



# **Student Employment Handbook**

*Revised: June 2015*

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# Introduction

Dear Lakeland College Students,

Your employment, while a student, provides a vital link between your college education and employment after graduation. On-campus jobs will provide you with valuable work experience. Many prospective employers will want to know what work experience you have gained while attending college.

Many positions at Lakeland College will give you work experience related to your field of study. You will receive experience working with others in a professional setting. You may have the opportunity to learn how to work in a group setting as well as work independently. You will have the opportunity to learn how to follow directions and be responsible for taking initiative. These valuable, transferable skills are in high demand in the work place and should be referenced on your resume.

I sincerely hope you find your employment at Lakeland College to be a valuable experience. Please feel free to contact the Student Employment Department with any questions or concerns.

Sincerely,

Mara Jensen  
Manager of Student Employment  
William A. Krueger, Lower Level Office LL14  
920-565-1035 ext. 2394  
[jensenme@lakeland.edu](mailto:jensenme@lakeland.edu)

## Information about this Handbook

This handbook has been prepared to provide you with general information about employment at Lakeland College and the policies of the College that affect you as a student employee.

The policies, procedures, and rules described in this handbook are not to be considered an employment contract. Lakeland College reserves the right to improve, modify, revoke, suspend, terminate, or change any or all policies, procedures, and rules in whole or in part at any time with or without notice. Major changes in policies, procedures, and rules will be published, and it will be your responsibility to include these in your handbook. In some instances, the special nature of your department will require policies, procedures, and rules that are unique to the needs of that area. Such policies, procedures, and rules may vary from those described in this handbook.

If you have any questions regarding student personnel policies, procedures, and rules please contact your supervisor or the Student Employment Department.

# Student Employee Responsibilities

Supervisors rely on student employees to keep their departments running. This is true of all employees whether they are permanent or temporary. Therefore, it is important you take your job seriously. Below are some responsibilities to keep in mind in your student employment position.

- 1. Arrive on time:** Your supervisor has planned the office workload around the times you will be there. If you will be late for any reason call or e-mail ahead and let them know.
- 2. Keep your supervisor informed:** If you are sick or will need to miss work notify your supervisor as soon as possible.
- 3. Let your supervisor know about any problems on the job:** Your supervisor is your first contact if you are having any difficulties with your job. They are there to assist you in identifying and resolving any issues.
- 4. Dress appropriately:** Be sure to ask what the appropriate dress is for your office. Students representing the college in customer service positions may be expected to dress in a professional manner.
- 5. Refrain from personal business:** Activities such as reading, coursework, emailing, texting, internet browsing, and personal phone calls may be prohibited at your worksite. Personal use of office equipment is also inappropriate such as making personal copies.
- 6. Accurately report your hours worked:** Student employees are paid for the hours actually worked. Falsification of time worked is a serious breach of the College's policy and is grounds for corrective action, up to and including suspension or termination.
- 7. Notify the Financial Aid Department of changes:** If you have any enrollment changes during the academic year or changes in you and/or your family's financial circumstances you must contact the Financial Aid Department.

## General Rules of Conduct

Rules of conduct are not for the purpose of restricting the rights and activities of employees, but are intended to help employees by defining and protecting the rights and safety of all persons. Employees are expected to acquaint themselves with these rules and other work rules specific to their department. If employees choose to conduct themselves in any of the unacceptable and inappropriate manners stated below those employees, depending upon the severity of the violation, will be subject to corrective action up to and including suspension or termination. To assist with the efficient operation of the College, and to ensure the safety and well-being of those at the College, the following rules of conduct are enforced. These rules include, but are not limited to:

1. Failure to follow Lakeland College department specific rules, policies, or guidelines.
2. Displaying behaviors that disrupt operations or affect the ability of others to do their jobs.
3. Rude, disruptive behavior or conduct creating discord, including verbal or physical attacks directed at or regarding others that go beyond the bounds of acceptable professional conduct.

4. Insubordinate conduct toward a supervisor, refusal to carry out the reasonable instructions of a supervisor, or leaving the job without permission during regularly assigned working hours.
5. Workplace behavior indicating inattention to duties, including but not limited to sleeping on duty or inappropriate use of the internet.
6. Using office equipment for personal use. Office supplies and equipment are to be used for the sole purpose of completing the assigned tasks of the position.
7. Theft or willful damage to college property.
8. Failure to observe safety regulations or failure to report on-the-job injuries or unsafe conditions in a timely manner.
9. Abusive behavior towards or harassment of any member, student, or guest or threatening, intimidating, or coercing others while on any College property.
10. Unauthorized or unlawful manufacture, distribution, possession, or use of drug paraphernalia or chemical substances, including any controlled substance on College property or while conducting College business.
11. Unauthorized use and/or possession of intoxicating beverages on College property or inappropriate work behavior related to such use.
12. Possession of a dangerous weapon on premises.
13. Fighting.

## **Federal Work-Study (FWS) & Work-Study Opportunity (WSO)**

FWS is a type of federally funded financial aid. In order to receive FWS a student must apply for financial aid and have financial need. Students must complete their Free Application for Federal Student Aid (FAFSA) by March 15<sup>th</sup> and submit any requested documents by July 1<sup>st</sup>. Missing these priority dates may delay the student's employment start date. Prior to students working on-campus, they must have their financial aid completed unless approved by the Financial Aid Department.

If students do not have financial need they may be offered WSO, which is completely funded by Lakeland College.

Both FWS and WSO allow students to work on-campus. There are also some off-campus FWS positions in non-profit agencies through the Community Service Program. All students are paid according to the set tier structure, which is approved by Lakeland College's Executive Leadership Team.

## **Employment Agreement Process**

**The Student Employment Department must authorize all student employees to work before beginning employment.** The Student Employment Department will issue work agreements. These agreements will note the pay rate, position, and supervisor. The work agreement must be signed by both the student and the supervisor. The hourly rate of pay is a predetermined rate approved by Lakeland

College's Executive Leadership Team. Any exceptions to the wage guidelines must be approved through the Student Employment Appeals Committee.

## Employment-at-Will

The employment relationship between Lakeland College and all student employees is exclusively employment-at-will, meaning either the student or the College may terminate the relationship at any time.

**Resignation** - If for any reason a student needs to resign from a position, it is important the student give at least two weeks written notice to their immediate supervisor.

## Work Hours

During the academic school year it is Lakeland College's policy that students are allowed to hold **one regular position** on-campus and work **no more than 10 hours per week** (Sunday through Saturday) when classes are in session. Immediate corrective action will be taken if a student works over 20 hours per week during an academic week. The student will only be allowed to work one position and up to 10 hours per week following the corrective action.

There are on-campus positions which are exempt from the 10 hour per week rule because they are sporadic or low hour. In a sporadic/low hour position, students can work no more than 18 hours per week (Sunday through Saturday). Students can hold one regular and one sporadic/low hour position or two sporadic/low hour positions during the academic year. For more detailed information, please refer to the current Student Employment Work Policy located in the back of the handbook.

During Christmas break, spring break, and summer, students may work up to 29 hours per week (Sunday through Saturday) provided the department has budgeted for additional hours. Students are not able to work more than 10 hours per day and not able to exceed 29 hours per week. Should students work overtime they will be paid accordingly, but it is Lakeland College's policy that students cannot work more than 29 hours per week.

Students may not work past their graduation date as a student employee. If a student wishes to remain employed by Lakeland College after graduation, they must contact the Human Resources Department located in the Lower Level of the William A. Krueger building.

## Payroll

Students are paid on the 15th and the last business day of every month. If the 15th lands on a Saturday or Sunday, students will be paid on the last business day prior. Pay periods are from Sunday through Saturday effective April 15, 2015. Payroll will be processed on the 15th of the month, based on the weeks prior where the Saturday week ending date falls within the month and prior to the 15th. Payroll will be processed on the last business day of the month, based on the weeks prior where the Saturday week ending date falls after the 15th and before the last business day of the month. Please see the payroll schedule below.

Lakeland College has mandatory direct deposit for all student employees. Students who want to setup a local bank account can contact the Student Employment Department for bank contact information. An ATM is available in the Campus Center for students. For those who bank with National Exchange Bank,

there will be no ATM charge. For those who do not bank with National Exchange Bank, a fee of \$1.50 per transaction will be charged. In addition, the Business Office will cash personal checks for \$100 or less.

All student employees, with the exception of students in stipend or fellowship positions, are required to fill out an automated timecard using my.Lakeland.edu on a weekly basis. **Students are required to finalize their timecard for the current week by Saturday at midnight.** Supervisors are required to submit timecards to payroll by Tuesday at 3 PM of the following week. Timely finalization and submission of timecards ensures the appropriate hours will be included on paychecks. Failure to meet these submission deadlines will result in corrective action.

### Payroll Schedule:

Pay Period For Students	Weeks in pay period	Pay date
11/29/2014-12/26/2014	4	Thursday, January 15, 2015
12/27/2014-01/30/2015	5	Friday, February 13, 2015
02/01/2014-02/27/2015	4	Friday, March 13, 2015
02/28/2015-03/27/2015 & 3/28/2015	4	Wednesday, April 15, 2015
03/29/2015-04/11/2015	2	Thursday, April 30, 2015
04/12/2015-04/25/2015	2	Friday, May 15, 2015
04/26/2015-05/09/2015	2	Friday, May 29, 2015
05/10/2015-05/30/2015	3	Monday, June 15, 2015
05/31/2015-06/13/2015	2	Tuesday, June 30, 2015
06/14/2015-06/27/2015	2	Wednesday, July 15, 2015
06/28/2015-07/11/2015	2	Friday, July 31, 2015
07/12/2015-07/25/2015	2	Friday, August 14, 2015
07/26/2015-08/15/2015	3	Monday, August 31, 2015
08/16/2015-08/29/2015	2	Tuesday, September 15, 2015
08/30/2015-09/12/2015	2	Wednesday, September 30, 2015
09/13/2015-09/26/2015	2	Thursday, October 15, 2015
09/27/2015-10/10/2015	2	Friday, October 30, 2015
10/11/2015-10/31/2015	3	Friday, November 13, 2015
11/01/2015-11/14/2015	2	Monday, November 30, 2015
11/15/2015-11/28/2015	2	Tuesday, December 15, 2015
11/29/2015-12/12/2015	2	Tuesday, December 31, 2015
12/13/2015-12/26/2015	2	Friday, January 15, 2016

## Access to Payroll Information Instructions

Once direct deposit is setup, students will not have to pick up a paycheck in the Business Office. Paychecks will go to the selected account and payroll information will be available on my.Lakeland.edu.

### To access your payroll information:

1. Log into my.Lakeland.edu
2. Click the “Employee Info” tab on the top of the page

- a. You may have to hover over the “more” tab on the far right of the page
3. Click “Employee Home” in the column to the left
4. Under “Payroll Reports” click “Payroll Net Pay Current”
  - a. A PDF report will generate with current paycheck details
5. Under “Payroll Reports” click “Payroll History”
  - a. A PDF report will generate with the detail of previous paychecks
6. Under “Employee Information” more information can be found regarding pay statements, deductions, taxes, and position information.

Students who have questions about the hours they have worked should contact the Accounting Department at 920-565-1027 ext. 2224 or in the William A. Krueger building in office LL20. If the Accounting Department is unavailable, questions can also be directed to the Student Employment Department at 920-565-1035 ext. 2394 or in the William A. Krueger building, lower level, in office LL14.

## **Online Timecard Instructions**

- 1) Log into my.Lakeland.edu
- 2) Click the “Employee Info” tab on the top of the page
  - a. You may have to hover over the “more” tab on the far right of the page
- 3) Click “Timecard Entry” near the middle of the page
  - a. If you hold more than one position on-campus, you will need to select the correct timecard using the tabs on the top of the timecard
- 4) Click the correct date and enter the time you started and ended your shift
  - a. If you work 6 hours or more, you must take a half an hour unpaid lunch break
  - b. You are not permitted to work more than 10 hours per day
- 5) Click “Save Hours And Comments” at the bottom
- 6) Once all hours are entered for the week, click “Click Here To Finalize” to the right
  - a. A pop-up box will appear asking you to click the “Mark As Final” button
  - b. After finalizing your timecard, you will not be able to make any changes and your supervisor will review your timecard and submit it to payroll by the following Tuesday at 3 PM
  - c. If you have more than one position on-campus, you will need to complete and finalize each timecard
- 7) All timecards must be finalized on a weekly basis by midnight on Saturday of the current week



- a. **If you do not finalize your timecard, your supervisor will be unable to submit your timecard to payroll**
- b. If you do not work any hours for the week, finalize your timecard for 0 hours to confirm you did not work

**Please note:** As part of the Federal Work-Study Program, students are not allowed to work during times they have class. If class is canceled or released early, you may work as long as it is noted in the comments section of the timecard.

If you need to change a timecard you have already finalized, contact your supervisor to “reopen” your timecard for the week.

If incorrect hours are submitted by your supervisor or you miss the deadline to complete your timecard, a Timecard Changes Form found on the “Employee Info” page of my.Lakeland.edu will need to be completed and submitted using the instructions on the bottom of the form.

Questions regarding timecards should be directed to the Student Employment Department.

## **Required Student Employment Paperwork and Training**

**Importance of Paperwork:** In order to be employed on-campus, students must complete all employment paperwork. If the paperwork is not completed, the student will not have access to a timecard and will not be eligible to start work. Students who do not complete all paperwork at the time of the paperwork appointment will be told what they need to submit to complete paperwork. Students are responsible for communicating when they are able eligible to start working with their supervisors.

### **Students must complete the following paperwork in the Student Employment Department:**

1. **I-9 form:** This form verifies the student can legally be employed in the United States. Original documentation is required to be presented in order to complete the form. The most common are: a valid driver’s license or student ID and a social security card or birth certificate—or a current passport. For a complete list of acceptable documents please contact the Student Employment Department.
2. **W-4 Form:** Employee’s Withholding Allowance Certificate – This Form must be completed for the employee to elect tax withholdings. Students enrolled full-time or half-time will not be subject to FICA tax.
3. **Direct Deposit Form:** Lakeland College mandates direct deposit for all student employees. A voided check will need to accompany this form or a bank document including student’s name, account number, routing or transit number, and type of account. A deposit slip will not suffice to complete this form.
4. **Student Employment Handbook Acknowledgement:** This form requires the student to acknowledge they have received this handbook and are responsible for complying with the policies contained in it and any revisions.
5. **Student Employment Agreement:** This document is issued after the supervisor has notified the Student Employment Department that a student has been hired. This form will need to be signed by student and the supervisor.

6. **Application for Employment and Resume:** This form is used to let the employer know your work experience and educational background. References are also requested on the application. A resume must be included with the application.
7. **Unlawful Harassment Prevention for Higher Education Student Employees Training –** Students are required to complete this training within 30 days of employment. This training is required every two years.

## **Equal Employment Opportunity**

Lakeland is committed to equal employment opportunity. It is the College's policy to recruit, hire, train, promote and in every way provide fair treatment on the basis of merit without regard to race, color, sex, religion, marital status, ancestry, citizenship, arrest record, conviction record, military discharge record, national origin, disability, age, sexual orientation or veteran status. Reasonable workplace accommodations will be made upon requests for persons with disabilities.

The Human Resources Department is to be contacted on all issues related to the College's equal opportunity policies and programs. Any member of the Lakeland College community with a concern, requiring information, or wishing to file a complaint regarding an issue of discrimination, should contact the Human Resource Department located on the lower level of the William A. Krueger building, or call 920-565-1035.

## **Policy against Harassment**

**Lakeland College** is an institution of higher learning committed to maintaining an educational community free from harassment of any kind. Consistent with our mission, our Campus Compact and our respect for the rights and dignity of each member of our community, Lakeland College has zero tolerance for harassment of any kind, of or by, any of its employees. This prohibition includes harassment based on color, religion, sex, sexual orientation, national origin, ethnicity, age, disability, marital status, citizenship, or any other characteristic prohibited by federal or state law.

Harassment can arise from a broad range of physical or verbal behaviors, or via electronic means (emails or texts), and can arise from employees, or non-employees such as students, vendors or outside contractors. It can include, but is not limited to: physical or mental abuse; racial, ethnic, or religious insults or slurs; unwelcome sexual advances or touching; sexual comments, jokes, stories, or innuendoes; requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation, or termination; display of sexually explicit or otherwise offensive posters, calendars, or materials; making sexual gestures with hands or body movements; inappropriately staring at another member or touching his or her clothing, hair, or body; asking personal questions about another member's sexual life; and repeatedly asking out an employee who has stated that he or she is not interested.

These activities are offensive and are inappropriate in the workplace. This is a serious issue not just for Lakeland College, but also for each individual. This policy against harassment applies throughout our work environment, whether in the workplace, at work assignments outside the workplace, at Lakeland College-sponsored social functions or in any other work-related situations. This policy applies to all such situations without regard to location and whether on or off a Lakeland College campus or other controlled site.

Harassment or similar unacceptable activities that could become a condition of employment or a basis for personnel decisions, or creates a hostile, intimidating, or offensive environment are specifically prohibited by Lakeland College. It is the responsibility of management, supervisors, and all employees to ensure that these prohibited activities do not occur. No employee, however, should assume the College is aware of a problem or situation. It is the employee's responsibility to bring a complaint or problem to the attention of the College so that it may be resolved.

Therefore, any employee who believes she/he has been the subject of harassment should immediately report the matter to at least one of the following:

1. His or her manager, or to the person to whom their manager reports;
2. The director or manager of the Human Resources Department; or
3. To any member of Lakeland College's President's Cabinet, who will then involve the Human Resources Department.

Lakeland College forbids retaliation against anyone for reporting alleged sexual harassment or otherwise assisting in the investigation of a complaint.

It is the expressed policy of Lakeland College to investigate all complaints thoroughly and promptly; and, to the greatest extent possible, maintain the confidentiality of those involved in the investigation. If the investigation confirms that harassment of any kind has occurred, Lakeland College will take all appropriate disciplinary action, up to and including termination.

All Lakeland College employees will be required to complete training on this policy every two years. Instructions for the training can be found in the back of this handbook.

## **Title IX Policies and Reporting Procedures**

### **I. Lakeland College Policy**

Lakeland College fully adheres to all federal and state civil rights laws banning discrimination at institutions of higher education. Lakeland College will not discriminate against any employee, applicant for employment, student or applicant on the basis of race, color, sex, pregnancy, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, gender, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law.

### **II. The Law**

Gender discrimination and sexual harassment are prohibited by Title VII of the Civil Rights Act of 1964 as amended and Title IX of the Education Amendments of 1972.

### **III. Sexual Misconduct**

It is the philosophy of Lakeland College that every student, staff, and faculty has the right to study, work, and live in an environment which is not hostile, offensive, or threatening. Violation of the policy on sexual harassment or sexual misconduct will result in disciplinary actions, which could include, but is not limited to, probation, academic/resident hall

suspension or expulsion, or employment suspension or termination.

## Definitions

Sexual misconduct offenses Include, but are not limited to . . .

Sexual Harassment

Non-Consensual Sexual Contact (or attempts to commit same)

Non-Consensual Sexual Intercourse (or attempts to commit same)

Sexual Exploitation

Sexual Harassment is . . .

Unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, has the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the university's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Non-Consensual Sexual Contact is . . .

any intentional sexual touching,  
however slight,  
with any object,  
by a person upon a person,  
that is without consent and/or by force

Sexual Contact includes . . .

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Intercourse is . . .

any sexual intercourse  
however slight,  
with any object,  
by a person upon a person,  
that is without consent and/or by force

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sexual Exploitation

Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute

one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

Invasion of sexual privacy;  
prostituting another student;  
non-consensual video or audio-taping of sexual activity;  
going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);  
engaging in voyeurism;  
knowingly transmitting an STI or HIV to another student;  
Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;  
Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

#### Additional Applicable Definitions

**Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent can be withdrawn at any time.

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").

**Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**NOTE:** There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

In order to give effective consent, one must be of legal age.

Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

**Incapacitation** is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to

understand the “who, what, when, where, why or how” of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

Use of alcohol or other drugs will never function as a defense to a violation of this policy.

**Policies apply to sexual misconduct that occurs both inside and/or outside a college program, if the conduct negatively affects a victim’s school experience or the overall school environment.**

Examples include:

- an attempt to coerce an unwilling person into a sexual relationship
- to repeatedly subject a person to egregious, unwelcome sexual attention
- to punish a refusal to comply with a sexual based request
- to condition a benefit on submitting to sexual advances
- sexual violence; intimate partner violence, stalking; gender-based bullying.

Examples also include . . .

- Unwelcomed physical touching
- Unwelcomed remarks about a person’s body
- An employee asking for sexual favors with promise of a reward or punishment
- Sexually suggestive jokes or innuendos
- Sexual assault or coerced sexual activity
- Posting obscene remarks/images of another on social media sites

Examples in a work, academic, or co-curricular environment include . . .

*Sharon’s supervisor kept asking her for a date. He said getting to know him better would improve her chances for a promotion. She felt uncomfortable and wished he would stop. She kept refusing him, but he wouldn’t take ‘no’ for an answer.*

What should Sharon do?

She should go to her department head, dean, appropriate administrator, or any person listed in this brochure for assistance.

*Sue’s coach promised her a starting position if she would have a sexual relationship with him.*

What should Sue do?

She should go to the Athletic Director, Senior Women’s Administrator, or Success Coaches, for assistance.

*Cindy, a member of a student organization makes jokes about men’s bodies during the weekly meetings. The male students in the organization are embarrassed by her remarks.*

What should the male students do?

Make it clear to Cindy that the remarks are offensive and should stop. If the remarks continue, they should go to the advisor of the student organization, the Success Coaches, or one of the individuals listed in this policy.

#### Consensual Relationships and Consent

Any physical/sexual behavior cannot be consented to under any of the following conditions if the person is:

- . . . under the influence of drugs or alcohol, or
- . . . a minor (age of consent in Wisconsin is 18 years of age), or
- . . . mentally impaired, or
- . . . bullied, coerced or threatened, or
- . . . asleep or unconscious.

#### IV. To File A Complaint

##### How to file a complaint

Complaints may be filed with the Title IX Coordinator, the Associate Title IX Coordinator, or any university employee identified as a mandatory reporter. All sexual misconduct complaints made to mandatory reporters will be reported to the Title IX Coordinator staff.

Lakeland College encourages those who have experienced any form of sex discrimination/sexual misconduct to report the incident promptly, to seek all available assistance as described in this brochure, and to pursue college conduct charges and/or criminal prosecution of the offender. Lakeland College takes complaints very seriously and will work with victims to ensure their safety. Contact Campus Safety at (920) 565-1126 (Brotz Hall) and/or the **Lakeland College Title IX Coordinator (see contact info below)**. You may also contact any of the offices listed below.

##### Title IX Staff

Questions about Title IX can be directed to the Title IX Coordinator or to the Office of Civil Rights (OCR, <http://www2.ed.gov/about/offices/list/ocr/index.html>) of the U.S. Department of Education. The Title IX Coordinator has an assistant coordinator to ensure there are no conflicts of interest when responding to complaints. The Title IX Coordinator staff is available to meet with students, faculty, and staff who believe sexual harassment or sexual violence has occurred. (If you are calling from an off campus phone dial 920-565-1000, then enter phone extension below.)

<u>Contact</u>	<u>Phone Ext.</u>	<u>Office</u>	<u>Email</u>
Dr. Eric Blacknall <i>Title IX Coordinator</i>	2505	Campus Center	blacknallev@lakeland.edu
Mara Jensen <i>Associate Title IX Coordinator</i>	2394	WAK LL14	jensenme@lakeland.edu

## Mandatory Reporters

Lakeland employees who are not employed as a counselor, health service provider, or chaplain, are considered mandatory reporters. A mandatory reporter must report all allegations of sexual misconduct to a member of the Title IX Coordinator staff.

## Non-Mandatory Reporters

Students, faculty, and staff may wish to seek confidential assistance in dealing with a Title IX violation. The college has identified the following employees who will maintain confidentiality under the professional license or professional ethics necessary for performing their employed role at the college.

<u>Name</u>	<u>Phone Ext.</u>	<u>Office</u>
Dr. Cary Knier Director of Counseling Services	2387	Brotz Hall Student Development Offices
Alex Liosatos Campus Counselor	2388	Brotz Hall Student Development Offices
Rob Sizemore Campus Chaplain	2114	Laun Center #100
Sherry Carstens Director of Health Center	2385	Brotz Hall Student Development Offices

## V. Complaint Process Overview

These procedures apply to student, staff, and faculty complaints of sexual misconduct against other students, employees or third parties.

The college will respond to allegations of sexual misconduct, including taking interim measures such as a “no contact” order between the parties, interim suspension, room reassignment, academic accommodations and/or counseling. The college prohibits retaliation against reporting parties and anyone participating in an investigation. If an allegation of sexual misconduct involves an athlete, someone outside the athletic department oversees the grievance process. Mediation cannot be used for sexual harassment or non-consensual sexual contact/intercourse cases.

### Investigation

Lakeland College will investigate all incidents of sexual misconduct of which it becomes aware, regardless of whether a complaint is filed. The Title IX Coordinator will appoint an investigator team. The investigation of a non-consensual sexual contact/intercourse allegation will proceed whether or not a related criminal matter is pending. The college will ask the reporting party and respondent(s) for a written acknowledgment of the incident(s).

Lakeland will inform reporting party that all investigations will be kept as private as possible and that information is disclosed only on a “need to know” basis. The college will explain to a reporting party that anonymity may limit the institution’s



ability to investigate and respond. The college is obligated to investigate the matter to the best of its ability even if a reporting party asks the institution not to take any action.

In cases of alleged non-consensual sexual contact/intercourse, Lakeland will inform the reporting party of their right to file criminal charges. The college will not discourage reporting party from filing criminal charges.

The college will treat the parties equitably. For reports involving non-consensual sexual contact/intercourse, the college must notify the police. The college will emphasize the importance of seeking immediate medical attention for non-consensual sexual intercourse. Additional support agencies will also be offered to the reporting party and respondent(s).

The investigators will make a report to the Title IX Coordinator staff with an objective opinion as to whether it appears that a violation of the sexual misconduct policy occurred. The Title IX Coordinator will review the report and, when appropriate, refer the report to the student conduct system (for students) or Human Resources (for employees).

Members of the campus community should consult one of the appropriate policy documents below:

Students: For specific information about the grievance process consult the Student Handbook.

Employees: For specific information about the grievance process consult the Employee Handbook.

### Interim Measures

Options are available for avoiding contact with accused respondents, including taking interim measures such as a “no contact” order between the parties, interim suspension, room reassignment, academic accommodations and/or counseling.

### Time Frame

Lakeland will conduct a full investigation of complaints of sexual misconduct. In accordance with federal regulations, Lakeland will complete investigations within a 60-day time period. Both parties will be provided periodic updates during the grievance process. Both parties will be advised in writing of the outcome of a complaint once a decision has been reached. Either party may appeal the results of a hearing. Complaints may be resolved through formal or informal resolution procedures.

### Hearing and Appeals

Lakeland balances the rights of respondents with the reporting party’s Title IX rights in disciplinary hearings involving sexual misconduct. The standard used in disciplinary hearings related to sexual misconduct is preponderance of the evidence/what is more likely than not to have occurred.

Both parties will be given similar and timely access to any information that will be used at the hearing. Both parties will be given the same opportunity to present relevant evidence and witnesses, including character witnesses. Both parties will receive simultaneous written notice of the outcome of the hearing and of any appeal process.

Lakeland requires disclosure of any conflicts of interest between a party and the fact-finder or decision-maker at a hearing. Parties are prohibited from personally questioning each other at the hearings. Within the appeal process, both parties have the same appeal rights.

In cases of alleged sexual misconduct, Lakeland will disclose the results to both parties regardless of whether it concludes misconduct was committed. Lakeland will disclose to a victim of sexual misconduct any sanction imposed on the respondent that relates directly to the victim, such as a “no contact” order, transfer to different classes or reassignment/cancellation of housing, a suspension, or a termination.

Lakeland will follow up with reporting party to ask if they have experienced retaliation or any further incidents.

## **VI. Resources for Assistance**

Some health care and counseling services, available both on and off campus. (If you are calling from an off campus phone dial 920-565-1000, then enter phone extension below.)

<u>Name</u>	<u>Phone Ext.</u>	<u>Office</u>
Dr. Cary Knier Director of Counseling Services	2387	Brotz Hall Student Development Offices
Alex Liosatos Campus Counselor	2388	Brotz Hall Student Development Offices
Rob Sizemore Campus Chaplain	2114	Laun Center #100
Sherry Carstens Director of Health Center	2385	Brotz Hall Student Development Offices
Safe Harbor	Crisis Line: 920-452-7640	

### **College Provided Assistance**

Counseling and Campus Ministry staffs stand ready to assist any member of the College community who needs help dealing with a sexual misconduct situation (see contact information above).

Benefit eligible employees also have an opportunity to utilize the Employee Assistance Program (EAP). All EAP services are free, confidential, and available to all covered members and dependents. The services can be accessed 24 hours a day, 7 days a week at 1-800-236-3231 or online at [www.aurora.org/eap](http://www.aurora.org/eap).

**Please Note:** Both parties (reporting and respondent) may select one individual from the College community (faculty or staff) to advise him/her throughout the process. For students, this advisor may be one or both parents instead of a member of the college community. Either party may request the Title IX Coordinator to assign an advisor from the College community to advise him/her throughout the process.

## **VII. Sanction Statement**

Any person found responsible for violating the policy on Non-Consensual or Forced Sexual

Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*

Any person found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.\*

Any person found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*

\*The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

## **Information Technology Policy**

As a place of learning and teaching, Lakeland College thrives on an open exchange of information. Lakeland's computer information systems and networks make that exchange of information possible and are, therefore, an integral part of the college's business. Lakeland College encourages the use of its information technologies to support research, enhance instruction, and act as a resource for the needs of the campus community.

To provide these services and protect its information systems, Lakeland College requires that members of its educational community use these resources in a manner consistent with the goals of the college. Users of Lakeland College equipment, software, and computer accounts are expected to follow acceptable standards of ethics and conduct in their use of computing resources. All Lakeland College faculty, students, and staff should be aware of the following information technology security policy and its requirements and guidelines.

1. Every computer and computer account issued by Lakeland College remains the property of the college. Individual users, however, are responsible for their own accounts and the way those accounts are used for as long as they are members of the Lakeland College community. This means that users can expect that the contents of their accounts are private, safe, and secure; nonetheless, those users must help to maintain that security by, for instance, keeping their password a secret, restricting use of their account, and using their accounts in an appropriate way. Using another person's account or allowing someone else to use an account makes both

parties potentially liable to disciplinary action. If you believe that an account has been violated or misused, please contact Lakeland College's Information Technology Department

2. To adhere to FERPA regulations (refer to the HR policy in this handbook) use of mobile devices that connect to Lakeland College's Exchange server and any other Lakeland College data must be password protected. Users requesting access to email on mobile devices must adhere to this policy and accept the electronic security policy applied by the server. Mobile device passwords must be at minimum, a four-digit PIN. However, users could use a full complex password if they wish, as well. In the event the mobile device is stolen or compromised, Lakeland College reserves the right to wipe all Lakeland College data from the device.
  - a. If the device has more than eight attempts to enter the password on device the device will be wiped of all Lakelands data settings remotely.
  - b. If the device is lost or stolen and has any access to Lakelands data, reporting to the Information Technology department is mandatory, and the device will be wiped of all Lakelands data settings remotely.
3. There are three types of accounts used to access Lakeland College Information Technology assets; Academic, Administrative and Alumni.
  - a. Academic accounts are provided to students. Academic accounts are used to access Lakeland College academic resources.
  - b. Administrative accounts are provided to Lakeland College employees. Administrative accounts are used to perform Lakeland College business-related activities.
  - c. Upon request, Academic accounts may be converted to Alumni accounts after graduation. Alumni accounts are e-mail only accounts provided to Alumni of Lakeland College.
    - i. If email account has not been accessed or inactive in a six month period, said email account will be disabled.
    - ii. within an additional six months with no activity, the account will be permanently disabled.
  - d. Under **no circumstances** will an Academic account be granted access to or be used for Lakeland College business activities.
  - e. No account used for Lakeland College business can become an Alumni account.
4. Some uses of Lakeland College's information technology are prohibited. Providing unauthorized access to Lakeland College network and/or resources to an outside user not related to the college is prohibited. Unauthorized uses The following uses include but are not limited to:
  - a. uses that violate the law, including the violation of copyright law;
  - b. uses that have a significant negative impact on the safety and security of other members of the Lakeland College community, including the transmission of threatening or harassing materials;
  - c. uses that threaten to disrupt network services or equipment, including the distribution of unsolicited advertising, unsolicited mass email, improper/excessive use of data storage space, or items designed to propagate computer viruses;
  - d. uses that invade the privacy of others, including attempts to gain unauthorized entry to the contents of others' computers or accounts;
  - e. uses that violate the property rights of Lakeland College, including attempts to profit financially from the College's information technology systems and/or access to those systems;

- f. uses that interfere with the expectations of Lakeland College as an employer, including excessive private or personal business.
- 5. Lakeland College respects and values the privacy of its students and employees, and the data contained within computer accounts issued by Lakeland College are private. Expectation of privacy does not survive a situation of termination. As noted above, unauthorized access to those accounts and to that data is prohibited.
  - a. In some circumstances, however, Lakeland College must make exceptions to its users' expectations of privacy – to protect the system as a whole, to protect the privacy of other users, and to protect the name and interests of the college.
    - i. If there is probable cause to believe that a computer account contains information relevant to a Lakeland College interest requirement or legal proceeding – including evidence of the prohibited uses listed above – a person other than the authorized user may examine such data files or programs. Depending on the user involved, permission for such access is granted by the Lakeland College President, the Director of Human Resources, or the employee's President's Cabinet Vice President. At least two of the above must approve any such access.
    - ii. Access to accounts and/or data by the Information Technology department for routine system maintenance or to create backup copies is permitted and does not violate users' expectations of privacy.
- 6. Misuse or tampering of Lakeland College's computing resources may result in one or more of the following punitive measures (which do not exclude criminal penalties for violations of state or federal law):
  - a. loss of access to computer resources;
  - b. required repayment of funds expended in unauthorized use;
  - c. corrective action;
  - d. suspension or expulsion from the College;
  - e. termination of employment;
  - f. legal action.
- 7. As information technology and the threats against it are continually changing, the Information Technology department will routinely provide additional information and instruction about the proper and productive use of the college's computer systems and networks which will be posted on the ithelpdesk tab on my.Lakeland.edu.
  - a. Whenever possible, account users should attend to this information and follow whatever instructions it provides.
  - b. These informational updates will help Lakeland College to ensure the best possible system performance for all members of its educational community.
- 8. The Lakeland College Information Technology department provides wireless access to students, staff, faculty and guests of the college. Non-Lakeland owned access points can and will interfere with the service being provided by Lakeland College, thus impacting our overall customer service. Under no circumstances is anyone allowed to connect or operate a personal wireless access point on the Lakeland College campus.
  - a. Residence Hall Directors or other college employees are expected to inform students of this policy and request that students power down any access points they are running as they become aware of them.

- b. Staff and faculty are expected to report any non-Lakeland access points that they are aware of to the Information Technology department via the Help Desk.
  - c. If there are areas that are not covered by Lakeland access points, please inform the Information Technology department and we will make our best effort to increase coverage to that area.
9. Due to technology advances and always evolving, Lakeland College reserves the right to amend this policy in the future as deemed necessary and appropriate. Proposed changes will be discussed with members of the college community and will be reviewed and approved by the President's Cabinet prior to implementation.

## Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. All student employees of Lakeland College should familiarize themselves with some of the basic provisions of FERPA to ensure that they do not violate this federal law. Under no circumstances may a student release student information to anyone, unless the position specifically requires the student to do so. Refer any requests for information about a student to the supervisor to prevent any FERPA violations.

The student must avoid acquiring and exchanging student information that is not required to complete their job. Even a minor disclosure of information such as telling another student of someone's class schedule may be a FERPA violation. Any disclosure of this information to any unauthorized person could result in criminal and civil penalties imposed by law. Such willful or unauthorized disclosure also violates Lakeland College's policy and could constitute just cause for disciplinary action including termination of employment regardless of whether criminal or civil penalties are imposed.

**Any information you obtain on the job regarding students must remain strictly confidential.** Please speak with your individual supervisor about any circumstances that may arise in your department pertaining to the Family Educational Rights and Privacy Act.

## Firearms and Weapons

Unless authorized in writing by the President and Vice President for Student Development, employees are not permitted to possess, carry, or use firearms or other weapons, as defined by law, in any building owned or controlled by Lakeland College, or in any other posted locations on-campus. This prohibition applies whether or not an employee possesses a concealed carry permit. Employees are encouraged to store their personal weapons in an off-campus location. Questions regarding whether a device or implement qualifies as a firearm or weapon for purposes of this policy should be directed to the Office of Safety and Security. Employees in violation of this policy are subject to disciplinary action up to and including suspension or termination.

## Dress/Personal Appearance

The nature of the position will determine the type of dress that will be appropriate for work. All student employees are expected to dress in a manner that will present a favorable image of the College to the community. Supervisors will review any specific dress requirements for each position with the student.

## **Attendance and Punctuality**

Good attendance is an important job requirement. Any absence places an additional burden upon other employees and reduces the efficiency of the department. Some departments have their own specific attendance and punctuality policies; check with your supervisor regarding their policy. As stated in the student employment agreement, failure to report to work on three occasions without notification to your supervisor can result in disciplinary action up to and including suspension or termination.

Frequent absences including tardiness constitute an unsatisfactory performance record. An employee who is chronically unable to be present at work cannot fulfill the job for which he or she was hired. Recurring illness also constitutes unsatisfactory attendance. A written note from an employee's physician may be requested to ensure that the employee is sufficiently recovered to return to work.

An employee is considered absent when he or she fails to report for and remain at work as scheduled. An employee is not considered absent during periods such as vacation, holidays, approved days off, or leaves of absence provided that the supervisor has been informed ahead of time. An employee who knows he or she is going to be absent or late has the responsibility to notify the department prior to the start time indicating the expected length of absence and giving a specific reason. Notice may not constitute approval or an excused absence. The employee is responsible for properly notifying the department as far in advance of his or her start time as possible. Since exam schedules are set at the beginning of each semester, necessary time off for studying should be scheduled in advance.

## **Lunch Breaks**

We provide rest periods to give our staff members a chance to renew their attention and energy after working a period of hours so they can remain productive and effective in performing assigned tasks. Your supervisor should schedule a paid 15 minute break approximately halfway through each four hour work period. However, some jobs do not require or lend themselves to scheduling breaks since work can be accomplished in a flexible manner.

There are no state or federal regulations that require lunch periods or breaks be given. However, Lakeland requires any student employee who works in excess of six hours at a time be given a half hour unpaid break or lunch period.

## **Sick Days**

Students who are ill should contact their supervisor as soon as they know they will not be able to report to work as scheduled. For more information refer to the Attendance and Punctuality procedures in this handbook. Sick days are unpaid.

## **Holidays**

If a student will not be working their regularly scheduled hours during a break period or holiday, they must inform their supervisor as soon as possible. During Christmas break and spring break, students may work up to 29 hours per week (Sunday through Saturday) provided the department has budgeted for additional hours.

## **Job Satisfaction**

Lakeland College hopes students find value in their on-campus employment. Many positions offer beneficial work experience to aid students in obtaining employment after graduation. However, if students are unhappy in their employment situation they should talk with their supervisor. If after discussing the situation with their supervisor they still are not satisfied, they should contact the Manager of Student Employment. The Manager of Student Employment will work with both the student and the supervisor to see if a mutual agreement can be reached. If the student is still unsatisfied, they can choose to resign from their position. It is important to give the supervisor and the Student Employment Department at least two weeks written notice. The student can then seek another position on-campus. However, alternative employment opportunities are not guaranteed.

## **Employee Evaluation**

It is expected that a work performance evaluation for each student employee be conducted at least once per academic year. Evaluations must be done for all student employees for the Fall semester.

Evaluations need only be completed in Spring semester if:

- 1) The student had not worked in the position in the fall
- 2) The student's performance was rated lower than average on their fall evaluation
- 3) The employer noticed significant changes in the student employee's performance (positive or negative)

The Employee Performance Evaluation Form should be completed by the supervisor. Then both the student and the supervisor should discuss and sign the evaluation form and formulate goals for the future. This process should be used to facilitate interaction between the student and the supervisor as a departmental evaluation. The original should be sent to the Student Employment Department to be placed on file for future reference checks. Supervisors are encouraged to make a copy of this evaluation for both themselves and the student.

## **Corrective Action**

If the supervisor feels there is a problem regarding a student's employment, it is recommended that they speak to that student about the concern. Documentation of all conversations, especially in regard to discipline, is essential, and the Student Employee Corrective Action Form should be used. If the concern is of a serious nature or continues to be a problem, a written documentation which outlines the problem, should be completed by the supervisor. Suggestions for improvements should be made and the expected date of improvement should be indicated. Both the student and the supervisor should sign this document so that there is mutual understanding. The original document should be sent to the Student Employment Department. The supervisor and student should both keep a copy of this letter for their files.

## **Suspension/Termination**

Several areas in this handbook make reference to suspension or termination for various reasons. If a student is suspended from their position, they are able to continue to work on-campus in another department. If a student is terminated from their position, they will not be eligible for on-campus employment for the remainder of the current semester or the following semester. Reasons for suspension and termination may be subject to additional judicial or criminal sanctions.



# Grievance Procedure

The following procedures have been developed to help student employees address complaints against their employers. The procedures may also be used as a vehicle for a student to appeal an action taken by a supervisor in the disciplinary process. Before entering into the formal process, all complaints should be discussed thoroughly with the supervisor, making every attempt to resolve the matter informally. If a student feels they have a complaint to address, they have a right to address it:

1. Discuss the situation with the Manager of Student Employment, who will be able to provide guidance and suggestions for the student.
2. Request a job change. In order to request a grievance-related job change a student must provide information about the conflict and the steps taken to rectify the problem to the Manager of Student Employment for evaluation and recommendation.

All grievances involving issues of sexual harassment or discrimination must be brought to the attention of the Human Resources Department immediately. The Human Resource Department is located in the lower level of the William A. Krueger building and can be reached by calling 920-565-1035.

## Settlement Procedures for Student Complaints

1. Student's documentation: The student should record all relevant details surrounding the complaint including the following:
  - a. The nature of the complaint, describing the situation as specifically as appropriate.
  - b. The date(s) when the situation(s) occurred.
  - c. The desired settlement.
  - d. The date(s) the complaint(s) was presented to the employer.
2. Meeting: A meeting will be schedule to attempt resolution between the student and the supervisor.
3. Action by the Student Employment Department: The Manager of Student Employment will assist to address the complaint.

## Injury Reporting

Lakeland College provides all employees with state mandated Worker's Compensation Insurance. For the safety and well-being of all employees and the proper administration of this program employees must follow the steps below when an injury occurs on the job:

1. Dial 8-911 if emergency medical personnel are needed.
2. Notify the supervisor immediately.
3. Seek medical treatment as needed. Employees in need of medical care for job-related injuries should go to St. Nicholas Hospital, Sheboygan Memorial Hospital, the Sheboygan Clinic, or Valley View Medical Center. When admitted, the employee needs to mention that it is a Worker's Compensation injury and the medical institution will complete the proper paper work.
4. Notify the Lakeland College Security Department immediately of any job-related injury, no matter how minor it seems to be at the time, to process the necessary paperwork. Security

officers can be reached by calling 920-565-1126 or 920-565-1127.

## Emergencies

Emergencies may include fire and smoke, personal illness or injury, chemical spills, criminal activity, suspicious persons, and any other incidents that could endanger our members or property. The security of our property and, most importantly, of the members who live, study, and work here, is of the highest priority at Lakeland College. Our Department of Campus Safety and Security responds to all emergencies on College property. Please use the list below for any emergencies:

**Maintenance emergencies:** 8:00 AM - 3:00 PM – call 920-565-1031 ext. 2267  
3:00 PM - 8:00 AM – call 920-565-1126

**Other emergencies:** 24 Hours – call 920-565-1126  
If no response in five minutes – call 920-565-1127

In addition, you may report a crime incident, suspicious persons, or activities in person to the Department of Campus Safety and Security, located in the lower level of Brotz Hall.

If a student or staff or faculty member tells you they have been a victim of a crime, including a sexual assault:

1. Always be supportive and encouraging.
2. Encourage them and offer to go with them to report the crime to any of the following: **the Department of Campus Safety and Security; the Residence Life staff; the Campus Nurse; or the Campus Counselor.**

If a member of Security or Residence Life staff is alerted, they will contact either the Director of Residence Life or the Director of Campus Safety and Security for further assistance.

### What to Do in the Event of an Emergency

Common sense must be exhibited during all emergency situations. In the event that professional emergency services are needed, please dial 8-911. Campus Security, at 920-565-1126 or 920-565-1127, should be called or notified for all emergency situations. The Security staff members are trained to execute the proper procedures.

### Emergencies/ Inclement Weather—Work Expectations

To promote the safety of all our employees, the College may suspend classes and/or work in instances that include, but are not limited to: inclement weather, such as snow, etc.; natural disasters, such as a tornado, etc.; or energy system failures. Employees, except those staff members with emergency responsibilities, may be allowed to leave work or not report to work. A decision to suspend classes or certain work operations is made through the Senior Director of Facilities Management & Security and/or the Dean of Students with approval of the President. Individual department managers do not have the authority to make decisions concerning such matters.

## **Verification of Employment or References**

It is not unusual for the Student Employment Department to receive calls from a variety of organizations asking to verify employment. Typically, this will happen if you apply for permanent employment, credit, attempt to rent a car or apartment, etc. In order to protect the privacy of our employees the only information that will be verified over the phone is name, position, and dates of employment. If you require a letter verifying employment for any purpose, contact the Student Employment Department. They will check your employment status and complete a form for you to submit to the agency. This should be done prior to the day you will need the information. If more detailed information is required, please send a written request addressed directly to the department or supervisor you worked for at Lakeland College.

## **Employment for International Students**

### **Introduction**

Lakeland College, the United States Department of Homeland Security (ICE, USCIS, CBP), and the sponsoring agencies of international students all impose rules and procedures for the employment of international students. The following summarizes these rules to help guide international students through the process.

International students may work only on-campus. If you qualify for Curricular Practical Training (CPT) or Optional Practical Training (OPT), please see the International and Administrative Specialist as you may be eligible for off-campus employment opportunities.

### **Resume**

A resume, also known as curriculum vitae (CV), is a one or two page document containing a summary of relevant job experience, education, and skills for the purpose of obtaining an interview when seeking employment. If assistance is needed in preparing a resume, please visit your Success Coach.

### **Hiring Process**

Once hired for an on-campus job, the hiring supervisor will notify the Student Employment Department. The department will then contact the student via Lakeland email to set up an appointment to complete all necessary paperwork. Students are not able to start working before the process is complete. Please refer to the International Student Employment Process in the back of this handbook.

### **International Processing Fee for a Social Security Card**

International students who apply for student employment will need to pay a \$300 deposit to the Business Office, located in the William A. Krueger building, Office 112. This deposit will be refunded when the student completes at least one full semester of student employment. If the student does not complete a full semester of student employment, the fee will not be refunded. Should a student be unable to pay the fee in advance, he or she may appeal the matter to the Student Employment Appeals Committee.

## **Applying for a Social Security Card**

In the United States, a Social Security number (SSN) is a number issued to citizens, permanent residents, and temporary (working) residents under section 205(c)(2) of the Social Security Act. The number is issued to an individual by the Social Security Administration. Its primary purpose is tracking working individuals for taxation purposes.

International students must bring their passport; I-94 documentation; Form I-20; a letter from the Student Employment Department stating the position, rate of pay, and hours; and a letter from the International and Administrative Specialist to the Social Security Administration Office. If in need of transportation to the Social Security Administration Office, please contact the International and Administrative Specialist.

## **Receiving a Social Security Card**

Students are able to work on-campus while waiting to receive their social security card, but will not receive a paycheck for hours worked until the social security card is received by the Student Employment Department. The Social Security Administration Office has indicated it generally takes two to three weeks for a social security card to be mailed. Upon receiving a social security card, the card must be brought to the Student Employment Department.

## **Paying Taxes for Earned Money**

While working in the United States, international student employees are subject to both federal and state taxes. Because of restrictions on nonresident alien's filing status, it is mandated that a W-4 form (Employee Withholdings Allowance Certificate) is completed using the following guidelines:

1. Fill out, sign, and date the highlighted areas with your personal information
  - a. Use the Lakeland College address: W3718 South Drive, Plymouth, WI 53073
2. Check only "Single" marital status on line 3
  - a. Regardless of your actual marital status
3. Claim only one allowance on line 5
  - a. Unless you are a resident of Canada, Mexico, Japan, or South Korea, or a US national
4. Request Lakeland College (your employer) withholds an additional \$15.30 per paycheck
5. "Exempt" withholding status cannot be claimed on line 7

## **Additional Questions?**

For questions about work eligibility, contact the International Advisor. For assistance in finding a job, contact the Student Employment Department.

Becky Boyko  
International and Administrative Specialist  
920-565-1041 ext. 2452  
Office 119, William A. Krueger  
[boykorl@lakeland.edu](mailto:boykorl@lakeland.edu)

Mara Jensen  
Manager of Student Employment  
920-565-1035 ext. 2394  
Office LL14, William A. Krueger  
[jensenme@lakeland.edu](mailto:jensenme@lakeland.edu)

# International Student Employment Process

- 1) Get hired for a job.
- 2) Before working, pay a \$300 deposit to the Business Office.
  - a. Located in office 112 on the first floor of the William A. Krueger building
  - b. Business Office will provide receipt of payment
  - c. This deposit will be refunded if the student completes at least one full semester of employment. This deposit will not be refunded if the student does not complete one full semester of employment. If a student is unable to pay the deposit, he or she may appeal the matter to the Student Employment Appeals Committee.
- 3) Check your Lakeland email for a message about student employment paperwork from the Student Employment Department.
  - a. Schedule an appointment with Student Employment by calling 920-565-1035 ext. 2394 or emailing [jensenme@lakeland.edu](mailto:jensenme@lakeland.edu).
- 4) Bring the following to your student employment appointment to complete paperwork:
  - a. Completed Application for Employment with a resume
  - b. Passport
  - c. Form I-20
  - d. Receipt from the Business Office for the \$300 deposit
  - e. A voided check or bank document with your name, routing number, account number, and account type to setup direct deposit
- 5) Student Employment will issue a letter to the Social Security Administration Office for your social security.
  - a. Bring this letter and the documents from #4 to Becky Boyko, International and Administrative Specialist, located in office 119 on the first floor of the William A. Krueger building.
- 6) After your paperwork is completed, you may begin working.
- 7) When your social security card is received, you must bring it to the Student Employment Department in order to be paid for any hours worked. You will not be paid until you bring your social security card to the Student Employment Department.

# 2015/2016 Student Employment Work Policy

The following students are eligible to work at Lakeland College through Student Employment:

- Full-time domestic undergraduate students
- Full-time international undergraduate and graduate students on an F-1 visa
- Full-time international students on a J-1 visa with required written authorization

## **Academic Year Employment—Fall Semester, Spring Semester, and May Term:**

Students can work 1 regular position and 1 sporadic/low hour position – OR – two sporadic/low hour positions. Students can work up to 10 hours per week at a regular position and up to 18 hours per week at a sporadic/low hour position. Students with two positions can work a maximum of 18 hours per week combining both positions.

During winter break and spring break, students can work up to 29 hours per week.

Exception to policy: Students working for Security can only hold one position and can be scheduled up to 18 hours per week and cannot exceed 20 hours per week. Unless the student is an Ambassador, then two positions can be held.

Paid on-campus internships are considered regular positions. Students already working an on-campus regular position must resign to accept a paid on-campus internship.

### **I. Sporadic/Low Hour Positions:**

1. Ambassador (Only position where students can hold a 3<sup>rd</sup> position)
2. Catering—Occasional Bartender
3. Call Team
4. Chaplains Assistant
5. Convocation Monitor
6. Teaching Assistant—Reading Specialist & Writing Program Assistants
7. Mirror (Hourly staff can work up to 20 hours every two weeks, averaging 10 hours per week.)
8. Musko the Mascot
9. On-Call Positions/Sporadic Work (Scheduled for 5 hours or less weekly and work as needed on-call.)
10. Tutor
11. Student Activities Technical Coordinator

### **II. Academic Year Wage Structure:**

1. 1<sup>st</sup> Year -----\$7.25/hour
2. 2<sup>nd</sup> Year -----\$7.50/hour
3. 3<sup>rd</sup> Year -----\$7.75/hour

4. 4<sup>th</sup> Year -----\$8.00/hour
5. Supervisor Premium-----\$0.50/hour
6. Special Wage Rates:
  - a. Tutors:
    1. 1<sup>st</sup> Year Untrained----- \$7.25/hour
    2. 2<sup>nd</sup> Year Untrained----- \$7.50/hour
    3. 1<sup>st</sup> Year Trained----- \$7.75/hour
    4. 2<sup>nd</sup> Year Trained----- \$8.00/hour
  - b. Ambassador----- \$8.00/hour
  - c. Science Lab Manager----- \$8.00/hour
  - d. Research/Grants----- Up to \$8.00/hour
  - e. LURE Student Research ----- \$8.00/hour \*\*\*

## 1. Stipend Positions:

### A. Resident Assistants:

- A. 1<sup>st</sup> Year: Full academic year awarded \$1,216
- B. 2<sup>nd</sup> Year: Full academic year awarded \$1,295
- C. 3<sup>rd</sup> Year: Full academic year awarded \$1,373
- D. 4<sup>th</sup> Year: Full academic year awarded \$1,450

\*Eligible for housing, but not board (meals)

\*\*RAs may not hold any other regular on-campus positions

### B. Mirror:

- A. Managing Editor: Full academic year awarded \$2,400
- B. Executive Editor: Full academic year awarded \$2,400

### C. Music

- A. Music Department Accompanist Fellowship: Full academic year awarded \$2,000
- B. Lakeland Chorale Accompanist Fellowship: Full academic year awarded \$1,000

## 2. Standing Appeals:

1. Bradley Building—Student employees are allowed to work up to 18 hours per week for the week prior and week during both the fall play and spring musical.
2. Daily Grind—Student employees are allowed to work up to 18 hours per week during approved large events and when the Daily Grind is required to be open outside of the regular hours.
3. Muskie Mart – Student supervisors are allowed to work 15-18 hours per week.

### **Summer Employment:**

During summer, students can work up to 29 hours per week. Students may work up to 40 hours per week provided the department has budget available and approval has been granted by the department as well as the Manager of Student Employment.

#### **1. Stipend Positions: (*Payments vary for all stipends below.*)**

- a. ELI – Language Partner → Stipends increased Summer 2015 to meet minimum wage requirements
- b. Music Camp Assistant

#### **2. LURE Student Research \*\*\***

- a. LURE Students working 30+ hours per week - Full tuition remission on one class; Students working 20-29 hours per week – 50% tuition remission for one class; Students working less than 20 hours per week – no tuition remission.

#### **I. Stipend Positions: (*Payments vary for all stipends below.*)**

- 1. ELI – Language Partner
- 2. Music Camp Assistant
- 3. Mirror positions- Managing Editor & Executive Editor