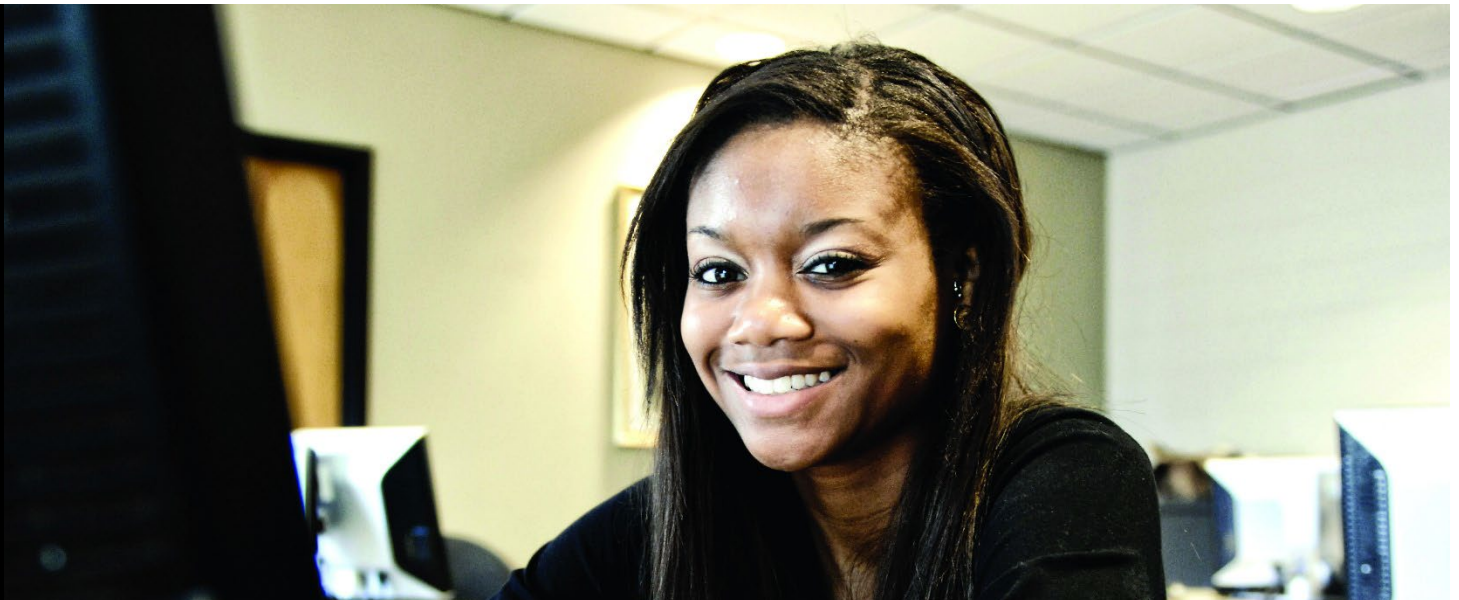
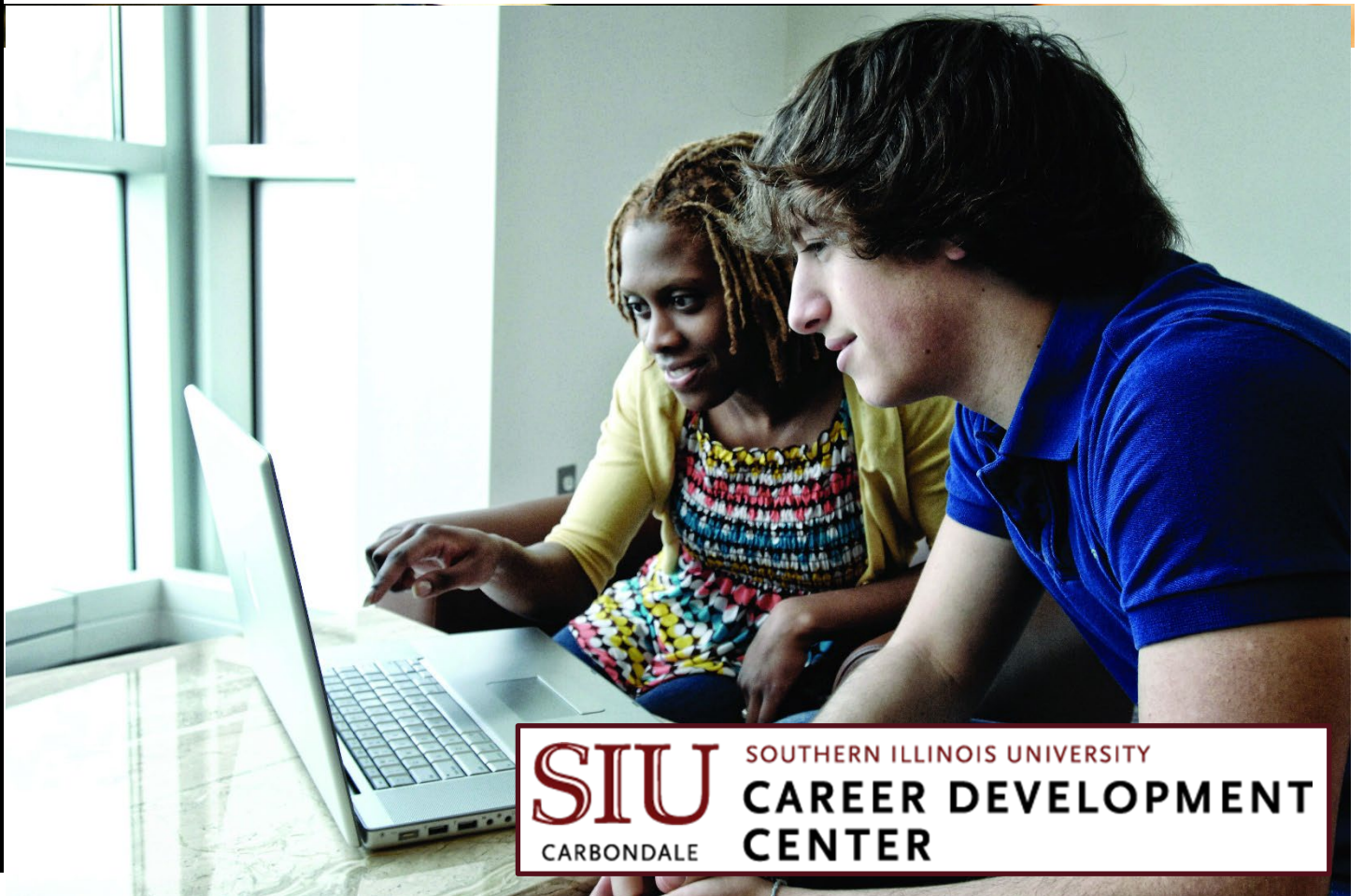




STUDENT EMPLOYMENT HANDBOOK

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

A GUIDE FOR ON-CAMPUS STUDENT EMPLOYEES



SIU
CARBONDALE

SOUTHERN ILLINOIS UNIVERSITY
**CAREER DEVELOPMENT
CENTER**

Contents

.....	1
Welcome	3
Student Employment at SIU	3
Student Employment Requirements.....	3
Enrollment Requirements	3
Fall and Spring Semesters.....	3
Summer Semester	4
Enrollment Requirement Exceptions	4
Student Employment Eligibility Requirements.....	5
Basic Requirements	5
Paperwork Required Before First Day of Work Checklist can be found at: Student Employment Documents Student Employment SIU	5
Additional Requirements for Athletes	5
Additional Requirements for International Students Checklist for International students can be found at: Student Employment Documents Student Employment SIU.....	5
Maximum Work Hours and Multiple Jobs.....	6
Undergraduate Assistant	6
Graduate Assistant	6
Housing Resident Assistant	6
Academic Peer Advocate.....	6
Faculty/Staff or Civil Service (including extra-help).....	7
Breaks and Mealtimes.....	9
Payment	9
Salary	9
Job Classification Increase.....	9
Excess Qualification/Market Adjustment Increase	10
Payment of Student Employees	10
Payment Schedule.....	10
Payment Method	10
Payment Underpayment/Overpayment	10
Student Employment Earnings.....	10
Responsibilities	11
Responsibilities of Student Employees.....	11
Legal Name Change.....	11
Unemployment.....	11
Missed Hours	11
Responsibilities of Employing Departments.....	12
Resources.....	12
Student Employees Workers' Compensation.....	12
Grievance Process.....	13
Accommodations	13
Semester Begin and End Dates	14
Additional Resources	14

Welcome

Student Employment at SIU

Welcome to the Student Employment Program at Southern Illinois University Carbondale. The student employment program was designed to provide students with part-time employment experience, supplemental finances, and educational benefits outside the classroom. Students can gain valuable work experience related to their major fields of study while employed in various academic units or departments. The student employment program is financially rewarding to students by providing income that can be used for educational expenses. The financial independence student employment offers can also give the student a sense of self-worth, which can result in improved academic success and interpersonal relationships. Student employment allows students to connect with role models in their respective fields and secure employment references. In general, the student employment program is dedicated to enhancing student development by creating challenges and teaching responsibility.

SIU Carbondale is known nationwide for its extensive student employment program. Southern Illinois University Carbondale employs approximately 2,000 on campus annually. SIU's Student Employment Program is a cooperative effort among the Student Employment Office, the Career Development Center, Financial Aid, Central Payroll, and the university's hiring departments. The Student Employment Office produces this handbook to serve as a helpful reference tool. We encourage referral to this handbook regularly for assistance whenever questions arise.

If there are any additional questions concerning the content of this handbook, please feel free to contact the Student Employment Office at 453-2391 or stop by Student Services Building, first floor Suite 110.

Student Employment Requirements

Enrollment Requirements

Student employees are required to be enrolled for a minimum number of credit hours at SIU Carbondale to be employed in the student employment program. Student employees who withdraw or drop below the minimum enrollment requirements are not eligible to continue to work on campus until enrollment is increased to at least the minimum requirements. Audit hours do not qualify as credit hours for student employment purposes. Enrollment requirements were established to comply with the U.S. Department of Education, United States Citizenship and Immigration Services, and Internal Revenue Service regulations.

If a student is found to no longer meet the minimum number of credit hours to work and does not have an enrollment exception on file (page 5), the Student Employment Office will send a notification to the employer via the Under Hours Enrollment Report.

Fall and Spring Semesters

U.S. citizens, permanent residents, and students with non-citizen in-state status

Undergraduate and graduate student employees must enroll and continue to be enrolled for a minimum of 6 credit hours to be eligible for student employment during fall and spring semesters. Graduate students who are also employed as a graduate assistant on a quarter-time basis must be enrolled for a minimum of 8 credit hours. Doctoral students who have achieved candidacy and Master's students in their last semester must be enrolled for a minimum of 6 credit hours.

International Students

Undergraduate international student employees must enroll and continue to be enrolled for a minimum of 12 credit hours, and international graduate student employees must enroll and continue to be enrolled for a minimum of 9 credit hours to be eligible for student employment during fall and spring semesters. International students who are also employed as a graduate assistant on a quarter-time basis must be enrolled for a minimum of 8 credit hours.

Summer Semester

U.S. citizens, permanent residents, and students with non-citizen in-state status

Undergraduate, graduate, and continuing international student employees must enroll and continue to be enrolled for a minimum of 3 credit hours to be eligible for student employment during the summer semester.

International Students

New international students must be enrolled and continue to be enrolled for a minimum of 6 credit hours to be eligible for student employment during the summer semester.

U.S. Citizens and Permanent Residents

	Fall and Spring Semesters	Summer Semester
Undergraduate	6 Credit Hours	3 Credit Hours
Graduate – NOT employed as a graduate assistant	6 Credit Hours	3 Credit Hours
Graduate – also employed as a graduate assistant	8 Credit Hours	3 Credit Hours
Doctoral students (achieved candidacy) & Masters students (last semester)	6 Credit Hours	3 Credit Hours

International Students

	Fall and Spring Semesters	Summer Semester
Undergraduate	12 Credit Hours	3 Credit Hours
Undergraduate (new)		6 Credit Hours
Graduate – NOT also employed as a graduate assistant	9 Credit Hours	3 Credit Hours
Graduate - also employed as a graduate assistant	8 Credit Hours	3 Credit Hours
Doctoral students (achieved candidacy) & Masters students (last semester)	6 Credit Hours	3 Credit Hours

Enrollment Requirement Exceptions

Any student employee graduating at the end of a given semester or graduate students completing a thesis or dissertation may request an exception to the enrollment requirement (for non-Federal Work-Study only), provided that only a thesis or dissertation is left to complete or that this is the final semester before graduation. Documentation from the student must be submitted to the Student Employment Office. Approval of the exception must be granted by Human Resources and the State Universities Civil Service System **before** beginning work. Student employees granted an exception must be enrolled for at least 1 credit hour at SIUC.

Note: Student Employment Services verifies enrollment and notifies employers if workers are not enrolled for the minimum number of credit hours, and there is no enrollment exception on file. The exception must be reapplied for if the student does not graduate at the end of the semester.

Student Employment Eligibility Requirements

Basic Requirements

- ☐ Student employees must be at least 16 years of age.
- ☐ Student employees must comply with the Selective Service Registration Requirements.
- ☐ Student employees must not be in default (for six months or more and \$600 or more) on the repayment of an educational loan for attendance at an institution of higher education.
- ☐ Student employees must comply with the Drug-Free Workplace Guidelines
- ☐ Student employees must comply with policies of the Board of Trustees of Southern Illinois University, requiring all newly hired and rehired employees, as a condition of employment to participate in a direct deposit program.

Paperwork Required Before First Day of Work

Checklist can be found at: [Student Employment Documents](#) | [Student Employment](#) | [SIU](#)

- ☐ Student employees must comply with the Immigration Reform and Control Act of 1986 and have the Employment Eligibility Verification form (I-9) completed by the hiring department.
- ☐ Students must complete the off-line Ethics Training for Student Employees, the Illinois Mandated Reporter Training, and the Harassment and Discrimination Prevention Training at the time of hire.
- ☐ Student jobs identified as security-sensitive positions must comply with the Illinois Campus Security Act requiring a pre-employment background investigation. The student must submit their "Authorization to Hire" letter to the Student Employment Office, along with their Student Employment Referral, I-9 Form, and other hiring documents.
 - a. Security sensitive positions have one or more of the following
 - i. employment which involves working with minors or individuals with intellectual disabilities
 - ii. employment which includes providing for the safety of students, faculty, and staff
 - iii. employment having regular access to controlled substances, or
 - iv. employment which provides significant overall responsibility, defined at \$50,000 or more per day, for the control of university financial resources.

Additional Requirements for Athletes

- ☐ NCAA athletes must comply with NCAA regulations regarding the employment of student-athletes. The Coordinator of Student-Athlete Employment determines employment eligibility and grants permission for a student job.

Additional Requirements for International Students

Checklist for International students can be found at: [Student Employment Documents](#) | [Student Employment](#) | [SIU](#)

- ☐ International students must comply with the United States Citizenship and Immigration Services regulations.
- ☐ International students must meet with the International Tax Specialist to complete the hiring process and establish a number for payroll tax purposes.
- ☐ International student must apply for a social security card before work referral can be excepted by student employment.
- ☐ International students must take their social security card to the International Tax Specialist to update payroll when a permanent Social Security Number is issued to them within 3 weeks of start of employment or employee will be terminated.

Maximum Work Hours and Multiple Jobs

The following maximum work hours and multiple job restrictions were established to comply with University policy, the United States Citizenship and Immigration Services, and Internal Revenue Service regulations.

If a student is employed in more than one student employment position, the combined hours worked in all student employment jobs cannot exceed the total hours set forth below. The Student Employment Office monitors maximum work hours and will notify the employee and employer if the maximum number of hours allowed to work the exceed.

The first time will result in a warning notice; the second time will result in termination.

If the hours reported are incorrect, please contact the employer. The employer must verify that the hours were misreported and provide documentation via e-mail to the Student Employment Office.

U.S. citizens and permanent residents will need to contact the Student Employment Office regarding re-eligibility for student employment due to termination for maximum hour's violation. International students will need to contact the International Student and Scholars Office regarding the process of applying for reinstatement with the United States Citizenship and Immigration Services.

Break periods are defined as a duration of 5 days or more.

Domestic Students employed only in the student employment program can work up to 20 hours a week, Fall and Spring semesters, and 37.5 during Summer semester and breaks. International Students can work up to 20 hours a week, Fall, Spring and Summer semesters. International Students can work up to 37.5 during Fall/Spring/Summer Intersessions and breaks

Grad/Undergraduate Assistant

- Students employed in the student employment program and as an undergraduate assistant on a 25% basis (10 hrs/wk) can work up to 10 hours a week, fall and spring semesters, and 27.5 during summer semester and breaks.
- Students employed in the student employment program and as an undergraduate assistant on a 37.5% basis (15 hrs/wk) can work up to 5 hours a week, fall and spring semesters, and 22.5 during summer semester and breaks.
- **U.S. citizens, permanent residents, and students with non-citizen in-state status** employed as an undergraduate assistant on a 50% basis (20 hrs/wk) are not eligible to be employed in the Student Employment Program during the fall and spring semesters but can work 17.5 during the summer semester and breaks.
- **International students** employed as an undergraduate assistant on a 50% basis (20 hrs/wk) are not eligible to be employed in the Student Employment Program during the fall, spring, and summer semesters but can work 17.5 during breaks.

Housing Resident Assistant

- Students employed as housing resident assistant on a 37.5% basis (15 hrs/wk) can work up to 5 hours per week during fall, spring, and summer semesters, and 22.5 during breaks. (change effective Fall 2019)

Academic Peer Advocate

- Students employed as an academic peer advocate on a 25% basis (10 hrs/wk) 10 hours per week, fall, spring, and summer semesters, and 27.5 breaks. (change effective Fall 2019)

Faculty/Staff or Civil Service (including extra-help)

- Students employed as faculty/staff or civil service (including extra-help) Not eligible to be employed in the Student Employment Program.

Maximum Work Hours and Multiple Jobs Policy

U.S. Citizens and Permanent Residents	Fall and Spring Semesters when school is in session (Maximum hours allowed to work in Student Employment)	Summer Semester when school is in session (Maximum hours allowed to work in Student Employment)	Interession and break periods when school is not in session (Maximum hours allowed to work in Student Employment)
Employed only in the student employment program	20 hours per week	37.5 hours per week	37.5 hours per week
Employed as an <u>undergraduate assistant</u> on a 12.5% basis (5 hrs/wk)	15 hours per week	15 hours per week	32.5 hours per week
Employed as an <u>undergraduate assistant</u> on a 25% basis (10 hrs/wk)	10 hours per week	27.5 hours per week	27.5 hours per week
Employed as an <u>undergraduate assistant</u> on a 37.5% basis (15 hrs/wk)	5 hours per week	22.5 hours per week	22.5 hours per week
Employed as an <u>undergraduate assistant</u> on a 50% basis (20 hrs/wk)	Not eligible to be employed in the Student Employment Program	17.5 hours per week	17.5 hours per week
Employed as a <u>graduate assistant</u> on a 25% basis (10 hrs/wk)	10 hours per week	10 hours per week	27.5 hours per week
Employed as a <u>graduate assistant</u> on a 50% basis (20hrs/wk)	Not eligible to be employed in the Student Employment Program <u>without a letter of exception from the Graduate School</u>	Not eligible to be employed in the Student Employment Program <u>without a letter of exception from the Graduate School</u>	17.5 hours per week
Employed as a <u>housing resident assistant</u> or <u>graduate assistant</u> on a 37.5% basis (15 hrs/wk)	5 hours per week	5 hours per week	22.5 hours per week
Employed as a <u>academic peer advocate</u> on a 25% basis (10 hrs/wk)	10 hours per week	10 hours per week	27.5 hours per week
Employed as <u>faculty/staff or civil service (including extra-help)</u>	Not eligible to be employed in the Student Employment Program	Not eligible to be employed in the Student Employment Program	Not eligible to be employed in the Student Employment Program

Maximum Work Hours and Multiple Jobs Policy

International Students	Fall and Spring Semesters when school is in session (Maximum hours allowed to work in Student Employment)	Summer Semester when school is in session (Maximum hours allowed to work in Student Employment)	Interession and break periods when school is not in session (Maximum hours allowed to work in Student Employment)
Employed only in the student employment program.	20 hours per week	20 hours per week	37.5 hours per week
Employed as an <u>undergraduate assistant</u> on a 12.5% basis (5 hrs/wk)	15 hours per week	15 hours per week	32.5 hours per week
Employed as an <u>undergraduate assistant</u> on a 25% basis (10 hrs/wk)	10 hours per week	10 hours per week	27.5 hours per week
Employed as an <u>undergraduate assistant</u> on a 37.5% basis (15 hrs/wk)	5 hours per week	5 hours per week	22.5 hours per week
Employed as an <u>undergraduate assistant</u> on a 50% basis (20 hrs/wk)	Not eligible to be employed in the student employment program	Not eligible to be employed in the student employment program	17.5 hours per week
Employed as a <u>graduate assistant</u> on a 25% basis (10 hrs/wk)	10 hours per week	10 hours per week	27.5 hours per week
Employed as a <u>graduate assistant</u> on a 50% basis (20hrs/wk)	Not eligible to be employed in the student employment program	Not eligible to be employed in the student employment program	17.5 hours per week
Employed as a <u>housing resident assistant</u> on a 37.5% basis (15 hrs/wk)	5 hours per week	5 hours per week	22.5 hours per week
Employed as an <u>academic peer advocate</u> on a 25% basis (10 hrs/wk)	10 hours per week	10 hours per week	27.5 hours per week
Employed as <u>faculty/staff or civil service (including extra-help)</u>	Not eligible to be employed in the student employment program	Not eligible to be employed in the student employment program	Not eligible to be employed in the student employment program

Breaks and Mealtimes

Employees who work for 7 ½ continuous hours or longer must have at least 20 minutes unpaid time for meal period no later than 5 hrs after the start of the work shift.

- Reasonable bathroom breaks do not count towards the meal break.

Employees who work for 4 continuous hours are allowed a reasonable 5-10 min paid on campus break scheduled by the department manager.

- Reasonable bathroom breaks do not count towards the 5-10 min break.

Payment

Salary

In most cases, the pay structure of student employees ranges from the SIU Carbondale established minimum wage rate plus any job classification increase and/or excess qualification increase. All students begin employment at the minimum rate unless they qualify for one or more of the following increases in wage rate:

Job Classification Increase

The following approved job classifications require special skills and/or licenses and have an associated job classification pay increase. When the employment of the position with a job classification increase ends, the increase amount will not continue to a new student employment job.

Approved job classification increases are as follows:

Job classification	Increased amount		Job classification	Increased amount
Aerobic/Fitness Instructor	.40		Flight Instructor	.40
Aircraft Mechanic	.40		Law-Related	.35
Bus Driver	.20		Lifeguard	.40
Central Control Panel	.20		Media Specialist	.20
Certified Fitness Personnel	5.00		Mental Health Companion	.20
Certified IT Technician	.40		Model	.70
Community Service Tutors	.35		Research Related	4.25
Craft Shop Instructor	.20		Sports Official	.40
Departmental Assistant Manager	.20		Teacher's Assistant	.20
Departmental Manager	.40			

Excess Qualification/Market Adjustment Increase

Excess qualification/market adjustment increases may be given at the time of hire or after a student has been in a position. Excess qualifications could be based on prior work experience and/or educational experience related to the type of work to be performed. Market adjustment increases could be based upon supervising other employees, working in an unsupervised setting, working at night, or other special circumstances such as recruiting and/or retaining student employees in a competitive market. Hiring departments may award excess qualification/market adjustment increases in 5-cent increments up to a maximum of 30 cents per hour.

Payment of Student Employees

Payment Schedule

Student employees are paid on a bi-weekly basis (every other Friday). The payroll periods run Sunday through Saturday, with the payday being the second Friday following the end of the payroll period. The scheduled payday may be moved to an earlier day if the scheduled payday falls on a day in which the University is closed.

Payment Method

SIU Carbondale requires all employees to participate in an electronic direct deposit of earnings into a bank account at a financial institution of your choice. The direct deposit form is available [Student Employment Documents | Student Employment | SIU](#) or Payroll's [Forms | Human Resources | SIU](#). It can also be obtained at the Student Employment Office, Student Services Building, 1st Floor.

Direct deposit is convenient, safe, and efficient. It improves confidentiality of payroll information, reduces instances of lost or stolen checks, eliminates the need to cash checks, and ensures funds are delivered on payday even during break periods. If your direct deposit information changes, you will need to complete an updated form and bring it to the Student Employment Office. It may take 3 to 7 business days to be updated.

When you work in more than one student employment job during a payroll period, you will receive direct deposits for each job in which time was reported.

Payment Underpayment/Overpayment

Contact the employer to resolve any discrepancies regarding the underpayment or overpayment of a paycheck. The employer should contact the Payroll Office regarding an overpayment or the Student Employment Office regarding underpayment. (SIU Carbondale may seek recourse for refusal to repay an overpayment of wages processed in error).

Student Employment Earnings

View student payroll information on SalukiNet (<http://salukinet.siu.edu/>), which is updated on Thursday before the scheduled payday. The following information is available on SalukiNet:

1. Statement of earnings for a specific pay period by selecting "Payment Date."
2. If more than one job is worked during the payroll period, selecting the "next" tab shown at the bottom of the first statement of earnings will supply access to multiple earnings statements
3. Click the print icon to print the statement of earnings

Your earnings statement will contain:

- Federal filing status, allowances, additional tax amount and tax-exempt status
- State filing status, allowances, additional tax amount and tax-exempt status
- Earnings, both current and year-to-date
- Deductions, both current and year-to-date
- Total gross pay, both current and year-to-date
- Net pay, both current and year-to-date
- Amount paid from Federal Work-Study
- Amount paid from regular wages
- The exact distribution of student employment pay

Responsibilities

Responsibilities of Student Employees

Students should:

- Abide by the policies and procedures of the employing department
- Be dependable, prompt, and reliable in attendance
- Be courteous and display a professional image for the department and the University
- Work the hours and perform the tasks assigned
- Submit correct work hours promptly to ensure payment on the scheduled payday
- Notify the supervisor prior to the assigned work time if there must be absent from work
- Notify the employer if no longer enrolled for the appropriate number of credit hours to be employed, and therefore must stop working (the employer may or may not hold the job until enrollment eligibility requirements are met again)
- Fulfill the terms of the employment contract; usually to the end of a semester
- Give at least a two-week advance notice when ending a job, or if not returning to the position the following semester
- Do not accept work assignments during scheduled class time

Note:

Some jobs might be contingent upon the student remaining eligible for Federal Work Study (FWS). If a student is hired as a Federal Work-Study student, the student is required to notify the employer if they plan to reduce or reject their FWS award due to the terms and conditions of the initial employment contract.

IMPORTANT: Employing departments may deplete their FWS allocation sooner than the students FWS award runs out. If hired with federal work study as a condition of employment, it is possible that this may result in the termination of the contract. If terminated on these grounds, it is required that two-week notice is provided.

The Illinois Department of Human Services will match actual amounts paid per the state payroll with the amount that is reported to them due to Public Aid Benefits received associated with earning federal funds. If there is a discrepancy, Department of Human Services will send notification form the that you may be committing an “Intentional Program Violation.” Fraudulent documentation to receive benefits is a violation of federal policy

Statements of earnings are located in HR Self-Service (HRSS), which can be accessed through SalukiNet, and identifies the amount of earnings that were considered Federal Work-Study.

Legal Name Change

If there is a legal name change, the student will need to complete a new Employee’s Withholding Allowance Certificate (Form W-4) for the name to be changed in the payroll system.

Unemployment

Students are not eligible to make a claim for unemployment insurance benefits when student employment ends because the principal occupation was that of a student.

Missed Hours

Students are not paid for scheduled hours missed due to holidays, jury duty, funerals, illness, military obligations, voting, or University closure. If a student is required to work during University closure, they will be paid the regular pay rate for the actual number of hours worked.

Responsibilities of Employing Departments

Your employer should:

- Allow you to work only when they receive the Supplemental Time Card given to you at Student Employment Office
- Comply with policies and procedures as required by the Student Employment Office
- Provide information regarding departmental policies/procedures, and your work schedule
- Inform you, at the time of hire, if you are required to work when SIU Carbondale is closed; otherwise, you cannot be required to work during University closure
- Schedule your work during times when you are not scheduled to be in class
- Provide work for you for at least one semester unless provisions for short-term employment are made at the time of hire
- Provide you with a two-week termination notice if you are fired due to departmental budgetary reasons
- Provide you the specific reason(s) if you are terminated from your employment immediately due to unsatisfactory work performance or a violation of student employment and/or departmental policies
- Evaluate your work performance at the end of each semester, when you exhibit poor attendance or unsatisfactory job performance, or when your employment is terminated

Resources

Student Employees Workers' Compensation

The following policy has been established by the State of Illinois Department of Central Management Services as part of its Early Intervention Program for Workers' Compensation.

Report your accident to the Gallagher Bassett 24-hour hotline **1-833-891-1372** The following information must be provided in the report to the Hotline:

- Claimant Last name, first name, middle initial
- Social Security number
- Home phone
- Address
- Date of birth
- Marital status
- Number of dependent children
- Gender
- Injury Date and time of injury or illness
- County, city, building, the room where the injury occurred
- Description of injury or illness
- Body parts injured or affected
- Last day claimant worked
- Work Site Claimant's employing state agency
- Claimant's division, subdivision, facility, or region
- Claimant's work phone
- Claimant's occupation and work hours
- Employer's city, state, zip code
- Medical Care Treating provider's name and address
- Treatment date
- Notification Name of caller
- Work phone of the caller
- Date and time the report was initiated

When the student employee receives the workers' compensation packet, it is imperative that they complete and return it as soon as possible to the workers' compensation coordinator in order that the claim-filing process is completed without delay,

Grievance Process

[Grievance Procedure | Policies | SIU](#)

In case of difficulty or complaint, each student employee of the university shall have the right to use the channels provided for the settlement of grievances against the university. In general, it is preferable that personnel problems be solved within the organization at the level at which they arise. Individuals outside the university's internal organization should not be asked to rule on such difficulties until established university channels have been exhausted. A written appeal must be made within 30 days of the grievance and shall state the nature of the grievance in sufficient detail that a proper response can be prepared. This procedure shall be followed regarding any complaint concerning the performance of work assignments or any act of discrimination on the basis of race, color, national origin, sex, religion, age, sexual orientation, marital status, or disability. The grievance is to be presented in writing. The employee, at his/her option, shall have the right to an oral presentation at each level of review.

Step 1:

A student employee shall first present any such matters to the immediate supervisor. This step should be taken at the earliest possible date and must be within 30 days of the action being grieved. The supervisor's decision shall be in writing to the student employee within 5 working days of receipt of the grievance.

Step 2:

If the matter is not satisfactorily resolved, the student employee may submit the grievance in writing to the head of the department. This must be done within 3 working days after receipt of the decision in Step 1. The department head shall review the facts and render his/her decision in writing to the student employee within 5 working days of receipt of the grievance.

Step 3:

If the grievance still exists, the case shall be submitted in writing to the director of the Career Development Center. This must be done within 3 working days of receipt of the decision in Step 2. Within 10 working days of receipt of the grievance, the director of the Career Development Center shall consider the matter with the employee and a representative of the student's choice, and with the administrative officer involved. The director shall render a decision in writing within 5 working days of said consideration. If the grievance alleges discrimination on the basis of race, color, national origin, sex, religion, age, sexual orientation, marital status, or disability, the employee may also notify Affirmative Action.

Step 4:

If the matter is not satisfactorily resolved, the director of the Career Development Center, within 5 working days of the completion of Step 3, shall refer the matter to the appropriate vice-chancellor (or other individual reporting directly to the chancellor). Within 15 working days of receipt of the grievance, the appropriate vice-chancellor (or other individual reporting directly to the chancellor) shall conduct an investigation concerning the grievance and render a decision in writing. This is the final appeal, and the decision rendered stands.

Accommodations

SIUC is committed to accessibility for students, faculty, other academic appointees, staff, postdoctoral researchers, and visitors with disabilities. The Americans with Disabilities Act prohibits discrimination based on disability status and supports the provision of reasonable accommodations in the workplace.

If you have a disability and are a student employee of SIUC, you may be entitled to reasonable accommodations in the workplace. The nature of the workplace accommodations may differ from any academic accommodations you may receive.

Disability Support Services would be happy to assist if you need help navigating the process of exploring your eligibility for workplace accommodations, and we encourage you to reach out to DSS if you believe you may need a workplace accommodation.

Semester Begin and End Dates

Each academic year, semester begin and end dates are established for student employment.

To be eligible to work during a semester, you must meet the enrollment requirements for that semester. These dates are related to but are not exactly the same as the academic calendar.

Additional Resources

Accounts Payable, 453-1307 Woody Hall

Bursar, 453-2221 Student Services Building, 2nd Floor, East Wing

Financial Aid Office, 453-4334 Student Services Building, 2nd Floor, West Wing

International Students and Scholars Office, 453-5774 Woody Hall, D-Wing

Payroll, 453-3391, Woody Hall, 1st Floor

Registrar's Office, 453-2999 Student Services Building, 2nd Floor, West Wing

Student Employment Office, 453-2391 Student Services Building, 1st Floor