



STUDENT EMPLOYEE HANDBOOK



Table of Contents

Welcome	3
Student Employment Philosophy	4
Equal Employment Opportunity	6
Americans with Disabilities Act (ADA) and Reasonable Accommodation	7
Student Employee Eligibility.....	8
Student Employment Categories	9
Hiring Process.....	9
Payroll and Timekeeping.....	10
Work Hours.....	11
Student Employee Standards of Conduct	12
Privacy, Confidentiality and FERPA.....	15
Technology	18
Workplace Safety	18
Anti-Harassment, Anti-Discrimination, and Non-Retaliation Statement.....	19
Title IX Statement	22
Social Media	23
Performance Evaluations.....	24
Student Employee Workplace Concerns and Grievance Procedures.....	24
Separation from Employment	27
Career Readiness.....	28
Graduate Assistant.....	29
Graduate Assistant Classification.....	29
Appointment Process	29
Terms of Appointment.....	30
Compensation and Benefits	30
Tuition Remission	30
Workload Expectations	30
Academic Responsibilities	31

Athletics Graduate Assistants	31
Teaching Graduate Assistants	31
Research Graduate Assistants	31
Corrective Action	31
Important Contacts	32
Student Employee Handbook Receipt and Acknowledgment	33

Welcome

Congratulations on becoming a student employee at Ohio Dominican University!

We value the contributions of all our student employees, whether they are undergraduate student workers or graduate assistants. We are delighted to welcome you to a community where your work is more than a job - it is an opportunity to learn, serve, and contribute to the mission of the University. As a student employee, you play an important role in creating a welcoming, respectful, and supportive environment for our students, faculty, staff, alumni, and visitors.

Student employment is an extension of your educational experience. While earning income to support your education, you will also develop valuable skills in communication, teamwork, leadership, problem-solving, and professionalism that will prepare you for success after graduation.

At Ohio Dominican University, our work is guided by the four Dominican Pillars - Study, Prayer, Community, and Service. These values shape who we are and how we care for one another. As a student employee, you are encouraged to live these pillars in your daily work.

Thank you for choosing to serve our community. We are excited to partner with you as you learn, grow, and make a lasting impact through your work.

Welcome to the Ohio Dominican University Student Employment Program—we are glad you are here.

Student Employment Philosophy

As a student employee, you are often one of the first people students, families, and visitors meet. Your professionalism, positive attitude, and willingness to serve help shape their experience and reflect the values of Ohio Dominican University.

We encourage you to embrace this opportunity not only to gain valuable work experience but also to grow as a leader, a scholar, and a servant to others. The skills and relationships you develop through student employment will extend far beyond your time at ODU and prepare you for meaningful careers and lives of purpose.

While your primary responsibility is to academics, student employment supports the university's educational mission by providing opportunities to:

- Gain meaningful work experience
- Develop leadership skills
- Learn professionalism
- Improve communication skills
- Build workplace confidence
- Enhance career readiness

Living the Dominican Pillars at Work

Study

The Dominican tradition values the lifelong pursuit of truth, knowledge, and wisdom. As a student employee, "Study" means approaching your work with curiosity, a willingness to learn, and a commitment to excellence.

You can live this pillar by:

- Learning new skills and seeking opportunities for growth.
- Asking thoughtful questions and accepting feedback with humility.
- Taking ownership of your work and striving for continuous improvement.
- Balancing your academic responsibilities with your employment commitments.

Prayer

Prayer reflects the Dominican commitment to reflection, integrity, gratitude, and purpose. While expressions of faith are personal, every member of our community is encouraged to approach their work thoughtfully and ethically.

You can live this pillar by:

- Acting with honesty and integrity in every situation.
- Treating others with kindness, compassion, and respect.
- Reflecting on how your work contributes to the University's mission.
- Demonstrating professionalism, accountability, and ethical decision-making.

Community

This pillar forms us to live, work, and play in harmony, each fulfilling our diverse roles in a culture of care. As a student employee, you help create an inclusive and caring campus where everyone can thrive.

You can live this pillar by:

- Welcoming students, families, faculty, staff, alumni, and visitors with hospitality.
- Working collaboratively with others and appreciating diverse perspectives.
- Communicating respectfully and resolving conflicts constructively.
- Supporting a campus culture built on trust, belonging, and mutual respect.

Service

Service is at the heart of the Dominican tradition. Every interaction is an opportunity to make a positive difference in the lives of others.

You can live this pillar by:

- Providing exceptional customer service.
- Looking for ways to assist others before being asked.
- Taking pride in your work and recognizing that even small acts of service have a meaningful impact.
- Representing Ohio Dominican University with professionalism, compassion, and integrity.

Student Employee Rights

Student employees have the right to:

- Be treated respectfully
- Work in a safe environment
- Receive proper training
- Be paid accurately and on time
- Report concerns without retaliation
- Receive reasonable accommodations when appropriate under applicable law

Equal Employment Opportunity

Ohio Dominican University is committed to fostering a workplace where every employee is treated with dignity, respect, and fairness. The University provides equal employment opportunities to all employees and applicants for employment and makes employment decisions based on qualifications, merit, performance, and institutional needs.

The University prohibits discrimination, harassment, and retaliation in all aspects of employment, including recruitment, hiring, appointment, compensation, benefits, training, promotion, transfer, discipline, termination, and all other terms and conditions of employment, in accordance with applicable federal, state, and local laws.

Consistent with applicable law, Ohio Dominican University does not discriminate on the basis of race, color, national origin, ancestry, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity or expression, age, disability, genetic information, military or veteran status, or any other characteristic protected by law.

As a Catholic and Dominican institution, Ohio Dominican University values the inherent dignity of every person and is committed to cultivating a welcoming, respectful, and inclusive community where all individuals have the opportunity to learn, work, and thrive.

The University also prohibits retaliation against any individual who, in good faith, reports discrimination or harassment, participates in an investigation, or exercises rights protected by applicable law.

Employees, including student employees and graduate assistants, who believe they have experienced discrimination, harassment, or retaliation, or who have witnessed conduct that may violate this policy, are encouraged to promptly report their concerns to their supervisor, Human Resources, or the Title IX Coordinator (when applicable). Reports will be reviewed promptly and addressed in accordance with University policy and applicable law.

Ohio Dominican University provides reasonable accommodations to qualified applicants and employees with disabilities, and accommodations for sincerely held religious beliefs and practices, in accordance with applicable law. Individuals seeking an accommodation should contact the Office of Human Resources.

This Equal Employment Opportunity policy applies to all University employees, including full-time and part-time employees, faculty, administrators, staff, graduate assistants, and student employees.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

Ohio Dominican University is committed to providing equal employment opportunities and fostering an inclusive workplace where qualified individuals with disabilities can fully participate and contribute. In accordance with the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA), and other applicable federal and state laws, the University provides reasonable accommodations to qualified applicants and employees with known disabilities unless doing so would impose an undue hardship on the University or fundamentally alter the essential functions of the position.

A reasonable accommodation is a modification or adjustment that enables a qualified applicant or employee with a disability to participate in the application process, perform the essential functions of a position, or enjoy equal access to the benefits and privileges of employment.

Employees and applicants who need an accommodation are encouraged to notify the Office of Human Resources as soon as the need for an accommodation becomes known. The University will engage in a timely, individualized, and interactive process with the individual to determine an appropriate and effective reasonable accommodation. Supporting medical documentation may be requested when permitted by law and necessary to evaluate the request.

The University will make every reasonable effort to maintain the confidentiality of medical information obtained in connection with an accommodation request. Such information will be maintained separately from personnel records and shared only with those who have a legitimate business need to know or as otherwise permitted or required by law.

Reasonable accommodations may include, but are not limited to:

- Modifications to work schedules or break schedules
- Accessible workspaces or equipment
- Assistive technology or adaptive devices
- Job restructuring or reassignment of marginal job duties, when appropriate
- Leave as a reasonable accommodation, when appropriate
- Other accommodations determined through the interactive process

Employees are expected to perform the essential functions of their position, with or without a reasonable accommodation, and to communicate with Human Resources if their accommodation needs change.

The University prohibits discrimination or retaliation against any applicant or employee who requests a reasonable accommodation, receives an accommodation, participates in the interactive process, or exercises rights protected by the ADA or other applicable laws.

Student Employees

Student employees are covered by this policy with respect to their employment. If a student employee requires a reasonable accommodation to perform the essential functions of their campus job, the request should be made through the Office of Human Resources.

Students seeking accommodations related to their academic coursework or housing on campus should contact the University's Office of Student Accessibility Services. Students should refer to the Accessibility Services webpage [here](#) for complete details.

Employment accommodations and academic accommodations are separate processes, although the University may coordinate with the appropriate offices, as permitted by law, to provide appropriate support.

Student Employee Eligibility

Student employees must:

- Be enrolled in eligible coursework
- Meet satisfactory academic progress requirements
 - Ohio Dominican University has set standards of progress for financial aid recipients as required by Federal Regulations. All students must comply with these standards in order to continue to have eligibility in the Federal Work-Study Program. For more information on Satisfactory Academic Progress, please visit the financial aid website [here](#).
- Complete all required employment paperwork
- Maintain eligibility under University policies
- Meet any departmental qualifications

Employment eligibility may change if a student:

- Withdraws from classes
- Graduates
- Takes a leave of absence
- Fails to maintain enrollment requirements

Student Employment Categories

Student employment positions include:

- Federal and ODU Work-Study
 - o Level One: Entry-level positions with routine duties. Experience is helpful but not necessary.
 - o Level Two: Intermediate level positions with some responsibility and skill required. Previous experience preferred.
 - o Level Three: Perform varied and complex duties involving a high degree of responsibility and judgment. High level of skill or experience needed. Advanced knowledge or training needed to perform job. Proficiency in a specified area needed.
 - o Level Four: Advanced specialized knowledge and training as well as extensive previous experience needed. Independent work environment with little supervision needed.
- Graduate Assistants
- Student Research Assistants
- Student Technical Assistants
- Student Ambassadors
- Peer Mentors
- Resident Assistants
- Orientation Leaders

Each position has separate job responsibilities and compensation.

Hiring Process

Before beginning work, students must complete:

- Work-Study Contract (if applicable)
- Employment application (if applicable)
- Interview
- Background check (if applicable)
- I-9 Employment Eligibility Verification
- Federal and State tax forms
- Direct Deposit Authorization
- Confidentiality & FERPA Acknowledgement
- Student Employee Handbook Acknowledgement

Federal Work-Study

A student must complete the Free Application for Federal Student Aid (FAFSA) annually to establish eligibility and be registered for a minimum of six (6) credit hours each semester to qualify for work-study. Preference will be given to students enrolled full-time. Students are limited to working the number of hours as supported by their work-study awarded amount and may not exceed twenty (20) hours maximum per week.

International Students

International students who do not already have a Social Security Number must apply for one following the steps below. The Human Resources Department and International Office will guide you through this process.

1. Complete the Employment Paperwork Packet
2. Apply for your Social Security Number – once confirmation of your application is verified, the Human Resources Department will notify your supervisor that you can begin working, however, your pay will be withheld until your SSN is received.
3. Receive your Social Security Number – once your SSN is received in the mail, the Human Resources Department will notify your supervisor and Payroll that your pay can be released.

Students may not begin working until authorized by the Office of Human Resources.

Payroll and Timekeeping

Ohio Dominican University uses Self-Service as the payroll timekeeping system. Students are responsible for accurately reporting hours worked, rounded to the nearest 15-minute increment. To be paid, students are required to electronically submit their hours worked. If online access is not available, students will be provided with a hard copy timesheet to complete and submit to payroll. Timecards are to be submitted to Payroll on Monday by 5pm. Student employees are paid bi-weekly and follow the same pay schedule as hourly university employees. Students can view pay advices via Self-Service. A schedule of pay dates and timecard due dates can be obtained in the Office of Human Resources.

All timecards must be submitted and approved by the student and the supervisor. To ensure that you are paid on time, your timecard must be complete. Failure to have your timecard filled out completely could result in not being paid.

Falsifying time records may result in disciplinary action, up to termination.

Earnings Limit for Federal Work-Study

Your Financial Aid Award Letter informs you of the maximum amount of work-study you are eligible to earn. The amount listed on the award is your earnings limit for the academic year. Earning your maximum award will depend upon the number of hours a week you work and the pay rate you receive. Because Federal Work-Study is a source of federal financial aid, your total gross earnings may not exceed the amount of your award. You will be notified when you are within \$400 of your award limit. We recommend that you also monitor your earnings, so you know when you are approaching your earnings limit.

Work Hours

Academic success comes first.

- Students may not work during scheduled class times.
- Most students work between 10-20 hours per week
- Students may not work more than 20 hours per week.
- Federal Work-Study students must monitor award limits.
- International students must comply with visa employment restrictions.
- Working "off the clock" is prohibited.

Holidays

In general, student employees are not required to work on holidays or University Closed time. If, however, the supervisor may need to maintain services on holidays, the student may be scheduled for work. All wages are paid at straight time rates. Holidays are indicated on the university calendar. A student employee must provide advanced notice to the supervisor if she/he declines to work on a holiday.

Sick Leave

Sick leave benefits are not extended to student employees. If a student employee is ill, they must notify their supervisor as soon as possible. Failure to do so may result in termination. In the event of the extended illness of a student employee, the supervisor should consult with the Office of Human Resources.

Vacation

Student employees are not eligible for vacation benefits. If the student employee anticipates an absence in advance, then they should consult with the supervisor a minimum of one week in advance of the first absence date. If leave is approved by the supervisor, such leave will be uncompensated. Students are not paid for lunch hours, sick leave, or work breaks.

Student Employee Standards of Conduct

Student employment at Ohio Dominican University is an important component of the educational experience. Student employees are expected to conduct themselves in a manner that reflects the University's mission, values, and commitment to professionalism, integrity, respect, and service.

As representatives of the University, student employees are responsible for maintaining high standards of conduct while performing their job duties. These standards are intended to promote a safe, respectful, and productive work environment and to help students develop the professional behaviors expected in today's workplace.

This policy applies to all student employees regardless of department, funding source, or work location.

General Expectations

Student employees are expected to:

- Perform assigned duties responsibly and to the best of their ability.
- Conduct themselves honestly, ethically, and professionally.
- Treat students, faculty, staff, visitors, and fellow employees with dignity and respect.
- Demonstrate courtesy, civility, and professionalism in all interactions.
- Follow all University and departmental policies and procedures.
- Report to work on time and prepared to perform assigned duties.
- Notify their supervisor promptly when unable to report to work or when they will be late.
- Maintain satisfactory job performance and productivity.
- Protect confidential and sensitive information.
- Use University property and technology responsibly.
- Complete required training and certifications.
- Follow all applicable safety procedures.
- Cooperate with supervisors and coworkers.
- Represent Ohio Dominican University positively both on and off campus when acting in their capacity as a student employee.

Professional Workplace Behavior

Student employees are expected to demonstrate professionalism by:

- Maintaining appropriate workplace attire as determined by their department.
- Communicating respectfully in person, by telephone, email, text message, and other electronic communications.
- Using sound judgment and good decision-making.
- Accepting feedback professionally.
- Demonstrating initiative and accountability.

- Working collaboratively with others.
- Maintaining professional boundaries with coworkers and students.
- Using work time productively.

Attendance and Dependability

Reliable attendance is essential to departmental operations. Student employees are expected to:

- Report to work as scheduled.
- Arrive on time.
- Remain at work for scheduled shifts unless authorized to leave.
- Request schedule changes in advance whenever possible.
- Notify their supervisor as soon as possible if they are unable to work due to illness or emergency.
- Follow departmental procedures for reporting absences.

Repeated tardiness, excessive absenteeism, failure to report to work, or failure to communicate with a supervisor may result in corrective action.

Dress Code

While departments may establish dress requirements, students should wear:

- Clean clothing
- Appropriate footwear
- Required uniforms or identification
- Appropriate safety equipment when necessary
- ODU apparel is acceptable

Use of University Property

Student employees are expected to:

- Use University equipment, technology, and resources responsibly.
- Protect University property from loss, theft, or damage.
- Use University systems primarily for authorized University purposes.
- Comply with all information security and acceptable use policies.

Prohibited Conduct

The following behaviors are inconsistent with the University's expectations and may result in corrective action, up to and including termination of employment. This list is illustrative and is not exhaustive.

Examples include:

- Falsifying time records or other University documents.
- Working without recording time worked or permitting another individual to record time on one's behalf.
- Theft, fraud, or misuse of University property.
- Unauthorized disclosure of confidential information.

- Insubordination or refusal to follow reasonable supervisory instructions.
- Harassment, discrimination, retaliation, bullying, or threatening behavior.
- Violence or threats of violence.
- Possession of unauthorized weapons on University property, as prohibited by University policy or law.
- Reporting to work under the influence of alcohol or illegal drugs, or using or possessing illegal drugs in the workplace.
- Unauthorized use of University technology or information systems.
- Excessive personal use of phones, computers, or electronic devices during work time.
- Sleeping while on duty, unless specifically authorized as part of the position.
- Dishonesty or misrepresentation.
- Misuse of University funds or purchasing authority.
- Failure to comply with University policies or applicable laws.
- Any conduct that disrupts University operations or compromises the safety or well-being of others.

Corrective Action

Ohio Dominican University recognizes that student employment is an educational experience. Whenever appropriate, supervisors are encouraged to use coaching and corrective action as opportunities to help student employees learn and improve.

Corrective action may include one or more of the following:

1. Coaching and Informal Feedback

For minor performance concerns, supervisors should discuss expectations, provide guidance, and identify strategies for improvement.

2. Verbal Warning

If concerns continue or the issue warrants additional intervention, the supervisor may issue a verbal warning documenting the performance or conduct concern and expectations for improvement.

3. Written Warning

When performance or conduct concerns persist, or when the seriousness of the conduct warrants, the supervisor may issue a written warning describing the concern, required corrective action, and the consequences of failing to improve.

4. Final Written Warning

For significant or recurring concerns, the supervisor may issue a final written warning describing the concern, prior corrective action taken and the consequences of failing to correct.

5. Termination of Student Employment

Student employment may be terminated when:

- Performance does not improve.
- Conduct violates University policy.
- Employment eligibility is lost.
- Departmental needs change.
- Funding is no longer available.
- The student graduates or is no longer enrolled, as applicable.
- Serious misconduct occurs.

The University reserves the right to determine the appropriate level of corrective action based on the circumstances.

Relationship to the Student Code of Conduct

Student employees are subject to both the Student Employee Standards of Conduct and the University's Student Code of Conduct. Conduct that violates University policy may result in employment-related corrective action, student disciplinary action, or both, depending on the nature of the conduct.

Employment decisions and student conduct proceedings are separate processes and may proceed independently.

Privacy, Confidentiality and FERPA

Ohio Dominican University is committed to protecting the privacy of its students, employees, alumni, donors, and other members of the University community. In the course of their work, employees may have access to confidential, sensitive, or proprietary information. All employees, including student employees and graduate assistants, are expected to safeguard this information and use it only as necessary to perform their assigned job responsibilities.

Confidential information may include, but is not limited to:

- Student education records protected by the Family Educational Rights and Privacy Act (FERPA)
- Personnel and employment records
- Payroll and benefits information
- Financial records
- Medical or health-related information
- Donor and alumni information
- Research data
- Information technology systems, passwords, and security credentials
- Business records, contracts, and strategic planning information
- Any other information designated as confidential or that a reasonable person would understand to be confidential

Employees may access confidential information only when there is a legitimate business or educational need related to their assigned responsibilities. Accessing information out of curiosity, for personal reasons, or on behalf of another individual without authorization is prohibited.

Employees are expected to:

- Protect confidential information from unauthorized access, disclosure, alteration, or destruction.
- Use confidential information only for legitimate University purposes.
- Secure physical and electronic records appropriately.
- Protect passwords and authentication credentials and never share them with others.
- Exercise caution when discussing confidential matters in public or shared spaces.
- Dispose of confidential records in accordance with University records management and data disposal procedures.
- Immediately report any suspected loss, unauthorized access, disclosure, or misuse of confidential information to their supervisor, Human Resources, Information Technology, or another appropriate University official.

Employees should not:

- Access records without a legitimate business or educational need.
- Share confidential information with unauthorized individuals, including family members, friends, or other employees who do not have a legitimate need to know.
- Remove confidential records or data from University systems or facilities without authorization.
- Use confidential information for personal benefit or the benefit of another individual or organization.
- Discuss confidential information on social media or through unapproved communication channels.

Employees who have access to student education records are responsible for complying with the Family Educational Rights and Privacy Act (FERPA) and all applicable University policies governing student privacy. Access to student records is permitted only when required to perform assigned job duties and must never be used for personal purposes or disclosed without appropriate authorization, except as permitted by law.

The University is committed to protecting confidential information through appropriate administrative, technical, and physical safeguards. Employees are expected to complete required privacy, FERPA, and information security training and to follow all University policies related to data protection and cybersecurity.

Employees should understand that, while the University respects individual privacy, information created, stored, transmitted, or maintained on University-owned equipment,

networks, systems, or accounts may be accessed, monitored, or disclosed by the University when permitted or required by law or University policy, including to protect institutional operations, investigate policy violations, respond to legal obligations, or maintain the security and integrity of University systems.

Failure to maintain the confidentiality of protected information or misuse of University records may result in corrective action, up to and including termination of employment, and may also subject the individual to civil or criminal penalties where provided by law.

Technology

University technology is provided for University business.

Students must:

- Protect passwords
- Follow cybersecurity practices
- Report phishing attempts
- Avoid unauthorized software
- Use email professionally

Details on network policy and procedures can be found [here](#).

Workplace Safety

Students should:

- Report hazards immediately to their supervisor and/or Public Safety
- Follow emergency procedures
- Know evacuation routes
- Report injuries promptly to their supervisor and/or Public Safety
- Complete required safety training

Workers' Compensation - Work-Related Injuries & Illnesses

The University provides workers' compensation coverage for all employees. Coverage is provided for work-related illnesses and injuries as defined under Ohio law.

If an employee needs to seek medical treatment for a work-related illness or injury that employee or the employee's supervisor must contact Human Resources to obtain Workers Compensation information. The employee must also keep Human Resources informed and provide copies to Human Resources of medical paperwork regarding the status of their work-related injury or illness, any work restrictions and/or a return-to-work date.

No matter how insignificant an on-the-job injury may seem when it occurs, a student employee must report any work-related injury or illness to their supervisor and fill out the Employee's Report of Incident and Injury and return it to Human Resources before leaving work on the day of the injury or illness.

Anti-Harassment, Anti-Discrimination, and Non-Retaliation Statement

Ohio Dominican University is committed to maintaining a learning and working environment that reflects the dignity of every person and is free from discrimination, harassment, and retaliation. Guided by its Catholic and Dominican values, the University strives to cultivate a community where all individuals are treated with respect, fairness, and compassion.

The University prohibits discrimination, harassment, and retaliation against any applicant, employee, student, volunteer, contractor, visitor, or other member of the University community on the basis of any characteristic protected by applicable federal, state, or local law.

This policy applies to all aspects of University life, including employment, recruitment, hiring, admissions, academic programs, student organizations, athletics, housing, campus activities, internships, and any University-sponsored programs or events, whether occurring on campus, online, or at off-campus locations where University business or activities are conducted.

Prohibited Discrimination

Discrimination is the unequal or unfair treatment of an individual based on a legally protected characteristic in a manner that adversely affects employment, education, participation in University programs, or access to University services or benefits. Consistent with applicable law, Ohio Dominican University prohibits discrimination based on race, color, national origin, ancestry, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity or expression, age, disability, genetic information, military or veteran status, or any other status protected by applicable law.

Prohibited Harassment

Any form of harassment is unwelcome, including verbal, written, visual, electronic, or physical conduct based on a protected characteristic that has the purpose or effect of:

- Creating an intimidating, hostile, or offensive working or educational environment;
- Unreasonably interfering with an individual's work or academic performance; or
- Unreasonably limiting or denying an individual's ability to participate in or benefit from University employment, education, programs, or activities.

Harassment may occur between individuals of the same or different protected characteristics and may be committed by supervisors, faculty members, staff, students, coworkers, student employees, graduate assistants, contractors, vendors, visitors, or other third parties.

Examples of prohibited harassment include, but are not limited to:

- Offensive jokes, slurs, epithets, or derogatory comments.
- Insults, ridicule, or intimidation directed toward an individual because of a protected characteristic.
- Displaying or distributing offensive images, symbols, cartoons, or written materials.
- Repeated unwelcome comments or conduct that creates a hostile environment.
- Physical intimidation, threats, or unwanted physical contact.
- Cyber harassment or inappropriate electronic communications based on a protected characteristic.

Sexual Harassment and Sex-Based Misconduct

The University prohibits sexual harassment, sexual assault, dating violence, domestic violence, stalking, sexual exploitation, and other forms of sex-based misconduct. Allegations involving conduct prohibited under the University's Sexual Misconduct, Harassment & Discrimination Policy or other applicable policies will be addressed through the procedures established in those policies. Individuals are encouraged to report concerns promptly so the University can provide supportive measures, conduct an appropriate review, and take corrective action when warranted.

Nothing in this policy replaces or limits the University's Sexual Misconduct, Harassment & Discrimination Policy or related procedures.

Retaliation Prohibited

Retaliation against any individual who, in good faith:

- Reports on discrimination or harassment;
- Requests for assistance or supportive measures;
- Participates in an investigation or resolution process;
- Serves as a witness; or
- Exercises rights protected by law or University policy

is strictly prohibited.

Retaliation includes any adverse action or intimidation that would discourage a reasonable person from reporting concerns or participating in an investigation.

Any employee, student, or other individual who engages in retaliation may be subject to corrective or disciplinary action, up to and including termination of employment, dismissal from the University, or other appropriate sanctions.

Reporting Concerns

The University encourages individuals to report concerns promptly so they may be reviewed and addressed appropriately.

Depending on the nature of the concern, reports may be made to:

- A supervisor or manager
- Human Resources
- The Dean of Students
- Title IX Coordinator
- Public Safety
- Another designated University official

Individuals are encouraged to report concerns as soon as possible, even if they are uncertain whether the conduct violates this policy.

The University will make reasonable efforts to protect privacy, consistent with the need to investigate allegations, provide supportive measures, comply with legal obligations, and maintain campus safety.

Investigations

Reports of alleged discrimination, harassment, or retaliation will be reviewed promptly, impartially, and in accordance with applicable University policies and procedures.

The University will take appropriate steps to:

- Assess reported concerns.
- Provide supportive measures when appropriate.
- Conduct a fair and equitable review or investigation.
- Take corrective action when policy violations are substantiated.
- Help prevent the recurrence of prohibited conduct.

Individuals are expected to cooperate honestly during investigations.

False Reports

The University recognizes that reports are made in good faith based on an individual's understanding of events. Knowingly making a false report, intentionally providing false information during an investigation, or intentionally submitting fabricated evidence may result in corrective or disciplinary action. A report made in good faith that is not substantiated after investigation will not, by itself, result in disciplinary action against the reporting individual.

Responsibility to Foster a Respectful Community

Every member of the Ohio Dominican University community shares responsibility for creating an environment characterized by dignity, respect, civility, and inclusion.

Employees, faculty, administrators, student employees, graduate assistants, and students are expected to conduct themselves professionally and respectfully, contribute to a

welcoming campus climate, and help uphold the University's Catholic and Dominican mission by treating every individual with fairness, compassion, and respect.

Title IX Statement

Ohio Dominican University is committed to maintaining a learning, living, and working environment that is free from sex discrimination, sex-based harassment, sexual violence, and retaliation. Consistent with Title IX of the Education Amendments of 1972 and other applicable federal and state laws, the University prohibits discrimination on the basis of sex in its educational programs, activities, admissions, employment, and all other operations.

The University does not tolerate sex-based misconduct, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, sexual exploitation, or other forms of prohibited conduct as defined in the University's Sexual Misconduct, Harassment & Discrimination Policy.

The University is committed to responding promptly, equitably, and impartially to reports of conduct that may violate the Policy. Individuals who report concerns will be treated with dignity and respect and will be offered supportive measures, regardless of whether a formal complaint is filed or an investigation is pursued.

Any student, employee, applicant, or other member of the University community who believes they have experienced or witnessed conduct that may violate the University's Title IX Policy is encouraged to report the concern as soon as possible. Reports may be made to the University's Title IX Coordinator or another designated University official. Reports may also be made to Public Safety or local law enforcement when appropriate.

Employees who are designated by the University as Responsible Employees (or otherwise required by University policy) must promptly report disclosures of conduct that may constitute sex discrimination or sex-based harassment to the Title IX Coordinator. Student employees serving in designated roles are also expected to comply with any applicable reporting responsibilities associated with their position.

The University prohibits retaliation against any individual who, in good faith, reports a concern, requests supportive measures, participates in an investigation or resolution process, serves as a witness, or otherwise exercises rights protected by Title IX or University policy. Allegations of retaliation will be addressed promptly and may result in disciplinary action.

This handbook provides only a summary of the University's commitment to compliance with Title IX. The University's complete Sexual Misconduct, Harassment & Discrimination Policy contains detailed information regarding prohibited conduct, reporting options, supportive measures, grievance procedures, informal resolution (when available), investigation processes, appeal rights, and the rights and responsibilities of all parties.

Questions regarding Title IX, requests for supportive measures, or reports of prohibited conduct should be directed to the University's Title IX Coordinator.

Amy Thomas
Dean of Students/Title IX Coordinator
Erskine Hall, room 148
614-251-4557
Thomasa3@ohiodominican.edu

This statement summarizes the University's commitment to preventing and responding to sex discrimination and sex-based misconduct. The University's official Sexual Misconduct, Harassment & Discrimination Policy governs all Title IX matters and controls in the event of any inconsistency between this handbook and the policy. The complete policy is available on the University's website and through the Dean of Students.

Social Media

Student employees should:

- Respect confidentiality
- Avoid speaking on behalf of the University without authorization
- Follow departmental expectations
- Maintain professionalism online

The University's complete Social Media policy can be found in the Student Handbook.

Performance Evaluations

Supervisors may evaluate:

- Attendance
- Reliability
- Initiative
- Communication
- Professionalism
- Teamwork
- Customer service
- Job knowledge

Evaluations help students develop career-ready skills.

Student Employee Workplace Concerns and Grievance Procedures

Ohio Dominican University encourages open communication and the prompt resolution of workplace concerns. Student employees are encouraged to raise questions, seek clarification, and discuss concerns with their supervisors as early as possible so that issues may be addressed fairly, respectfully, and in a timely manner.

This procedure provides student employees with a process for resolving employment-related concerns while supporting a positive learning and working environment.

This grievance procedure applies to employment-related concerns arising from a student's campus employment, including, but not limited to:

- Work assignments or expectations
- Scheduling concerns
- Workplace communication
- Performance evaluations
- Corrective action
- Workplace treatment
- Interpretation or application of student employment policies
- Other employment-related concerns

This procedure does not replace or supersede University policies governing:

- Student academic matters
- Student conduct proceedings
- Title IX complaints

- Discrimination or harassment complaints
- ADA or accommodation requests
- Criminal matters
- Employment decisions that are based on institutional needs, including staffing levels, budget reductions, elimination of positions, or the expiration of a student employment appointment

Those matters will be addressed through the applicable University policy or procedure.

Informal Resolution

Whenever appropriate, student employees are encouraged to first discuss concerns directly with their immediate supervisor. Many workplace misunderstandings can be resolved through open and respectful communication.

Supervisors are expected to listen to concerns, review the facts, and work collaboratively with the student employee to identify an appropriate resolution whenever possible.

Formal Grievance Process

If a concern cannot be resolved informally, or if the student is uncomfortable discussing the matter with the immediate supervisor, the student may submit a formal grievance.

Step One – Department Review

The student should submit a written grievance to the supervisor's immediate supervisor or department head within 10 business days of the event giving rise to the concern, unless good cause exists for a later submission.

The written grievance should include:

- A description of the concern
- The date(s) of the incident
- Individuals involved
- Steps already taken to resolve the concern
- The requested resolution

The department will review the information, meet with appropriate individuals as necessary, and provide a written response, generally within 10 business days.

Step Two – Human Resources Review

If the student is not satisfied with the department's response, the student may submit a written appeal to Human Resources within five business days of receiving the Step One decision.

Human Resources may:

- Review documentation
- Meet with the parties involved
- Consult with appropriate University officials

- Recommend or facilitate an appropriate resolution

Human Resources will generally provide a written decision within 10 business days after completing its review.

Step Three – Final Institutional Review

If the matter remains unresolved, Human Resources may refer the grievance to the appropriate University administrator or designated administrator for a final review.

The decision of the designated administrator is final.

Interim Measures

When appropriate, the University may implement temporary measures during the review process to support the student employee, maintain workplace operations, or protect the safety and well-being of members of the University community.

Non-Retaliation

Ohio Dominican University prohibits retaliation against any student employee who, in good faith:

- Raises a workplace concern;
- Files a grievance;
- Requests guidance;
- Participates in a review or investigation; or
- Serves as a witness.

Retaliation is a violation of University policy and may result in corrective or disciplinary action.

Confidentiality

The University will make reasonable efforts to protect the privacy of all individuals involved in the grievance process. Information will be shared only with those who have a legitimate need to know in order to review the concern, comply with legal obligations, or implement an appropriate resolution.

Corrective Action During the Grievance Process

Nothing in this procedure prevents the University from taking appropriate corrective or administrative action when necessary to protect the safety of individuals, maintain University operations, or address serious misconduct.

Good Faith Reporting

Student employees are encouraged to raise concerns honestly and in good faith. A grievance that is not substantiated after review will not, by itself, result in corrective action against the student employee.

However, knowingly submitting false information, fabricating evidence, or intentionally making a false complaint may result in corrective action under the Student Employee Standards of Conduct.

Questions

Questions regarding this procedure should be directed to the Office of Human Resources. Student employees may also seek guidance from their supervisor or the Dean of Students Office regarding available University resources.

Separation from Employment

Employment ends when:

- Student graduates
- Student withdraws
- Position ends
- Student resigns
- Student becomes ineligible
- Employment is terminated

Students should provide at least two weeks' notice whenever possible. Students may terminate employment and transfer to another position if they remain in good standing.

Immediate Termination

The University reserves the right to bypass progressive corrective action and terminate student employment immediately for serious misconduct, including but not limited to:

- Theft or fraud
- Falsification of records or timekeeping
- Unauthorized disclosure of confidential information
- Workplace violence or threats of violence
- Serious violations of safety rules
- Possession or use of illegal drugs in the workplace
- Serious harassment, discrimination, retaliation, or other misconduct
- Criminal conduct that materially affects the student's employment
- Other conduct that significantly jeopardizes the safety, security, or operations of the University

Career Readiness

Student employment develops competencies identified by the National Association of Colleges and Employers (NACE), including:

- Career & Self-Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

Students are encouraged to discuss these competencies with supervisors during performance reviews.

Graduate Assistant

Graduate Assistants provide a unique opportunity to integrate academic learning with professional practice. As a Graduate Assistant, you play an important role in supporting the University's mission while developing the knowledge, skills, and experience that will prepare you for future leadership and career success.

Graduate Assistants occupy a dual role as both students and employees. This section outlines the policies, expectations, and resources that govern graduate assistant appointments.

Graduate Assistantships exist to:

- Support graduate education
- Provide professional experience
- Develop leadership skills
- Enhance career readiness
- Assist departments in achieving institutional goals

Graduate Assistant Classification

Graduate Assistants may include:

- Administrative Graduate Assistants
- Academic Graduate Assistants
- Athletics Graduate Assistants
- Research Graduate Assistants
- Teaching Graduate Assistants

Each assistantship has distinct responsibilities outlined in the appointment letter and position description.

Appointment Process

Before beginning employment, Graduate Assistants must complete all required onboarding, including:

- Appointment letter
- Graduate Assistant Tuition Application
- Position description
- I-9 Employment Eligibility Verification
- Federal and state tax forms
- Direct deposit authorization
- Background check (if required)
- Confidentiality & FERPA Acknowledgement
- Student Employee Handbook Acknowledgement

Graduate Assistants may not begin work until all required documentation and approvals have been completed.

Terms of Appointment

Appointments generally:

- Are one academic year in length.
- Are renewable based on funding, departmental needs, satisfactory performance, and continued academic eligibility.
- Do not guarantee future employment or renewal.

Graduate Assistants serve at the discretion of the University, subject to applicable policies and law.

Compensation and Benefits

Graduate Assistants may receive one or more of the following, depending on their appointment:

- Stipend
- Tuition remission
- Campus housing (if applicable)
- Meal plan (if applicable)
- Professional development opportunities

Compensation and benefits are outlined in the appointment letter. Graduate Assistants are responsible for understanding any tax implications associated with stipends or tuition benefits.

Tuition Remission

When provided, tuition remission:

- Applies only to approved graduate coursework.
- Covers up to 18 credit hours per academic year.
- Does not generally cover books, fees, housing, meal plans, or other expenses unless specifically stated.
- May be subject to academic progress requirements.

Students should consult Financial Aid and Human Resources with questions.

Workload Expectations

Assistantships are designed to complement graduate study. Graduate Assistants should not exceed 20 hours per week as outlined in their appointment unless authorized in advance.

Supervisors should ensure that assigned responsibilities remain consistent with the educational purpose of the assistantship.

Academic Responsibilities

Academic success is the Graduate Assistant's primary responsibility.

Graduate Assistants are expected to:

- Attend classes regularly.
- Complete coursework on time.
- Maintain satisfactory academic progress.
- Communicate with supervisors regarding academic commitments that may affect work schedules.

Athletics Graduate Assistants

Graduate Assistants serving in Athletics should:

- Follow all NCAA, conference, and University rules.
- Work within the scope of their appointment.
- Coordinate travel expectations with supervisors.
- Complete required compliance training.
- Avoid performing duties beyond their assigned role without prior approval.

Teaching Graduate Assistants

Teaching Graduate Assistants should:

- Maintain appropriate professional boundaries with students.
- Follow faculty guidance regarding instruction and grading.
- Protect the confidentiality of student records.
- Use fair and consistent grading practices.
- Refer academic or student support concerns to the supervising faculty member when appropriate.

Research Graduate Assistants

Research Graduate Assistants are expected to:

- Adhere to research ethics and integrity standards.
- Follow Institutional Review Board (IRB) requirements, where applicable.
- Protect confidential research data.
- Accurately document research activities.
- Comply with grant, sponsor, and laboratory requirements.

Corrective Action

When appropriate, supervisors may address performance concerns through progressive corrective action:

1. Coaching and informal feedback
2. Verbal warning
3. Written warning
4. Final Written warning
5. Termination

The University reserves the right to bypass progressive steps in cases of serious misconduct. Please refer to the Student Employee Standards of Conduct for details on corrective action steps.

Separation from the Assistantship

An assistantship may end due to:

- Graduation
- Completion of the appointment term
- Resignation
- Loss of academic eligibility
- Insufficient funding
- Departmental reorganization
- Unsatisfactory performance
- Policy violations

Graduate Assistants are encouraged to provide at least two weeks' notice when resigning, if feasible.

Important Contacts

Department	Campus Location	Email
Human Resources/Payroll	Erskine Hall, room 136	hr@ohiodominican.edu
Financial Aid	Erskine Hall, room 147	finaid@ohiodominican.edu
Dean of Students	Erskine Hall, room 148	studentaffairs@ohiodominican.edu
Public Safety	Erskine Hall, room 100	publicsafety@ohiodominican.edu
Helpdesk	Spangler Learning Center, room 109	helpdesk@ohiodominican.edu
Counseling Services	Griffin Student Center, room 235	counselingservices@ohiodominican.edu
Provost	Erskine Hall, room 238	academicaffairs@ohiodominican.edu

Student Employee Handbook Receipt and Acknowledgment

I acknowledge that I have received access to the Ohio Dominican University Student Employee Handbook. I understand that it is my responsibility to read the handbook and become familiar with the policies, procedures, expectations, and standards that apply to my employment as a student employee.

I understand that student employment is intended to complement my educational experience and that my academic responsibilities remain my primary focus.

By signing below, I acknowledge and understand the following:

- I have received or been provided access to the Ohio Dominican University Student Employee Handbook.
- I understand that I am responsible for reading, understanding, and complying with the policies and expectations outlined in the handbook.
- I understand that I am expected to perform my job duties in a professional, ethical, and respectful manner consistent with the University's mission and values.
- I understand that I am responsible for maintaining confidentiality and protecting University information, including student education records protected by the Family Educational Rights and Privacy Act (FERPA), personnel information, and other confidential records that I may access as part of my employment.
- I understand that I must accurately record all hours worked and comply with University timekeeping and payroll procedures. I will not work "off the clock" or falsify time records.
- I understand that I am expected to report to work as scheduled, notify my supervisor promptly if I am unable to work, and maintain dependable attendance.
- I understand that I am required to complete all mandatory University and departmental training, including FERPA, Title IX, information security, and any other training required for my position.
- I understand that I must comply with all applicable federal, state, and local laws, as well as University policies and departmental procedures.
- I understand that violations of University policies or failure to meet performance expectations may result in corrective action, up to and including termination of my student employment.
- I understand that I should direct questions regarding my employment or the policies in this handbook to my supervisor, or Office of Human Resources.

I further understand that this handbook is intended to provide general information about University policies and student employment practices. It is not a contract of employment and does not create any contractual rights or guarantee employment for any specific

period of time. Ohio Dominican University reserves the right to interpret, modify, amend, suspend, or discontinue the policies and procedures described in the handbook, consistent with applicable law.

I certify that I have had the opportunity to ask questions regarding the Student Employee Handbook and understand where to seek clarification if I have questions in the future.

Student Employee Information

Name (Printed): _____

Student ID Number: _____

Department: _____

Position Title: _____

Supervisor: _____

Acknowledgment

I acknowledge that I have received the Ohio Dominican University Student Employee Handbook and understand my responsibilities as outlined above.

Student Employee Signature: _____

Date: _____