

Welcome Student Worker:

The following manual has been developed to provide our student workers with important information regarding general workplace guidelines and responsibilities.

There are two programs at the University of Pittsburgh at Greensburg that support student employment opportunities: the Federal Work Study (FWS) Program and the University's Student Employment Program. To determine if you are eligible for the Federal Work Study Program, students should contact Brandi Darr, Director of Financial Aid. Brandi is located in Millstein Library 123 and she can be reached at (724) 836-7167. The Human Resources contacts for the University's Student Employment Program are Donna Luciew (hard money positions, blue scholar, green scholar and other non-FWS positions) at (724) 836-9875 and Lori Moore (federal work study positions) at (724) 836-9893. Both Donna and Lori are located in Lynch Hall 103.

The following guidelines and responsibilities are designed to outline the University's *general* expectations of student workers. As student workers are oriented into various departments, they will be given *specific* work assignments and detailed instructions for the particular department in which they will be working. Also, students in the a particular program may be given additional guidelines specific to the that program.

We look forward to providing you with a student employment opportunity during your time at PittGreensburg.

TO ALL PROSPECTIVE STUDENT WORKERS: As mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and The Pennsylvania College and University Security Information Act, the University of Pittsburgh has available a brochure that describes safety and security policies, procedures and programs on the Greensburg campus, as well as campus statistics for the past three years. If you have any questions, comments, or suggestions concerning the safety and security at the University of Pittsburgh at Greensburg, or with this brochure, please contact the Greensburg campus Police Chief at 724-836-7075. If you would like a printed copy of this brochure, please write to: Campus Police Department, University of Pittsburgh at Greensburg, 150 Finoli Drive, Greensburg, PA 15601 or you can view the "**FOR SAFETY'S SAKE: Annual Security and Fire Report**" at the following site: [Greensburg's Annual Security and Fire Report](#)

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Bona Fide Student Employment:

Student workers should consider work opportunities at PittGreensburg as a *real job*, and one that can be included on a resume, therefore, it should be taken seriously. Student workers are to carry out assignments and duties in a professional manner and consider themselves representatives of the University. They are to

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show respect to everyone they come in contact with, whether it is in person or via the telephone. Student workers must remember that what they say, how they act, and the work they do reflects on the office they work in, on each of its members, and on the campus.

Child Protection Clearances (CPC's):

Effective July 1, 2015, most student worker positions no longer require clearances. However, there may be some student employment positions that require such clearances. Students will be notified if their position requires that they obtain clearances.

If your position requires clearances, you will need to apply for the clearances on or before your first day of work. The following three (3) child protection clearances will be required: 1. Pennsylvania Department of Human Services Child Abuse History Clearance; 2. Pennsylvania State Police Criminal Record Check and 3. FBI Criminal Record Check. The State has posted information on how individuals may obtain these three (3) clearances here:

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>.

Additional information from the University's Office of Human Resources is posted here: [University of Pittsburgh Child Protection Clearance Information](#)

Currently, the University pays the cost of these clearances for student workers. FWS students requiring clearances should contact Lori Moore in the Human Resources Office at (724) 836-9893 to schedule an appointment to apply for these clearances. All other student workers requiring clearances will contact Donna Luciew in the Human Resources Office at (724) 836-9875 to schedule their appointment. Remember, as a new student worker you **cannot work** until you have provided originals or copies of your clearances to the Greensburg Human Resources Office or uploaded the required clearance documents – no exceptions!

Green Scholar Program:

The Green Scholar Program was designed to provide opportunities for our top students to acquire research experience by working with faculty on their scholarly projects. Faculty are asked to submit proposals nominating a student for the Green Scholar Program and describe the role to be played by the student in the faculty member's research project. The selection of students for the Green Scholar Program reflects both their academic accomplishments and the confidence shown by the faculty member in the student.

Green Scholars work up to ten (10) hours per week. To maintain the Green Scholarship, students cannot hold any other on-campus employment with the exception of tutoring, which is arranged through the Learning Resources Center. In addition, Green Scholars must continue to maintain full-time student status and be in good academic standing at PittGreensburg.

Prior to beginning any Green Scholar appointment, students must meet with Donna Luciew (724)-836-9875 in the Office of Human Resources in Lynch Hall 103 to complete any paperwork which is required for the student employment and payroll systems and the required child protection clearances, if applicable. During the Green Scholar appointment period, hours worked must be carefully documented on a timecard and submitted via PRISM TRKS to the faculty supervisor for approval. Hours worked must be submitted on a weekly basis.

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Students entering the Green Scholar Program as a junior have the potential for the scholarship to be renewed their senior year, contingent upon satisfactory performance, continued eligibility, funding, and the consent of the faculty supervisor.

Blue Scholar Program:

The Blue Scholar Program was designed to provide opportunities for our top students to acquire research experience by working with staff on their scholarly projects. The Dean of Student Services will be asked to submit proposals nominating a student for the Blue Scholar Program and describe the role to be played by the student in the staff member's research project. The selection of students for the Blue Scholar Program reflects both their academic accomplishments and the confidence shown by the staff member in the student.

Blue Scholars work up to ten (10) hours per week. To maintain the Blue Scholarship, students cannot hold any other on-campus employment with the exception of tutoring, which is arranged through the Learning Resources Center. In addition, Blue Scholars must continue to maintain full-time student status and be in good academic standing at Pittsburg.

Prior to beginning any Green Scholar appointment, students must meet with Donna Luciew (724)-836-9875 in the Office of Human Resources in Lynch Hall 103 to complete any paperwork which is required for the student employment and payroll systems and the required child protection clearances, if applicable. During the Green Scholar appointment period, hours worked must be carefully documented on a timecard and submitted via PRISM TRKS to the faculty supervisor for approval. Hours worked must be submitted on a weekly basis.

Dress Code:

Student workers are expected to dress appropriately for a professional office environment. It is understood that students will often come to work between classes; however, please note the following requirements and restrictions:

- Clothing *must* be neat, clean, and not torn.
- Shorts and skirts must reach the length of the mid-thigh or the tips of the fingers, whichever is longer.
- Shoes must be appropriate for walking within the campus for errands. "Flip-flops" and other footwear that is potentially dangerous are not permitted, for safety's sake.
- The midriff, lower back, chest, sides of the body and/or undergarments may not be exposed. Therefore, garments that are backless, strapless, or sheer (see-through) are unacceptable.
- Stretch and spandex or clothing so tight as to be excessively revealing is prohibited.
- Hats are not permitted.

Other restrictions may apply. If you are in doubt, please ask your immediate supervisor for clarification.

Payroll and Pay Day:

- Student payroll is processed every other Friday, per the payroll schedule established by the University.

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- Students must elect to have their bi-weekly pay direct deposited to their bank. Student paystubs are made available online via the my.pitt.edu/self-service portal.

Timecards:

All student workers (Federal Work Study Program and Student Employment Program) **must** submit a weekly timecard for all hours worked, using the University's online time and attendance system PRISM TRKS (Time Record Keeping System). This system is easy to use and is accessible from any computer and most mobile devices with internet accessibility. Students can access a [Quick Start Training Guide](#) to help navigate PRISM TRKS.

Students receive general instructions on the proper way to submit a timecard during their orientation meeting in Human Resources. However, students can direct specific questions to their immediate supervisor, Human Resources or can refer to the quick start training guide. Students in both the Federal Work Study Program and the Student Employment Program are responsible for completing a weekly timecard, and submitting it to their immediate supervisor. Timecards are due by the established University due date, but generally must be approved by 12:00 noon on Monday for the previous week. Therefore, please submit your student timecard by 12:00 noon each Friday for any time you worked that week. This will allow your supervisor to have enough time to review and approve your timecard by 12:00 noon each Monday.

Work Schedules:

Work schedules must be mutually agreed upon by students and supervisors prior to students being hired and, again, at the beginning of each semester.

Student workers are expected to be at work during scheduled work hours. Departments rely on student workers to show up for work promptly so that the office can function routinely and properly. If a student is unable to report to work, student workers must contact their immediate supervisor prior to the scheduled start time. Should they need to schedule time off in order to attend a school function, study for an exam(s), etc., the student must prearrange this time off with their immediate supervisor.

Student workers are to be cooperative when asked to assist, as needed, in other departments. Notification of special assignments will come from your direct supervisor. It may not be possible to make up missed hours and that decision is at the discretion of the supervisor. Unexcused absences and/or tardiness may result in dismissal from the Student Employment Program.

Note: Students are not authorized to work until they have completed their I-9 Documentation in the Human Resources Office.

University Equipment and Supplies:

Student workers are not permitted to use University supplies, i.e., paper, pens, pencils, envelopes, etc., for personal use. In addition, they are not to use the photocopier, computer, telephone, or other office equipment without their supervisor's permission, and then only for business use. The policy on Acceptable Computing and Access Use pertaining to University owned computing equipment and supplies can be

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found at this website: <http://technology.pitt.edu/security/compliance/acceptable-use.html>. This information should be read carefully and students are expected to fully comply with the policy and its guidelines.

Personal telephone calls are not permitted and personal cell phones cannot be used during work hours. Cell phones should be turned off to prevent interference with routine office work. In the event of an emergency, student workers should notify their immediate supervisor if it is necessary to make a personal telephone call.

Confidentiality Agreement:

While working at the University of Pittsburgh at Greensburg, student workers may inadvertently see or overhear information that is confidential in nature. It is the duty of all student workers to maintain confidentiality. For that reason, student workers will be required to read and sign a Confidentiality Agreement.

Nondiscrimination Policy Statement:

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, as fully explained in the Nondiscrimination, Equal Opportunity, and Affirmative Action Policy [07-01-03](#), the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University Equal Opportunity and Affirmative Action Programs, please contact the Greensburg Human Resources Director, 108 Lynch Hall, (724) 836-9902 or the University of Pittsburgh's Office of Diversity and Inclusion Office, 500 Craig Hall, 200 S. Craig Street, Pittsburgh, PA 15260 (412) 648-7860.

For information on how to file a complaint under this Policy, please refer to Non-Discrimination and Anti-Harassment Procedure [07-01-03 procedure](#).

Sexual Harassment Policy Statement:

Policy: The University of Pittsburgh is committed to the maintenance of a community free from sexual harassment. Sexual harassment violates University policy as well as federal, state, and local laws. It is neither permitted nor condoned. The coverage of this policy extends to all faculty, researchers, staff, students, vendors, contractors, and visitors to the University. It is also a violation of the University of Pittsburgh's policy against sexual harassment for any employee or student at the University of Pittsburgh to attempt in any way to retaliate against a person who makes a claim of sexual harassment, or provides information in an investigation of sexual harassment. Any individual who, after a thorough investigation, is found to have violated the University's policy against sexual harassment will be subject to disciplinary

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action, including, but not limited to, reprimand, suspension (with or without pay), termination, or expulsion.

Definition: Sexual harassment may include unwelcome sexual advance, requests for sexual favors or other verbal or physical conduct of a sexual nature when: (1) Submission to such conduct is an explicit or implicit condition of employment or of participation in a University program or activity; (2) Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or (3) Such conduct is severe or pervasive and objectively and subjectively has the effect of (a) Unreasonably interfering with an individual's work or equal access to education; or (b) Creating an intimidating, hostile, or offensive work or academic environment; or such conduct, if repeated, is reasonably likely to meet the standard set forth in number 3 immediately above.

While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status. Sexual harassment can occur on University premises or, under limited circumstances, off campus. It can occur between members of the same gender as well as between members of different genders.

Assistance: For further information or assistance regarding harassment, including sexual harassment, please call any of the following Title IX resources: **Greensburg Campus:** Mary Anne Koleny, Title IX Liaison, (724) 836-9902, msk59@pitt.edu; **Pittsburgh Campus:** Katie Pope, Title IX Coordinator, Office of Diversity & Inclusion (412) 628-7861; **Bradford Campus:** Christy Clark (814) 362-5121; **Johnstown Campus:** Amy Buxbaum (814) 269-7991; or **Titusville Campus:** Elaine Osborn (814) 827-4474, ext. 107.

For counseling services, please call any of the following offices: **Greensburg Campus:** Greensburg Counseling Center, 217 Chambers Hall, (724) 836-9870; Blackburn Center, 1011 Old Salem Rd, Greensburg, PA 15601 · (888) 832-2272; **Pittsburgh Campus:** University Counseling Center, 2nd Floor, Nordenberg Hall in the Wellness Center (412) 648-7930; Sexual Assault Services (412) 648-7856; or Faculty and Staff Assistance Program, University Center, 120 Lytton Avenue, Suite M (412) 647-3327 or (800) 647-3327.

For additional information, refer to the University's Sexual Misconduct ([06-05-01 Policy](#)) and Sexual Misconduct Procedure ([06-05-01 Procedure](#)) or the policy regarding Faculty-Student Relationships ([02-04-03](#)).

Anti-Harassment Policy Statement:

No University employee, University student, or individual on University property may intentionally harass or abuse a person (physically, verbally or electronically) when the conduct is severe or pervasive and objectively and subjectively has the effect of: (1) unreasonably interfering with such person's work or equal access to education, or (2) creating an intimidating, hostile, or offensive work or academic environment. Consistent with the University Nondiscrimination Policy and Sexual Harassment Policy, harassment on the basis of a legally protected classification, such as racial harassment or sexual harassment, is prohibited. This policy statement will be applied with due respect for the University's commitment to equality of opportunity, human dignity, diversity, and academic freedom, and, when constitutionally protected speech is implicated, only to the extent consistent with the First Amendment.

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For more information, please contact the Greensburg Human Resources Director, 108 Lynch Hall, (724) 836-9902 or the Office of Diversity & Inclusion at (412) 648-7860, or refer to the University's Nondiscrimination, Equal Opportunity and Affirmative Action Policy ([07-01-03](#)) and the Sexual Harassment Policy (07-06-04).

**Pittsburgh Student Employment
Statement of Understanding and Acceptance of
General Guidelines and Responsibilities
Revised October 18, 2016**

I, _____, have read and understand the Student Employment Guidelines and Responsibilities and agree to abide by them. I am aware that violation of any of the items is cause for termination of my student employment with the University of Pittsburgh at Greensburg.

Student's Signature Date

Supervisor's Signature Date

Human Resources' Signature Date