sunday - Saturday.** Employees cannot forfeit overtime pay rights, and overtime must be paid within the same pay period as the time worked. Brown University, as an educational institution, is exempt from the Rhode Island Law requiring some employers to pay time and one-half the regular rate to work on Sundays or Holidays. Students may be paid straight time when they work on Sundays or holidays, however these work hours should be counted toward total hours worked in each week.

If a student is working in more than one department, it is the responsibility of the student to inform the departments where the work is occurring and notify them when the hours in a work week approach 40 hours. If total time worked exceeds 40 hours, the student employee must be paid overtime by the secondary department at the primary position hourly rate or greater. Additional details on the practice of temporary dual employment and overtime pay for non-exempt employees including students can be found on the **University Human Resources web site**.

### Breaks

Under Rhode Island law, all non-exempt employees must take at least a 20 minute (unpaid) lunch period if their workday exceeds six hours. There is no legal requirement for breaks. However, student employees who work 4 consecutive hours may take one 15 minute (paid) break during that time as approved by their supervisor. Breaks may not be taken at the beginning or end of the day, or to prolong a lunch break.

### GETTING A JOB AT BROWN

#### a. Types of Job Opportunities

**On Campus:**

<table>
<thead>
<tr>
<th>Student employment is an integral part</th>
<th>To Search for On-Campus Jobs:</th>
<th>To Apply for On-Campus Jobs:</th>
</tr>
</thead>
</table>

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of our campus community that benefits both students and departments. Student jobs exist in both academic and administrative departments and consist of a wide range of opportunities - some requiring basic skills, while others call for more extensive knowledge or experience in a particular area.

<table>
<thead>
<tr>
<th><strong>Find a Job</strong></th>
<th><strong>Run a Quick or Advanced Search</strong> with the criteria that match your interests. Be sure to limit your search to On-campus Jobs.</th>
<th><strong>Find jobs on the SEO website.</strong> From the job detail page of a job opportunity, apply on-line or follow the application instructions provided by the prospective employer.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Off-Campus Jobs:</strong></td>
<td><strong>To Search for Off-Campus Jobs:</strong> Select &quot;Find a Job&quot; from the SEO website Run a Quick or Advanced Search with the criteria that match your interests. Be sure to limit your search to Off-Campus Jobs.</td>
<td><strong>To Apply for Off-Campus Jobs:</strong> Find jobs on the SEO website. Contact the prospective employer directly using the information provided in the job listing.</td>
</tr>
<tr>
<td><strong>Temporary Assignments:</strong></td>
<td><strong>To Search for Temporary Jobs/Projects:</strong> Click on “Find a Job”. For a listing of all Temporary Opportunities, select &quot;Temporary Jobs&quot; from the Quick Search Menu.</td>
<td><strong>To Apply for Temporary Assignments:</strong> Follow the instructions above to apply for an On or Off-campus job opportunity.</td>
</tr>
<tr>
<td><strong>Student Grants and Fellowships:</strong></td>
<td><strong>The Office of the Dean of the College lists many student research grant and fellowship opportunities.</strong></td>
<td><strong>To Apply for Student Grants and Fellowships:</strong> Follow the instructions provided on the website of the Dean of the College.</td>
</tr>
<tr>
<td><strong>Internships and UTRAs:</strong></td>
<td><strong>The Office of the Dean of the College and the Career Development Center (CareerLAB) have great advice on internships and UTRAs.</strong></td>
<td><strong>To Review information provided by the Office of the Dean of the College for UTRAs:</strong> Click here</td>
</tr>
<tr>
<td><strong>Summer Employment:</strong></td>
<td><strong>Starting in late winter, off-campus summer jobs will begin to be posted on the SEO website.</strong> There are opportunities throughout the country - including summer camp positions. As the semester progresses, on-campus employers will also post summer opportunities.</td>
<td><strong>To Search for Summer Jobs:</strong> Click on Find a Job For a listing of all Summer Opportunities, select &quot;Summer Jobs&quot; from the Quick Search Menu. To narrow your search, select Advanced Search and select options from the Category and/or Department boxes. Be sure &quot;Summer&quot; is listed in the Time Frame Box.</td>
</tr>
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</table>
| **Community Service & Federal Work-Study:** | **The Off-Campus Federal Work-Study program, administered by the Swearer Center and the Office of Financial Aid, enables undergraduates who are eligible for Federal Work-Study to hold** | **For detailed information on this program:** Click Here to visit the Swearer Center website. | **To find out if you are eligible for Federal Work-Study:** Contact the Student Employment Office (a division of the Office of Financial Aid) at Student_Employment@brown.edu or call...
paid community service jobs. The program allows community agencies to hire students at a reduced cost by cost-sharing the position with Brown University. Funding is limited and the application process is competitive.

b. **JobMail - On-line notification of opportunities**

**Tired of continuously searching for a job that matches your interests?** Then sign up for JobMail - the on-line job notification service. You can be automatically notified (via e-mail) when new job opportunities are added without having to search the website every day. You can unsubscribe at any time & there's no obligation.

**To Sign up for JobMail:**
Click on [Sign-up for JobMail](from the SEO website homepage). Fill in your name, e-mail address, and anticipated year of graduation. Add all the areas you are interested in & hit "Save Subscription". (*i.e. to be notified of all Temporary opportunities as they become available, Select "Temporary" from the Time Frame box.*)

c. **University Work Scholarship - Sidney Frank Scholars only**

All first-year Frank Scholars whose financial aid packages would have included a work expectation will receive a one-time replacement of this work expectation with "University Work Scholarship." However, Frank Scholars who receive a "University Work Scholarship" in place of "work-study" are not prohibited from obtaining on-campus employment. Frank Scholars will have a work expectation in their sophomore, junior and senior year financial aid awards. To learn more about Sidney Frank Scholars please consult the [Office of Financial Aid](website) web site.

d. **Job Search Tips**

**Define Goals:**
Before beginning a job search, it's important to think about why you are looking for a job. Aside from the obvious need for cash, what are you looking to gain from your employment experience? Think about what you have to offer - assess your skills and interests.

- What prior experience do you have? Do you have specialized or unique skills?
- What type of knowledge are you looking to gain or enhance?
- What are your academic, career and social interests? Are you looking to complement one of these areas with an employment opportunity?
- Are you looking for an opportunity that will allow you to gain supervisory and/or project management skills?
- Do you enjoy working independently or as part of a team?
- Do you enjoy customer service?
- Are you looking for a job that is intellectually challenging or something with more relaxed requirements?
- Are you looking to work within the Brown community or would you prefer to branch out further into the Providence region?

**Determine your availability:**
Assessing your time constraints and determining your availability will help guide your job search. While most departments are flexible in terms of setting schedules around classes, there are times when your scheduling needs and that of the employer will not match. For example, if you prefer to work only in the evenings, then a job in an administrative department with standard business hours isn't a good match for you. While most job postings will list the time commitment expectations, it is important that you think about your needs and availability. Be sure to discuss scheduling concerns with a prospective employer before taking a job.

- Think about when you would prefer to work - daytime, evenings, weekends?
- What other time commitments do you have? (classes, sports, campus organizations, sleep, etc)
- Do you prefer multiple short shifts or longer hours with fewer days to work?
• Are you looking for a standard schedule or do you prefer something that is more flexible?
• What time off do you anticipate you will need? (exams, traveling, etc)

Be honest with yourself and the prospective employer about scheduling concerns and time constraints. Earning sufficient funds to meet personal needs is an important factor for many; however, your primary goal at Brown is your academic experience. Don’t short-change academics, or your well being, for any job.

**Keep Track of Prospects & Follow-up:**
Once you begin your job search, be sure to keep track of the jobs for which you have applied. Employment opportunities can sometimes be quite competitive and employers often receive many applications - especially during peak hiring season (early each semester).

- Keep a list of contact names and e-mail addresses.
- After applying, if you do not hear anything from a prospective employer within 5-7 business days, feel comfortable sending a friendly e-mail expressing your continued interest in the job and inquire as to the status of the hiring process.
- Never feel obligated to accept a position that does not interest you.

**e. Interviewing Tips**
Always be calm and positive in an interview. Employers simply want to find out about your personality, work experience, and interests.

Jobs on campus can be highly competitive; therefore, in an interview be prepared to answer questions such as these:

- What interests you most about this job?
- Do you have any previous related job experience?
- Could you tell me a little about yourself?
- What features of your previous jobs have you liked the most? The least?
- Do you work better with others or alone?
- How would your current/previous co-workers describe you?
- Are you interviewing/working anywhere else on campus?
- What are some of your strengths? Your weaknesses?
- Is there anything special about you that makes you uniquely qualified for this position?
- What kind of commitment can you give to this job considering your other obligations?

**f. Questions You Should Ask**
Remember, interviewing is a "two way street". When interviewing or being considered for a job, get specific information about job requirements. You should find out precisely what is expected, what is acceptable and if any special skills are required.

- Who will be my supervisor? Who will I be working with, and where?
- What is my work schedule? How is it established?
- What is the hourly wage?
- What are you looking for most in a student employee? What specific tasks or skills are required for this job?
- What could I learn through this job? How could I help you most?
- Is there a possibility of returning to this job in future semesters with an increase in pay?
- Will I receive on-going feedback regarding my work performance?
- If I get sick, do I need to find a replacement for my shift? How do I request time off from work, if I need it?

**VI. PAYMENT**

**a. Pay Rates and Grade Levels**
We seek to ensure fair compensation and labor practices for all students employed at Brown University. On-campus jobs are assigned a grade level and corresponding hourly rate by hiring departments. The hourly rate and grade level is based on the degree of responsibility and skills required for a job. For more information on pay rates and grade levels please consult the SEO website.
b. Payroll Calendar and Submitting Hours

Student hours worked are due into Payroll (by employing departments) by 11am on Monday for the prior week’s work. The workweek is Sunday – Saturday. However, students will be paid on a bi-weekly basis (every other Friday). Students are required to submit time worked to their employing department(s) on a weekly basis via the Workday Student Time Tracking system. Hours worked should be entered no later than midnight on Saturday for hours worked each week. It is essential that students adhere to this deadline. Compliance with this requirement is a condition of employment.

c. Missing or Incorrect Payments

Students should immediately notify their supervisor if they are not paid properly for all hours worked in a pay period. It is the responsibility of the student’s supervisor (or the department’s student Timekeeper) to submit an adjustment request to the Payroll Office via the Payroll Adjustment Form.

d. Underpayments and Overpayments

In the continual process of preparing paychecks, student employees may occasionally be underpaid or overpaid. The following guidelines should be followed to remedy such situations.

Guidelines for Correcting Underpayments: Students should immediately notify their supervisor if an underpayment has occurred. It is the responsibility of the student’s supervisor to determine if an error occurred. Supervisors should consult their records and submit an adjustment request to the Payroll Office via the Payroll Adjustment Form to resolve an underpayment situation.

Guidelines for Correcting Overpayments: When an active or former student receives an overpayment from Brown University, it is the obligation of the student to notify and repay the amount of the overpayment to Brown. In cases of overpayment, the University makes every effort to recover any overpayments. Supervisors should consult their records and submit an adjustment request to the Payroll Office via the Payroll Adjustment Form to resolve an overpayment situation. Corrective action will be taken as soon as possible.

Steps for Collecting an Overpayment:

- **First Action:** A verbal communication to the student is made from the department, notifying the employee of the overpayment, the amount overpaid and that return of the overpayment is required.
- **Second Action:** A written communication is sent to the student from the department, notifying the employee of the same information conveyed verbally in the First Action.
- **Third Action:** A written communication is sent from the Student Employment Office, notifying the student that continued failure to comply with the requirement to return the overpaid funds to Brown may result in further University action.

e. Holiday, Vacation, and Sick Pay

Student workers are eligible to take paid time out of work under the Rhode Island Safe and Healthy Families and Workplaces Act, also known as “Sick and Safe Leave”. Sick and Safe Leave may be recorded directly through Time Tracking when entering hours in Workday, however, student workers are also required to follow normal call-out procedures. Student workers will receive 6 hours of Sick and Safe Leave for use during calendar year 2018, and will receive a new accrual on January 1st of each year. This accrual rate may change periodically in accordance with the law. Student workers are not eligible for paid vacation or holiday pay (when not working on the holiday).

Brown University, as an educational institution, is exempt from the Rhode Island Law requiring some employers to pay time and one-half the regular rate to work on holidays. Students may be paid straight time when they work on holidays.
f. Tax Information

**Calculation of Income Tax Withholdings on your paystub:** The amount withheld for federal & state tax is not a straight percentage of the gross amount earned in a pay period. There are tax tables used to determine the amount withheld depending on the **amount earned & your filing status** (the # of allowances listed on your W-4). Depending on your filing status, a standard threshold is in place where nothing is withheld; above the threshold, a percentage is withheld for federal & state taxes. For more information on how tax withholdings are calculated, contact the Payroll Office.

VII. STUDENT EMPLOYMENT REGULATIONS, GUIDELINES, AND WORKING CONDITIONS

a. Statement of Nondiscrimination

Brown University does not discriminate against any person because of race, color, religion, age, national or ethnic origin, disability, veteran status, sexual orientation, gender identity or expression, or gender, except where gender is a bona fide occupational qualification.

b. Duration of Position

The approximate end date of a student position should be established at the hiring phase. In the absence of an established end date, it will be assumed to be the end of the current semester. If both parties are agreeable, the work relationship may continue for subsequent semesters while the student is enrolled at the University and/or during summer recess. Supervisors are under no obligation to re-hire a student for subsequent semesters.

c. Employment Verification

Employment verification inquiries regarding present or past University student workers that are received by telephone, fax or in writing, should be referred to The Work Number at 1-800-367-5690. Brown’s Student Employer Code is 18111. Additional information is available on the SEO web site.

D. Work Expectations

The University expects students to use good judgment to maintain a satisfactory working relationship. This includes, but is not limited to:

- Maintaining sound academic standing consistent with University standards and the requirements of the degree program to which you are enrolled
- Acting professionally at all times, and dressing appropriately for the work environment and the student’s position
- Maintaining the confidentiality of University business, records and information. In addition, all passwords and restricted access to University computer systems must be protected
- Using the University’s mail system for University business only
- Ensuring that the work of the University is not disrupted by the presence of persons not employed by Brown and/or the department (e.g., relatives, children or friends)
- Minimizing personal telephone calls. Long distance personal telephone calls are generally not permissible and should be made via the student’s personal cell phone. All personal telephone calls made or received during the work day must be brief and may not interrupt work being performed
- Ensuring that personal use of non-work-related electronic devices during work hours is infrequent and does not interfere with work operations
- Ensuring that workplace is free from violence and harassment of any form
- Restricting animals in the workplace to those essential for assisting employees with disabilities
- Using University equipment (including computers and software) only for University business. University equipment or property may not be removed from the workplace without the written permission of the department head, and such property must be returned along with any items issued for the purpose of performing your campus job upon termination
- Following workplace safety policies and complying with all University policies and procedures.
e. Workplace Safety

The University is committed to maximizing workplace safety, providing instructions covering safe working procedures, and making available special equipment to protect employees against known hazards. Hiring Departments are cautioned against hiring students to perform work for which they do not have the required training or skills to safely perform, e.g., installation of equipment, heavy lifting, moving, etc.

Students are required to carry out all safety requirements applicable to their positions, to adopt safety as the guiding principle and first priority in their work, and to practice safety at all times in the workplace. This includes using all safety equipment provided by the University and inspecting the safety equipment to be sure that it is in good working order. Students are also required to assist the University in detecting and eliminating unsafe conditions or acts by immediately reporting them to their supervisors.

Students in certain positions may be required to attend safety meetings or safety-training sessions as part of their job responsibilities, and to demonstrate that they can perform certain job duties in a safe manner. Students who violate safety rules may be subject to discipline up to and including termination from their campus job.

VIII. PROBLEM RESOLUTION PROCESS

Most work-related problems experienced by students can be resolved quickly, informally, and fairly at the level at which they arise. Students are encouraged to bring the matter to the attention of their immediate supervisor(s), who should work with the student to expeditiously resolve the matter to the mutual satisfaction of those involved, and in a manner consistent with University policies and practices.

The student may also choose to bypass the supervisor and pursue the matter with the department head. At any time during the process, the student, supervisor, or department head may request that the Student Employment Office and the Human Resources Department or Office of Institutional Diversity attempt to facilitate resolution of the matter. Such requests should be made to the Student Employment Office, which will serve as liaison to the Director of Employee Relations or Office of Institutional Diversity. Requests should be in writing, providing a summary of the problem, the efforts (if any) made to resolve the problem, and the ultimate result of those efforts. The Director of Employee Relations or a designee will hear both sides of the dispute and obtain such other information as is felt necessary to reach a resolution in a manner consistent with University policies and practices.

If you are experiencing difficulty at the workplace, it is important to discuss the issue(s) with your supervisor. It is perfectly acceptable to request a meeting with your supervisor to discuss:

- job knowledge and training needs
- scheduling conflicts
- interpersonal issues or conflicts you may have in the workplace
- other factors that may be affecting your work performance

a. Guidelines for Peers and Colleagues

Brown expects students to comply with the general tenets of conduct applicable to all Brown employees and perform their duties in a professional manner. Unwelcome written, verbal and/or physical actions between peers or co-workers violate Brown’s standards of conduct and can create a hostile working environment. Students who are found to be responsible for such actions are subject to disciplinary action, which may result in termination of their student employment and discipline in accordance with established student conduct discipline procedures.

IX. TERMINATION

a. Voluntary

Students may resign from a position at any time. It is recommended that students provide their supervisor 1-2 weeks’ notice when leaving a student employment position.
b. **Unvoluntary**

All employees, including student workers are employed at an at will basis. As such, Brown University reserves the right to terminate an individual's employment at any time for cause or no-cause. However, in general, when work performance issues arise, supervisors should immediately discuss the issue(s) with the student, provide constructive feedback and document the conversation(s). If the job performance does not improve, the supervisor should discuss the appropriate course of action with their department manager.

**Work performance issues include, but are not limited to:**
- Tardiness
- Absenteeism
- Reluctance or failure to meet job requirements as listed in the job description
- Excessive use of the telephone for personal calls
- Excessive visiting with friends during working hours.

**Grounds for immediate dismissal include, but are not limited to:**
- Falsification of time sheets and/or inaccurate reporting of time
- Theft
- Being at work under the influence of alcohol and/or illegal substances
- Use of University equipment or supplies for personal gain
- Inappropriate disclosure or use of confidential information

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X. **CULTIVATING A POSITIVE WORK ENVIRONMENT**

The following are some simple guidelines that may help to make your student work experience both positive and rewarding.

- **Dependability** is crucial.
- Be sure to inform your supervisor as early as possible of changes in your availability.
- Rule of thumb concerning **confidentiality**: any information you have access to on the job, which you would not have access to any other way, should be considered confidential.
- Be sure to **call in** when you’re sick. (It’s a matter of courtesy.)
- You deserve to be treated with **respect and dignity** - as do your co-workers.
- Take your job **seriously** and have pride in what you do. The department depends on you to perform the tasks you were hired to do.
- Your supervisor would rather hear that you really, really want to leave early for a weekend of skiing than have you call in "sick" and then find out the truth later. **If you’re good to your supervisor, it’ll come back to you.**
- When you finalize your **travel plans** for breaks, be sure to let your supervisor know when you’re leaving and when you’ll be back.
- Take the **initiative** - offer assistance.
- In many departments, you represent the University. In fact, you may be the first, even the only, person from Brown with whom an individual will ever have contact. In these "service" positions, be sure to always remain **professional and courteous**.
- In general, work time is **not social time** - please be mindful of this in terms of making personal calls, having visitors and/or using mobile devices.
- Be sure you understand what is expected of you. Continue to ask about your **responsibilities** as long as necessary.
- At the first indication of an issue or problem, discuss it with your supervisor. **Open communication** is the key to success.

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a. **Stress Management**

Trying to meet the demands of school, work, and a personal life often creates a great deal of stress for a college student. Learning to control this stress can result in a happier and healthier life.

**Managing stress begins with taking mental action to change the way you think:**
- Worry Constructively: Don’t waste time and energy worrying about things you can’t change or things that may never happen.
• Look at life as being fluid: If you accept that change is a natural part of living and growing, the jolt of changes may hold much less stress for you.
• Consider alternatives: Remember that there is seldom only one appropriate action. Anticipating options will help you plan for change and adjust more rapidly.
• Moderate expectations: Aim high, but be realistic about your circumstances and motivations.
• Weed out trivia: Don't sweat the small stuff, and remember that most of it is small stuff.
• Don’t rush into action: Think before you act.

b. **Problem Resolution**

**The second component of reducing stress is taking physical action:**

- **Exercise:** Exercise reduces stress by raising levels of endorphins in the bloodstream. As a result, it often increases energy, reduces hostility, and improves mental alertness.
- **Relaxation:** As your body relaxes, your heart rate slows, your blood pressure and metabolic rate decrease, and many other body-calming effects occur, allowing you to channel energy appropriately.
- **Eating Right:** Eating a balanced, healthful diet will help provide you with the stamina needed to get through problems and may stress-proof you in some ways.
- **Time Management:** Tips for good time management include; clean off your desk, never handle papers more than once, prioritize your tasks, avoid interruptions, reward yourself for being efficient, reduce your awareness of time, and become aware of your own time patterns.
- **These tips will not eliminate stress but they will increase your ability to handle the stressors in your life.**

**XI. RELATED RULES AND REGULATIONS**

The purpose of this summary outline is to provide a reference document that briefly summarizes the various federal laws which apply to the student workers at Brown University. This outline is neither exhaustive nor the "final word." This document does, however, touch upon key federal and state laws with which you should be familiar. For additional information and clarification, please contact the Student Employment Office.

a. **Employment Discrimination**

- **Title VII of the Civil Rights Act:** Federal law that prohibits discrimination in all phases of employment, including hiring, on the basis of race, color, religion, national origin, or sex (including pregnancy). The Civil Rights Act also makes sexual and racial harassment illegal.

- **Equal Pay Act ("EPA"):** Federal law that prohibits wage differentials based on sex, and requires "equal pay for equal work" on jobs which require equal skill, effort, and responsibility under similar working conditions.

- **Age Discrimination in Employment Act ("ADEA"):** Federal law that makes it illegal to refuse to hire or otherwise discriminate against an individual because of his or her age. ADEA protects persons 40 years of age and older.

- **Americans with Disabilities Act ("ADA"):** Federal law which prohibits an employer from refusing to hire or from otherwise discriminating against an individual with a physical or mental disability who is able to perform the essential functions of the job with or without a reasonable accommodation.

- **Rehabilitation Act of 1973:** Federal law that applies to educational institutions which receive federal grants. The Act provides protection for persons with disabilities comparable to those provided by the ADA.

- **Rhode Island Fair Employment Practices Act:** State law which provides the right of all individuals in this state to equal employment opportunities, regardless of race or color, religion, sex, sexual orientation, gender identity or expression, disability, age, or country of ancestral origin.

b. **Wage and Hours**

- **Fair Labor Standards Act ("FLSA"):** The federal law which defines the minimum wage overtime pay and record keeping standards applicable to employees. The FLSA also regulates child labor by requiring, among other things, that employees be at least 18 years of age before performing "hazardous" work.

c. **Health and Safety**

- **Occupational Safety and Health Act ("OSHA"):** Federal law which requires employers to provide safe and healthy working conditions for employees. The law establishes detailed occupational health and safety standards and requires records be maintained of job related injuries and illnesses.

- **Drug Free Workplace Act:** Federal law that requires the recipients of federal grants, to provide and maintain a drug-free workplace. Among other things the employer must maintain a drug awareness program and notify employees whose work relates to the grant that the manufacture, distribution, possession or use of controlled substances is
illegal.

**Drug Free Schools and Communities Act:** Federal law that requires educational institutions that receive federal funds, to adopt and implement an anti-drug and alcohol abuse program. Information concerning the program must be distributed to students and employees on an annual basis.

d. **Other Laws**

**Immigration Reform and Control Act of 1986 ("IRCA"):** Federal law which requires employers to verify that employees are eligible to work in the United States. Law also prohibits employers from discriminating against applicants on the basis of national origin or citizenship.

e. **Overview of Noteworthy Policies**

i. **Workers Compensation**

Brown student workers are covered by statutory Rhode Island Workers’ Compensation (WC) Insurance. This program is coordinated through the Brown University Insurance Office. Every injury and situation is unique; therefore, the Insurance Office handles each case on an individual basis.

Every injury, regardless of severity, must be reported to the student’s supervisor immediately to ensure appropriate medical attention, if needed and to remedy the condition or circumstances that caused the incident. In most cases, students will be directed to Health Services for initial treatment and, as necessary, referrals may be made for additional treatment. Supervisors should review the details of accidents with injured students, complete the Brown University Accident Report Form and submit it to the Insurance Office within 48 hours of the accident. Delays in reporting may jeopardize student worker’s eligibility for WC benefits. The Office of Insurance & Risk must receive proper medical documentation from the student's attending physician substantiating the disability and work restrictions as soon as possible to process claims for partial lost wages and/or medical expenses. For more information, contact the [Insurance Office](#).

ii. **Confidential Information**

Brown University complies with all local, state, and federal laws regulating intellectual property rights, including copyright infringement, confidential information, and software piracy.

**Copyright Infringement:**
The reproduction by any means of any copyrighted material which has not been placed in the public domain or, if software, distributed as "freeware" or "shareware" without the consent of the copyright holder is expressly prohibited except as otherwise permitted by specific exceptions as set forth in the laws covering copyright. Violations of the copyright policy may result in individual liability for copyright infringement. Questions on copyright matters should be addressed to the Vice President and General Counsel.

**Software Piracy and Computer Security:**

Employees who purchase and/or use copyrighted and/or licensed software in the performance of their job functions are expected to abide by all the conditions of the vendor's agreement enclosed with the program, including restricted limitations on copying, use, and distribution of the program and documentation. There is no absolute entitlement to use a co-worker's software packet or use one software packet for departmental use. Brown’s computer and information system is a shared resource. Access to the network is conditioned upon strict compliance with rules and regulations established by the University. No user of the network is permitted to invade the files of another without that user's consent or to use the network to engage in any illegal or unethical activity. Additional information on Brown University's computer usage policy can be found on the Computing and Information Services' [website](#).

**Confidential Information:**

Receipt of information from other individuals, institutions and organizations, is one of Brown's most valuable resources, which requires responsible use by Brown University personnel. Often, such information contains trade secrets and/or is considered confidential. Access to confidential information is restricted to those who have a need to know or use the information data, as defined by job duties and subject to appropriate approval. Anyone who receives confidential information has a responsibility to maintain and safeguard this information and to use it with consideration and ethical regard for others. Circumventing or attempting to circumvent restrictions on the use and dissemination of confidential information is considered a serious offense.
In the course of their duties, student employees may need to work with information that is sensitive, confidential, and/or protected legally by regulation. Anyone who receives confidential information has a responsibility to maintain and safeguard this information and to use it with consideration and ethical regard for others. Some student information is protected by federal regulations, the violation of which is a federal offense. Departments are encouraged to have student workers sign a statement of confidentiality; particularly students working with information protected by the Family Educational Rights and Privacy Act (FERPA); a Federal law that protects the privacy of student education records.

For additional information on FERPA, please consult the [Family Educational Right and Privacy Act Statement of Brown University](#).

### iii. Smoking

For reasons of public health, and in compliance with RI law, employees may not smoke indoors in any building at Brown University. This prohibition extends to all public areas, including but not limited to employee lounges, hallways, lecture halls, classrooms, conference rooms, rest rooms, rental space, private offices, and sports arenas. In addition, smoking is prohibited in all residence halls and dining facilities. Employees with questions or concerns about the implementation of this policy should contact the Vice President for Human Resources or the Director of Environmental Health and Safety. Employees should report violations of this policy to their supervisor.

### iv. Sexual Harassment

Sexual harassment is discriminatory, unlawful, and will not be tolerated at Brown University. Students can report instances of sexual harassment without fear of retaliation. Brown will review reports of possible sexual harassment and take reasonable care to prevent and correct promptly any sexually harassing behavior.

More information about sexual harassment and Brown's policies and procedures for dealing with allegations of sexual harassment is available through the [Office of Institutional Diversity and Inclusion](#).

### XII. STUDENT EMPLOYMENT FREQUENTLY ASKED QUESTIONS

**Are all jobs open to all students?**
All students actively enrolled at Brown in a degree-granting program may apply for student positions.

**At the beginning of the semester, should I apply for a job even if I don't know my schedule yet?**
As a basic principle, you should only apply for positions with requirements you can meet. However, many jobs have some flexibility and may be able to accommodate your schedule if it changes. Contact the department advertising the job if you don't yet know your schedule; see what they have to say.

**How much will I be paid?**
Pay rates for student jobs vary on the basis of required skills and responsibility. Pay rates and grade levels for student jobs at Brown can be found at the [SEO website](#).

**How many hours will I be expected to work?**
Most students work 8-12 hours per week. While achieving a reasonable balance can be difficult, students are urged not to work so many hours that their academic studies or the quality of their educational experience is adversely affected. In order to avoid confusion over issues such as hours to be worked, students should clarify expectations with their supervisor (or interviewer) up-front.

**Are my work-study earnings tax-exempt?**
No. Both Federal work-study and non-work-study earnings are taxable.

**Do I get any tax benefit as a student?**
During a period of enrollment (the Academic Year) students working on campus are exempt from paying into Social Security (FICA, Medicare). Therefore, you will not see any withholdings in these categories for the Academic Year but you will in the summer.
What should I claim on my W-4 for withholdings?
It is your responsibility to complete State and Federal W-4 (Income Tax Withholding) information within the Payroll system (known as Workday – go “Pay” then “Withholding Elections”). This information instructs the University of your desired tax withholding status. For those students who do not submit W-4 information, the maximum withholding status will be applied. For advice on withholding status, please consult a family member or a tax advisor. University representatives are prohibited from providing students advice on tax issues. Both Federal Work-Study and Non-Federal Work-Study earnings are considered taxable. Note: International Students must consult the Office of International Student & Scholar Services (OISSS) website for tax treaty information.

What if my earnings exceed my work-study award?
As long as the department that employs you has funds to pay you, you are allowed to earn funds in excess of your work-study or campus employment award; you do not need to notify the Office of Financial Aid or Student Employment Office.

What about off-campus employment opportunities?
Many local businesses and residents look to hire Brown students for part-time employment. These off-campus job opportunities are posted on this website. Simply select "All Off-Campus Jobs" from the Quick Search Menu or run an Advanced Search of Off-Campus Jobs on the SEO website.

Can international students work on campus?
Since lawful F-1 status carries the automatic benefit of on-campus work privilege, working on campus may be the easiest place for international students to find employment. Students in J-1 status are required to seek prior written permission from their program sponsor before beginning on or off-campus work. When international students begin to work at Brown, they should register for the Foreign National Information System (FNIS) by following the procedures outlined on the OISSS website at www.brown.edu/oiss. International students should never work off campus without prior U.S. Citizenship and Immigration Services (USCIS) or OISSS permission.

International Students with questions about employment should visit OISSS during business hours or schedule an appointment with an advisor. OISSS is located in J. Walter Wilson, 69 Brown Street. Per the U.S. Citizenship and Immigration Services' (USCIS) regulations, international students can work no more than 20 hours per week during the academic year. The Brown University workweek is defined as Sunday - Saturday.