

STUDENT EMPLOYMENT HANDBOOK

A Guide for Students and Supervisors



Saint Xavier
UNIVERSITY

SXU.EDU | KEYWORDS: STUDENT EMPLOYMENT

Updated September 2022

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CAMPUS PLAN (COVID-19)

STUDENT EMPLOYMENT HANDBOOK: A GUIDE FOR STUDENTS AND SUPERVISORS

CHANGES TO PROCEDURES

Traditionally, all student employment positions at Saint Xavier University conclude at the end of the Spring semester and students reapply for positions before the start of the Fall semester.

Reemployment from semester to semester is at the discretion of the department and is not guaranteed. The acceptance of Federal Work Study award does not guarantee or secure employment at Saint Xavier University.

CAMPUS PLAN FOR FALL 2022

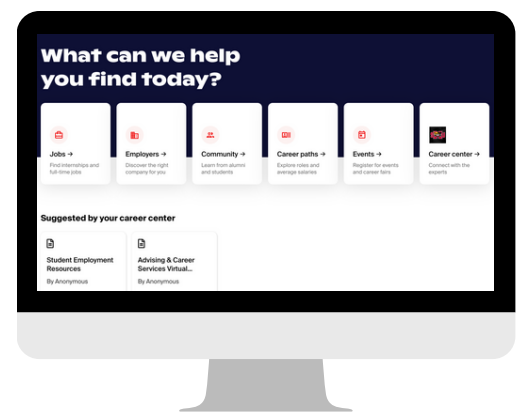
For updated campus plan information related to COVID-19, please visit the [Campus Plan page](#). SXU will continue to monitor and follow public health guidelines and transition if needed to support the health and safety of the SXU community.



REMOTE WORK POLICY

Should the state of Illinois revert to an earlier phase of Governor Pritzker's Restore Illinois plan, University positions including student workers may transition to remote work. Saint Xavier University reserves the right to reduce student worker hours if departmental needs change. Additionally, Saint Xavier University reserves the right to discontinue the employment of any student worker whose responsibilities cannot be carried out remotely.

In the event that a student employment position is discontinued, the Center for SUCCESS staff will be available by appointment to help students explore other pre-professional experiences. Students can schedule an appointment with Center for SUCCESS staff in Handshake.



Please note: the policies of the Student Employment Handbook and Student Code of Conduct extend to student workers working remotely. Students cannot exceed their awarded Federal Work Study amount and cannot work more than 10 hours per week.

If you have any questions, please email studentemployment@sxu.edu.

THE MISSION AND CORE VALUES

STUDENT EMPLOYMENT HANDBOOK: A GUIDE FOR STUDENTS AND SUPERVISORS

THE MISSION

Saint Xavier University, a Catholic institution inspired by the heritage of the Sisters of Mercy, educates persons to search for truth, to think critically, to communicate effectively, and to serve wisely and compassionately in support of human dignity and the common good.



OUR CORE VALUES

At the heart of Saint Xavier University's mission are Eight Core Values that ground and enliven the institution's academic and co-curricular programs and its operating ethos. These values reflect the University's Catholic identity, Mercy heritage, and commitment to knowledge for both personal enhancement and social progress.

Student employees are expected to embody and demonstrate a commitment to these core values in their daily work:

RESPECT

moves us to understand the gifts and unique contributions of every person in the University community and to value diverse perspectives.

EXCELLENCE

commits us to challenge ourselves to utilize our God-given gifts - intellectual, social, physical, spiritual, and ethical.

COMPASSION

compels us to stand with and embrace others in their suffering that, together, we may experience God's liberating and healing presence.

SERVICE

calls us to use our gifts, talents, and abilities to advance the genuine well-being of our community and those we encounter.

HOSPITALITY

draws us to do our daily work with a spirit of graciousness that welcomes new ideas and people of all backgrounds and beliefs.

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INTEGRITY

gives us the ability to realize the greater good in our actions and programs, and challenges us to look at our work and ourselves holistically and as one united with others across the globe.

DIVERSITY

builds a community that fosters a climate that is open and welcoming to diverse people, ideas, and perspectives; that promotes a constructive discourse on the nature of diversity; and that engages employees, and students in activities that promote the University's core values.

LEARNING FOR LIFE

in the liberal arts tradition, encourages us to pursue knowledge and truth throughout our lives in ways that improve our communities and ourselves, and that strengthen our understanding of each other.

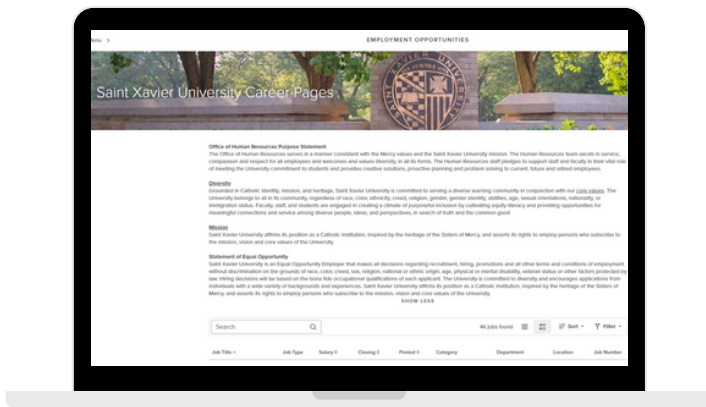


APPLYING FOR ON-CAMPUS JOBS

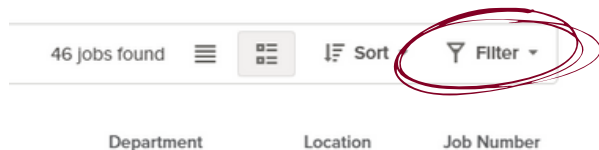
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APPLICATION PROCESS

Students apply for on-campus employment positions using the [SXU Employment Opportunities](#) page powered by NeoEd. This page is located on the main SXU website.



Students can isolate on-campus employment opportunities on the page by selecting the filter option, then clicking job category, and then checking the box for student employment.



All application materials will be collected at the time of application. It will be important for students to log into the system before the start of each semester and update their information including availability.



THE BENEFITS OF NEOED

The NeoEd system streamlines the hiring process for students and supervisors:

- Students will not need to complete a physical student employment application; the system will prompt students to enter their application information directly into the NeoEd system which will make received application materials uniform for supervisors
- NeoEd will automatically generate approval requests from approvers once a student is moved to, "Offer."
- Students will be prompted to complete their new-hire paperwork directly through the NeoEd system
- Students will complete their new-hire training within the system and be prompted to complete this within the first two weeks of their start date
- Supervisors will be able to track the approval and onboarding process of hires in real time

NEOED

NeoEd provides a significant number of help resources for supervisors and students to use. Supervisors may access additional help resources in the Student Employment Supervisors SharePoint site.

If supervisors or students experience any issues during the application process, please contact: 855-524-5627 or contact NeoEd using [Applicant Support](#).

STUDENT EXPECTATIONS

STUDENT EMPLOYMENT HANDBOOK: A GUIDE FOR STUDENTS AND SUPERVISORS

SERVICE EXCELLENCE STANDARDS

Saint Xavier University has identified four Service Excellence standards to guide the work of all employees at the University especially as it relates to customer service in the workplace. These standards are Responsive, Collaborative, Effective, and Respectful:

RESPONSIVE



- Be helpful and friendly
- Return communications in a timely manner
- Be present and listen actively
- Be prepared
- Connect people to correct solutions or resources

COLLABORATIVE



- Communicate openly and honestly
- Be accountable to self and others
- Engage in a cooperative spirit
- Demonstrate enthusiasm to find quality solutions

EFFECTIVE



- Be thorough and accurate
- Demonstrate required knowledge
- Complete tasks efficiently and on time
- Take initiative for continuous improvement

RESPECTFUL



- Be courteous and professional
- Be engaged and attentive
- Show empathy
- Be inclusive and equitable to all

INTRODUCTION TO WORK STUDY

Federal Work Study is intended to help meet the needs of the University, provide University students with financial support in pursuit of their academic goals, develop a positive affiliation and assimilation into the life of the University, and provide opportunities for academic or administrative job experience. Federal Work Study positions should not supplant the work of full-time staff in departments. Positions requiring extensive skillsets or knowledge that cannot be taught on the job will not qualify as work study. Federal Work Study positions exist throughout majority of the functional areas of the University. The job duties and responsibilities of student workers vary greatly and may or may not be related to their field of study.

STUDENT WORKER EXPECTATIONS

Student workers must comply with the performance expectations outlined by the department in which they work. When a student fails to perform satisfactorily, they may be removed from their position and be ineligible to participate in future employment opportunities on campus. Students who accept a student worker position on campus must maintain a set of professional standards including performing all assignments adequately and responsibly as well as demonstrating responsible behavior in accordance with all guidelines, rules, and regulations of Saint Xavier University, the Student Handbook and the Student Code of Conduct.

Additionally, student workers must work with supervisors to outline an agreed upon schedule that accommodates classes. Under no circumstance should a student miss class to work. Student workers must notify supervisors as soon as possible if an illness or other circumstance results in needed time off or if any change in abilities to fulfill the duties or responsibilities of the position as well as any changes in student status, e.g. dropping below half-time occurs. Student workers must provide supervisors one (1) week notice of a request to terminate employment in writing.

Student workers are expected to develop a set of transferable skills in their positions on campus. Student workers are not permitted to complete homework assignments or engage in other non-work-related tasks including but not limited to watching shows or movies, playing games, talking on the phone, and or video chatting. Front desk staff and customer-facing staff must be attentive and readily available to greet individuals and assist when necessary

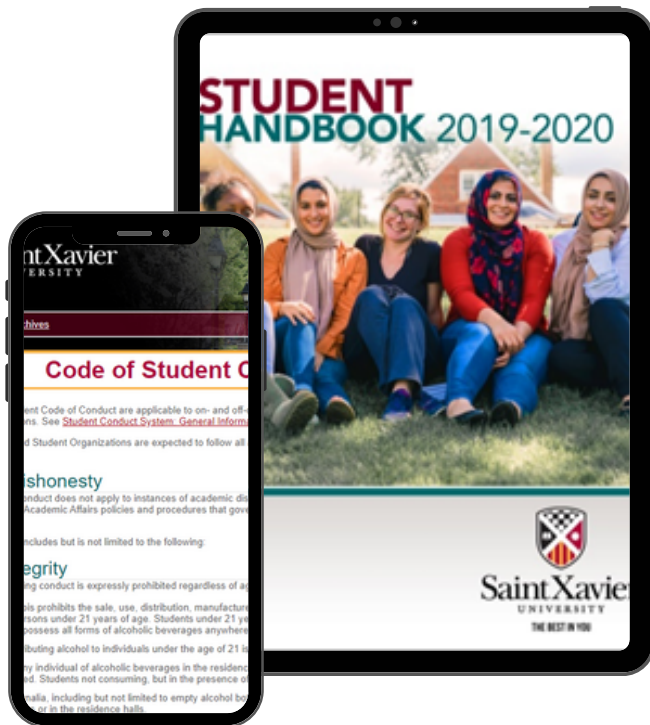
STUDENT EXPECTATIONS

STUDENT EMPLOYMENT HANDBOOK: A GUIDE FOR STUDENTS AND SUPERVISORS

HANDBOOK AND CODE OF CONDUCT

Student workers are expected to review the Saint Xavier University Student Handbook prior to the first day of work and familiarize themselves with the contents including resources, helpful information, and the Student Code of Conduct including behavioral expectations and the sexual misconduct policy.

Students enrolled in Saint Xavier University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. Students participating in the Saint Xavier University Federal Work Study Program as a student worker are bound to the Student Code of Conduct just as they would be while taking classes on Saint Xavier University's campus. Students must adhere to the Code of Student Conduct at all times (on and off the job). The Student Code of Conduct can be found in the Student Handbook at handbook.sxu.edu.



CONFIDENTIALITY

Student workers must maintain confidentiality and privacy of personal information and records including, but not limited to student records, faculty and staff records, and personal health information.

Confidential records should only be accessed if a legitimate educational interest exists as outlined in The Family Educational Rights and Privacy Act (FERPA). Accessing personal records or the records of friends, co-workers, or peers is prohibited unless the information requested is necessary to perform appropriate job tasks. Additionally, discussing personal records or assignments outside of the office is strictly prohibited. Student records should never be removed from any university office unless otherwise requested by a supervisor.

Attempting to use or obtain another individual's password or accounts including, but not limited to, email, portal, or other university systems is strictly prohibited. Accessing or entering, altering, tampering, falsifying, copying or distributing any unauthorized record including student or personnel, health, academic, personnel, or payroll records is strictly prohibited. Assisting or attempting to assist another employee or student in accessing or entering, altering, tampering, falsifying, copying or distributing any unauthorized record including student or personnel, health, academic, personnel, or payroll records is also strictly prohibited. Violation of the aforementioned policies will subject a student worker to termination.

HARASSMENT AND DISCRIMINATION

Use of profanity, distasteful humor, slurs, and other potentially offensive or abusive language is unacceptable.

Discrimination, including sexual harassment, is illegal, and not tolerated. It is the policy of Saint Xavier University that no member of the university community (faculty, staff or students) may sexually harass any other member of the university community, customers, vendors or contractors associated with the university. Anyone who violates this policy is subject to investigation and disciplinary action including up to suspension and termination.

STUDENT EXPECTATIONS

STUDENT EMPLOYMENT HANDBOOK: A GUIDE FOR STUDENTS AND SUPERVISORS

COMPUTER AND EQUIPMENT USE

Saint Xavier University computers and all other University owned equipment are to be used solely for conducting the business of the University. Student workers must adhere to the same policies regarding the use of information technology and other University resources as the other university employees. Please review the University's Use of Technology Policy at <https://www.sxu.edu/about/offices/information-technology/acceptable-use.aspx>.

Student workers must never use the log in information of another employee or supervisor for computers, software, and other equipment. Student workers are expected to use the user information provided to them to access computers within the office and across the university.



Playing games, doing schoolwork, using social media, or other personal use of University computers is unacceptable during a scheduled shift. Additionally, browsing inappropriate or explicit material on University computers is illegal and will not be tolerated. Individuals using the University computer system are subject to having all of their activities on the system monitored and recorded by system personnel. Anyone using the University computer system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide evidence of such monitoring to law enforcement officials.

Printing, copying, and faxing should be confined to work related documents only and university equipment should never leave the workplace.

PERSONAL PHONE USE

Personal cell phone use should not interfere with a student worker's responsibilities, and ultimately the use of cell phones for texting is at the discretion of the supervisor. If a student worker must take a personal phone call, notify the supervisor or find temporary coverage for the work space and take the call outside of the working area.

SOCIAL MEDIA USE

Social media usage should not interfere with daily responsibilities and personal usage is at the discretion of the direct supervisor. College personnel including supervisors may observe content and information made available online. Use best judgment when posting content and avoid posting inappropriate or harassing commentary, content, or images that can create a hostile work environment. Keep in mind that student workers are an extension of the university and must not talk negatively about co-workers, the department, and the institution.

Student workers must abide by all University Relations Social Media Guidelines when posting content to social media. For more information about these guidelines, please visit: <https://www.sxu.edu/about/offices/university-relations/docs/sxu-social-media-policy-2020.pdf>

Respect copyright materials and cite sources when necessary. Do not speak negatively about the University or of issues surrounding the University. Furthermore, do not post confidential information protected by FERPA, e.g., personal information and records of students, faculty, and staff. If unsure about the appropriateness of content, ask a supervisor.



STUDENT EXPECTATIONS

STUDENT EMPLOYMENT HANDBOOK: A GUIDE FOR STUDENTS AND SUPERVISORS

IN-PERSON INTERACTIONS

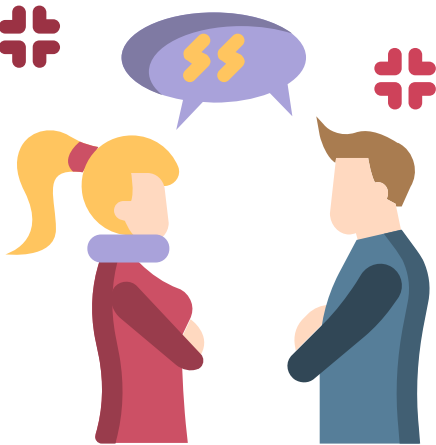
Student workers are expected to behave in a professional and courteous manner when working on campus. Professionalism is mandatory and student workers must be mindful of body language including smiling, posture, and attentiveness such as not being preoccupied with books, magazines, cell phones, or wearing earbuds. Office spaces should be kept neat and presentable at all times and free of personal items.

Student workers should greet all customers and patrons appropriately. This includes making eye contact, smiling, and appearing available to assist if needed. Additionally, student workers should use appropriate language when speaking to customers, faculty, and staff. Avoid using slang such as, “hey.”

Use appropriate conflict resolution suggestions to handle difficult customer service interactions.

CONFLICT RESOLUTION

Although it may be difficult, allow the customer(s) to talk and express anger without interruption. When there is a pause in conversation, summarize what the individual(s) expressed and provide insight on a solution. Use empathetic language to show genuine concern and care while using a soft tone to reduce conflict.



Using verbal softeners such as “sometimes”, “it could be”, or “perhaps” in conversation can prevent escalation and even defuse intense situations.

Maintain a sense of neutrality when engaging in conversation and only offer support while working toward a solution. Do not express an opinion and do not agree or disagree with the individual(s). Rather than reacting to negative comments, redirect the conversation if it is appropriate. If a student worker is unable to resolve an issue constructively, it may be necessary to discontinue the conversation and escalate the issue to a direct supervisor.

PHONE ETIQUETTE

Student workers are expected to demonstrate professionalism and a commitment to service excellence when answering internal and external phone calls. Student workers must answer calls using an identifying introduction.

Example: “Thank you for calling [Office Name], this is [Name]. How may I help you?”

All student workers should use proper language, actively listen, speak clearly and cheerfully, and take notes when on the phone. If unsure how to assist an individual, be honest with the caller and identify means to a solution. Consider placing the caller on hold and asking someone else in the office, or ask to call the individual back once a solution is identified. All calls and voicemails should be returned within 24 hours.

If a caller requests a specific individual or office, ask for their information and provide this to the designee when transferring. Always ask a caller’s permission before transferring or placing them on hold. Please note, that holds should not exceed more than two minutes. It is always best to call someone back if a solution is taking longer than expected.

If a conflict arises, use the Suggestions for Conflict Resolution noted in this handbook. Never engage in an argument with a caller over the phone.

When ending a phone conversation with a caller, use a positive ending to the interaction such as, “thank you for calling,” and always be the last person to hang up the phone to ensure the caller has no further questions or comments.

STUDENT EXPECTATIONS

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DIGITAL ETIQUETTE

The same level of professionalism and commitment to service excellence that is expected on the phone or in person is also expected in email and digital communication.

When communicating in digital form, use professional language, avoid using slang or abbreviations, and do not use emoticons. A proper introduction is necessary and an individual should be addressed by their appropriate title if known, e.g. Dr. Smith, Professor Smith, Ms. Smith. Digital communication should never begin with, “hey,” or, “hi.” Read every digital communication back before sending to ensure it is concise, professional in tone, and free of grammatical errors.

When sending an email, do not hit “reply all” unless necessary; it may be necessary to remove confidential information or attachments from emails before, “replying all” or forwarding. Be mindful of the intended audience and only keep relevant information in the email. Include an email signature that includes identifying information such as employee name, department, and department phone number.

Avoid forwarding unnecessary information or spamming individuals as this may affect the likelihood of them to respond to future forms of digital communication.

ATTENDANCE AND PUNCTUALITY

Excessive absenteeism or tardiness is grounds for dismissal. Student workers must notify a supervisor if sick, tardy, or absent as soon as possible. Supervisors will provide student workers with the appropriate phone number to call in order to give notice. Specific University departments may have additional rules and expectations regarding these issues. Check with a supervisor for departmental requirements.

DRUG AND ALCOHOL POLICY

Saint Xavier University does not permit illegal drug activity and alcohol consumption in the workplace. All employees including student workers will report to work in appropriate physical and mental condition for work. Saint Xavier University prohibits the unlawful manufacture, distribution, possession, dispensation, or use of controlled substances and alcohol on university work sites, or while conducting university business off premises.

SMOKING

Saint Xavier University is a smoke-free environment and prohibits smoking inside buildings, athletic facilities, and vehicles owned, operated or leased by the University. Additionally, Saint Xavier University prohibits smoking within 25 feet of all university building entrances, exits, air intakes and operable windows. This also includes vaping.

ATTIRE AND HYGIENE

The purpose of the dress code is to contribute to a positive Saint Xavier University image. The University expects all of its employees including student workers to dress appropriately. While common sense is the governing principal, management has the final word regarding appropriate dress. Presentable clothing in good condition is required for all positions on campus. All student workers should check with management for area specific dress requirements. Clothing that is revealing or inappropriate to the workplace is unacceptable.

Inappropriate dress for student workers may include clothing with lewd or inappropriate phrases or imagery, pants below the waistline, garments with holes, stains, or excessive wrinkles, hats, flip flops, off-the-shoulder tops, tank tops, crop tops, halter-tops, and backless and or bare shoulder sundresses.

Acceptable exceptions may be made during summer months, and in certain student worker jobs such as those assigned to Housekeeping and Buildings and Grounds. Check with management for departmental guidelines.

General cleanliness is expected and student workers should observe good personal hygiene, proper grooming, and neatness at all times.



REGULATIONS AND PAYROLL

STUDENT EMPLOYMENT HANDBOOK: A GUIDE FOR STUDENTS AND SUPERVISORS

LAWS AND REGULATIONS

Saint Xavier University must adhere to all applicable federal and state laws and regulations regarding Federal Work Study.

All student hourly positions are at-will employment positions and may be terminated at any time provided the reason is not prohibited by law. Student workers are not eligible for unemployment insurance benefits and are non-benefits eligible for employer-sponsored health insurance coverage. Student workers are covered by the University's Worker's Compensation Insurance.

Federal Work Study is need-based for the student. In order to qualify for Federal Work Study, the student must complete a Free Application for Federal Student Aid (FAFSA) or a Renewal Application, and be determined eligible. Students who are not eligible for Federal Work Study may only work in FWS-Exempt positions. Student workers cannot earn more than the maximum Federal Work Study award.

Each Department may limit hours worked or calendar restrictions as determined by the University. A student worker's hours will be combined for all appointments at the University. If a student worker holds positions in more than one Department, those hours of service will be combined.

Students must be enrolled in at least 6 credit hours in a given semester to be eligible to work on campus.

Exceptions may include student teaching, required internships, and off-campus field experiences that would preclude students from taking more credit hours.

New first year and transfer students enrolled for the fall, may not work on campus prior to July 1. Summer begins the day after graduation and ends the Saturday before the first day of classes in the fall. Students returning to classes in the fall semester may work the entire summer. Students graduating in May can work on campus until the last Saturday of the fiscal year. Students graduating in December may work on campus until the Saturday before the start of the spring semester in January.

Federal policy prohibits students from working during their regularly scheduled class times. Exceptions are permitted if an individual class is canceled, and the student can provide proof (in writing) to their supervisor. It is the responsibility of supervisors to request official schedules from students at the beginning of each semester and schedule students accordingly. Under no circumstances should supervisors request that students skip class to work or schedule students to work during their class times.

Students that work during their regularly scheduled class times will trigger an audit which will require justification for their schedule including written proof of class cancellation(s).

HOURS AND TIME ENTRY

It is the student's responsibility to submit accurate and honest time entries through the mySXU portal. Supervisors will approve time entries for processing. Falsifying time entries or stealing time is unethical and is grounds for immediate termination. Students will learn how to enter their time during the student employment training and onboarding process.

Supervisors are responsible for monitoring all student worker hours to ensure that they do not exceed 10 hours per week during the fall, spring, and summer semesters.

PAY SCALE

Saint Xavier University adheres to the minimum wage set by the City of Chicago. The minimum wage for student employment positions will increase to \$15.40 on July 1, 2022 regardless of job title, seniority, or years of service.

PAY SCHEDULE

Student workers are paid bi-weekly (once every two weeks on Friday). Student workers have the option to receive payment via direct deposit and view their advices on-line via the mySXU Portal. Students can also opt to have their paychecks credited directly to their tuition accounts. Student workers can direct questions regarding payroll to a supervisor.

BREAKS AND MEAL TIMES

The hiring department outlines rest periods and lunch breaks for student workers as well as when these breaks occur. Hiring departments use timekeeping procedures for breaks and meal times consistent with University practice. Supervisors will point out the appropriate area for taking breaks and lunch. It is never acceptable to eat at a desk or in public view while on duty.

REGULATIONS AND PAYROLL

STUDENT EMPLOYMENT HANDBOOK: A GUIDE FOR STUDENTS AND SUPERVISORS

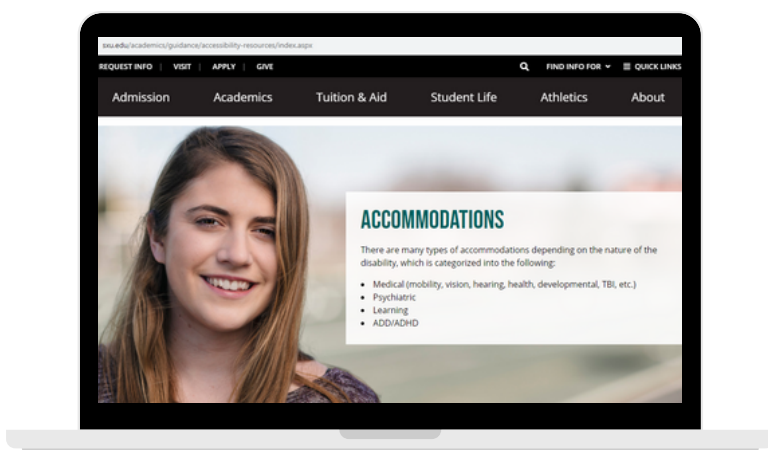
NEPOTISM AND CONFLICT OF INTEREST

Nepotism is the practice among those with power or influence of favoring relatives or friends, especially by hiring them for positions available in their organizations or departments. The Federal Work Study Program prohibits any supervisors or departments on campus from showing preferential treatment to students in the hiring process.

Students may not work in campus departments alongside parents or other family members or under the direct or indirect management of their parents or other family members. Students of staff or faculty members may work in departments on campus that do not employ their parents or other family members.

ACCESSIBILITY RESOURCES

The Center for Accessibility Resources is committed to creating an accessible campus and inclusive environment for all students. In accordance with the provisions of Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendments Act of 2008 (ADAAA), the Center for Accessibility Resources is determined to provide reasonable accommodations on a case-by-case basis for qualified students who have demonstrated a need for these services. All accommodation requests are the responsibility of the student.



The mission of the Center for Accessibility Resources at Saint Xavier University is to ensure that qualified individuals with disabilities are afforded an equal opportunity to participate in and benefit from the programs, services, academic resources, and activities of the university. This is enacted through the identification of effective auxiliary aids and services.

HEALTH AND SAFETY

Management will orient student workers to any hazardous materials in or around the work area. Please become familiar with the safety warning signs located on throughout the campus. Never enter marked areas unless trained or there is a knowledgeable person available to provide an escort. Contact the University Facilities Department at 773-298-3548, for questions, concerns, or to report facilities related emergencies.

Call 911 for police, fire, and all life-threatening emergencies or 3911 from a campus phone to connect with Public Safety. Public Safety personnel provide safety escorts to students, faculty, and staff members to campus parking lots or other locations, especially after dark. Public Safety offers this service throughout the academic year. Call the Public Safety Dispatcher at Extension 4400 for security assistance.

Please review the Emergency Procedures document provided by Public Safety:

EMERGENCY PROCEDURES Saint Xavier UNIVERSITY

IMPORTANT NUMBERS
911 FOR POLICE, FIRE AND ALL LIFE-THREATENING EMERGENCIES
PUBLIC SAFETY (773) 298-3911, OR DIAL 3911 FROM ANY CAMPUS PHONE

FIRE EVACUATE
• Pull the nearest fire alarm.
• Use stairwells to leave the building.
• Do not re-enter buildings until directed by emergency personnel.
• Alert other people as you evacuate and provide assistance to others if necessary.

MEDICAL EMERGENCY GET HELP
• When reporting the medical emergency, provide the location, nature of injury or illness, current condition of the victim and other requested information.
• Do not move the victim unless in immediate danger.
• Avoid leaving an injured person except to summon help.
• Render first aid or CPR if you are trained and feel comfortable doing so.
• Call 911.

ACTIVE SHOOTER RUN - HIDE - FIGHT
• Call 911.
• Leave the building if you are safely able to do so.
• If evacuation is not possible, hide in a concealed place.
• Lock and barricade all doors and turn off the lights.
• Wait for law enforcement.
• As a last resort, overpower the shooter.

TORNADO SEEK SHELTER
• Move to an interior room on the lowest level.
• Stay away from windows and exterior doors.
• Listen to a weather radio for updates.
• Stay away from hazardous materials.

SUSPICIOUS OBJECT STAY CLEAR
• Do not touch or move any suspicious object.
• If you have a gut feeling something is wrong, report it.
• Do not disturb, touch or use electrical devices near the suspicious object.
• Move at least 100 yards from the object.
• Call 911.

POWER OUTAGE IDENTIFY LOCATION
• Remain calm and offer assistance to others.
• Take the nearest marked exit.
• Do not panic or push others while exiting.
• Call Public Safety at (773) 298-3911 to report power outages.

HAZARDOUS MATERIALS STAY BACK
• Notify affected personnel immediately and evacuate the contaminated area.
• Move to a safe distance of at least 100 yards.
• Advise others to stay clear of the contaminated area.
• Wait for further instructions from emergency personnel.
• Call 911.

SUSPICIOUS PERSON BEHAVIOR REPORT
• Do not let a stranger into locked or restricted areas for any reason.
• Do not confront or attempt to stop any crime in progress or person from leaving the area.
• Move to a safe location and call 911 or Public Safety at (773) 298-3911.

AED AVAILABLE ON CAMPUS AUTOMATED EXTERNAL DEFIBRILLATOR
• Call Public Safety at (773) 298-3911.

EMERGENCY PHONES STAY SAFE
• Press the button to automatically contact Public Safety Dispatch Center and speak with the dispatcher. There is both an emergency and an information button on each phone.
• Phones are located in various locations across campus.
• Upon pressing the button, your location is provided to the dispatch center.

MENTAL HEALTH MAKE AWARE
• If you become aware that someone is an immediate threat to themselves or others, call 911 immediately. Then contact the Public Safety Dispatch Center at 3911.
• Watch for changes in behavior that indicate someone may need help, including verbal expressions of suicidal or violent thoughts or behavior, loss of emotional control, high levels of irritability and any changes in normal behavior.

WHEN IN DOUBT, SHOUT IT OUT
CONTACT
Public Safety
(773) 298-3911

CAMPUS-WIDE EMERGENCY TEXT ALERT SYSTEM
Receive important emergency alerts to your cell phone via text by signing up through the mySXU portal under "Resources."

TRAINING AND PERFORMANCE

STUDENT EMPLOYMENT HANDBOOK: A GUIDE FOR STUDENTS AND SUPERVISORS

TRAINING

All student workers are required to complete a self-paced training as part of their onboarding process within the 2 weeks of hire. This training will be completed through NeoEd and students will receive an email prompting completion of the training. In addition, individual departments will provide supplementary training information to all students on specific procedures, expectations, and guidelines for working in their departments.

If you have any questions, please email studentemployment@sxu.edu.

PERFORMANCE EVALUATIONS

It is the responsibility of the supervisor to outline specific performance expectations for student workers as well as provide on-going feedback. Student employee performance and skill development will be evaluated through both a self-assessment and a performance evaluation on an annual basis. This process will take place through NeoEd and supervisors and students will be prompted through email when performance evaluations are due.



It is the responsibility of the supervisor to ensure performance evaluations are completed by the deadline. Supervisors should plan to meet with supervisees to review performance and provide feedback. This process is mandatory and outstanding performance evaluations will prohibit supervisors from hiring students for the following semester.

COMPETENCIES EVALUATED

Student employees will be evaluated across the following competencies:

CRITICAL THINKING

Exercises sound reasoning to individually analyze issues, make decisions, and overcome problems. Able to obtain, interpret and use knowledge, facts and data.

COMMUNICATION

Articulates thoughts and ideas clearly and effectively in written and oral form.

COLLABORATION

Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints.

PROFESSIONALISM

Demonstrates personal accountability and effective work habits including punctuality, productivity, time management, and exhibits professionalism in the workplace.

DIVERSITY

Demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people.

QUALITY OF WORK

Works effectively and efficiently to complete tasks in a timely manner as well as meet the expectations of the direct supervisor and department.

POSITION KNOWLEDGE (INCLUDING TECHNOLOGY)

Demonstrates working level of skill and knowledge in the area of expertise to complete all assigned tasks.