

STUDENT EMPLOYEE HANDBOOK



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Welcome to Student Employment at Spelman College!

We're glad you're here! Whether you're looking to gain valuable work experience, earn extra income, or get more involved in campus life, on-campus student employment is a great way to support your growth during your time at Spelman College.

This handbook will provide details on what to expect as a student employee, including eligibility requirements, pay information, college employment policies and workplace expectations. Our goal is to ensure that you feel informed and equipped for success in your role. Please read this handbook carefully and keep it for future reference.

Benefits of Participating in the Student Employment Program

1. **Enhanced Professional Development:** Demonstrate increased proficiency in professional skills such as communication, teamwork, problem-solving and time management through employment experiences.
2. **Career Development:** Engage in career exploration, resume building, and practical experience to enhance readiness for future careers.
3. **Meaningful Reflection:** Exhibit ethical responsibility by adhering to workplace standards and codes of conduct, while also engaging in reflective practices to assess strengths, and areas for growth.
4. **Campus Connections:** Grow your relationships across campus and the community, fostering feelings of involvement and engagement.

We wish you the best in your new job and hope that it will be an opportunity for you to explore your opportunities, grow your skills, and become an active part of our campus community.

Please let us know how we can be of assistance.

Contact Us

Office of Career Planning & Development, Student Employment Program

Dalayna S. Johnson, PHR, *Student Employment Manager*

studentemployment@spelman.edu | 404-270-5271

Equal Employment Opportunity

Spelman College does not discriminate in employment opportunities on the basis of race, color, religion, creed, gender, gender identity, national origin, age, disability, sexual orientation, marital, protected veteran status, genetic tests, genetic information or any other legally protected status.

Student Employee Definition



A student employee is defined as an individual whose employment is secondary to the pursuit of a full-time course of study at Spelman College. Individuals who are enrolled at the College for at least six (6) credits during an academic year and are simultaneously employed in a student position are classified as student employees. Students that graduate in December are not eligible to work through the student employment program during the Spring

semester. Student Employees are part-time temporary employees, who are paid on an hourly basis and are not eligible for staff benefits. All Spelman College student employees are encouraged to make sure that they have, and are responsible for obtaining, up-to-date information regarding their employment.

Current Students



The Spelman College Student Employment program is housed in the Career Planning & Development Department. Over 500 Spelman College students work in on-campus positions (and some off-campus jobs with community partners) each academic year and their contributions are essential to the day-to-day operations of our institution. Some students work the maximum number of hours per week (20 hours, across all jobs), while others work more flexible

schedules with fewer hours.

For many students, the experience of working on campus can be an important factor in preparing for future careers. The student employment program demonstrates the College's commitment to the professional growth and development of its students. Spelman students can work in positions including Office Assistant, Research Assistant, Wellness Center Lifeguard, Tutor, Study Group Lead, Social Media Specialist and Public Safety Facilities Monitor. Off-campus jobs include library assistant, athletic department assistant with other AUC institutions and other roles connecting students with the local community.

Student Employment Job Types

Student Employees at Spelman College are classified as **Federal Work Study (FWS)** or **General College**

Federal Work-Study (FWS)

The Federal Work-Study (FWS) Program is a federally funded financial aid initiative for students with financial need. It provides part-time jobs to help cover education expenses. To qualify for FWS, students must apply **each year** for financial aid by submitting the **Free Application for Federal Student Aid (FAFSA)** and be offered FWS as part of their award. The program offers on-campus and approved off-campus jobs, often encouraging community service.

Students who are offered a federal work-study award must accept it before the award will appear on their account in JobX and before being hired for a work-study position. For questions about your FWS eligibility, acceptance process or award amount, contact the Office of Financial Aid at 404-270-5222 or workstudy@spelman.edu. Click this link to learn more about [Federal Work-Study](#).

To qualify for a Federal Work-Study award, students must:

- **Demonstrate financial need as determined by their completion of the Free Application for Federal Student Aid (FAFSA) annually.**
- **Must be a U.S. Citizen or permanent resident alien**
- **Be enrolled at least half-time (6 credit hours)**
- **Must maintain Satisfactory Academic Progress (SAP) and be in good standing with the College**

IMPORTANT: Students with FWS awards are ***not guaranteed*** employment and are not automatically placed into jobs – they must apply through JobX. Every student is given the same, equal opportunity to apply for jobs they are eligible for, regardless of their financial awards.

- FWS awarded student employees cannot work in more than one (1) position at a time.
- Through the Federal Work-Study (FWS) program, students may earn up to the total amount of their award by working in an on-campus FWS job or with an approved off-campus community service partner.
- Federal-Work Study funds earned through student employment DO NOT apply directly to tuition bills.
- If a student reaches their earnings limit, the employing department becomes responsible for 100% of the additional wages earned.
- In some cases, departments may need to terminate a student's employment early if they cannot support the full wage cost after the FWS funding has been exhausted.

General College (Non-FWS)

General College jobs are on-campus jobs that are funded from the department's budget. Students may be hired directly by using the department's student employment budget. This method of hire is available to all currently enrolled students (who have not been awarded FWS) regardless of their financial need. These students may still be financial aid recipients but were not awarded FWS as part of their aid package.

- Filing the FAFSA is not required.
- The employing department pays 100% of student employee wages.

- Student employees can work in more than one job at a time but are still limited to 20 hours per week across all jobs during the academic year and 35 hours per week during the summer.

How To Find Jobs



As a Spelman College student, you can access the **JobX** platform to search for part-time jobs. We recommend setting up JobMail subscriptions to receive job alerts for newly posted jobs that may be of interest. Additionally, it's suggested that students follow up with the contact person listed on the job to check the status of their application. A resume attachment is required for all application submissions in JobX. To schedule an appointment to

have your resume reviewed by your Career Counselor in the Office of Career Planning & Development **[CLICK HERE](#)**.

The Hiring Process

The hiring department will review your submitted application(s). If your application is selected the department will contact you for an interview. If the supervisor wants to make you a job offer, you will then be marked as “hired” on your application.

You got the job offer! Now what?

When your status changes to “hired” in JobX, this DOES NOT mean you are ready to start working yet. You will receive an email message from studentemployment@spelman.edu indicating that you have been made a job offer. The message will have a link to JobX to either accept or decline the job offer.

- **HOW DO I ACCEPT MY JOB OFFER?**
 - Once logged in to JobX, go to your dashboard and click the ACCEPT/DECLINE link across from the job title in the Hires Pending Action area.
 - Click the blue button to accept the offer or the gray button to decline the offer
- **IF I'VE WORKED IN THE STUDENT EMPLOYMENT PROGRAM BEFORE, DO I STILL NEED TO ACCEPT THE JOB ON MY DASHBOARD?**
 - Yes, even if you have previously worked as a student employee, you are still required to accept any new job offers on your JobX dashboard and be set up in the payroll system **prior to your first day of work.**

Pre-Hire Paperwork



Student Employment hiring policies and procedures are established to ensure compliance with federal, state, and institutional laws and regulations. Student employees cannot start working until they have completed the pre-hire process and been cleared by Student Employment. Departments found to be in violation of established policies may lose their hiring privileges. **Pre-hire paperwork must be completed on a desktop or laptop.**

Pre-Hire Paperwork for First Time Hires

- Once you have accepted a job offer in JobX, the links to complete the required pre-hire forms will become available on your JobX dashboard in the Employment Eligibility Forms & Details area.
- All students who work on campus **MUST** complete an **I-9, W4, G4 and Student Confidentiality Agreement** as part of the required pre-hire process.
- To complete an I-9, the student **MUST** upload acceptable, unexpired documents of their choice along with the I-9 form.
- See the list of Acceptable Documents **HERE**
- Students are required to attach one selection from List A or one selection from List B along with one selection from List C.

Important Notes:

- Acceptable Documents, noted above, **MUST** be **original** and **unexpired**
- **Once all your pre-hire paperwork is submitted correctly and you are set up in the payroll system, you and your supervisor will receive an email with the subject line “GOOD NEWS!!! YOUR NAME is cleared to start working”.**
- **This email will also include instructions for enrolling in direct deposit. Student employees who do not enroll in direct deposit will need to pick up their paper checks on pay days at the Cashier’s Window (Packard Hall, 2nd Floor).**
- **DO NOT start working until you receive this email.**

Direct Deposit Enrollment



Student employees are encouraged to enroll in direct deposit for payment for their hours worked. The benefits of enrolling in direct deposit include:

- Quick – With Direct Deposit your money is electronically transferred to your account and is available on the date expected.
- Safe - Direct Deposit puts money in your account on time, every time. There is nothing to get lost or delayed in the mail.
- Easy - Easy to set up
- Secure - Worries about lost, stolen or misplaced checks are virtually eliminated. Your pay is deposited even if you're on vacation, sick or out of town.
- Help the Environment - As a bonus, you'll be a partner in helping to reduce the negative impact on the planet.

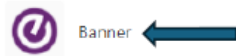
Please see the following instructions for enrolling in direct deposit.

DIRECT DEPOSIT ENROLLMENT INSTRUCTIONS

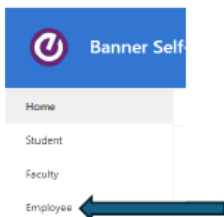
To access the direct deposit enrollment form, students should go to the *mySpelman* Portal and follow the instructions below:

1. Under *Campus Apps*, click on the Banner icon

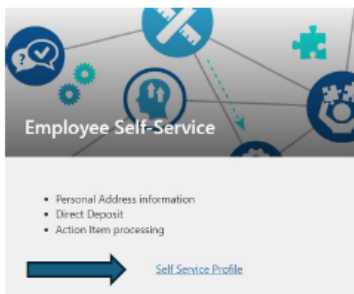
Campus Apps



2. On the next page click "Employee" on the left side of the screen



3. Click the link for "Self Service Profile" then click the button for Direct Deposit and complete the form. **Make sure you enter your account information under the "proposed pay distribution" section and not under "accounts payable."**



Student Employee Responsibilities

If you are employed in an hourly position, you must record your hours using TimesheetX to clock in and out using a desktop, laptop, or mobile device. You may not record hours that you have not actually worked. Additionally, student employees are not permitted to work during scheduled class time unless the class has been officially canceled. In those cases, you must submit a Class Exception Form (located on the Students homepage in JobX) and include written documentation from your instructor as confirmation.

Your Work Schedule



It is important to maintain open communication with your supervisor regarding your availability. At the start of your employment: Share your class schedule and any other regular commitments. Be realistic and transparent about the number of hours you can work. Establishing a mutually agreed-upon schedule will help you balance your work and academic responsibilities effectively.

Strong communication is key to your success as a working learner. Keep your supervisor informed about:

- Your progress on tasks and responsibilities.
- Any workplace concerns or questions.
- Any changes that may impact your availability or performance.

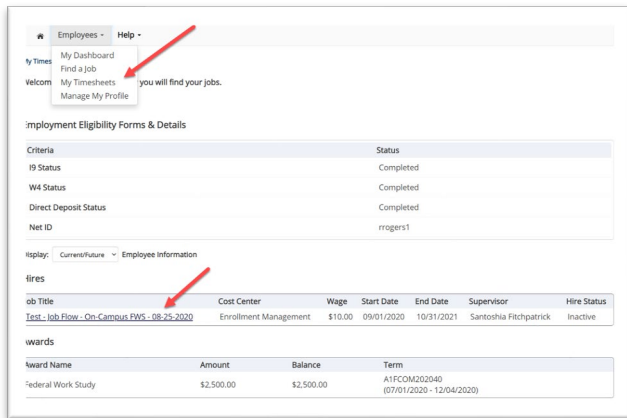
Do not hesitate to ask questions— clear communication helps ensure mutual understanding of expectations and promotes a productive and respectful work environment.

Timesheets

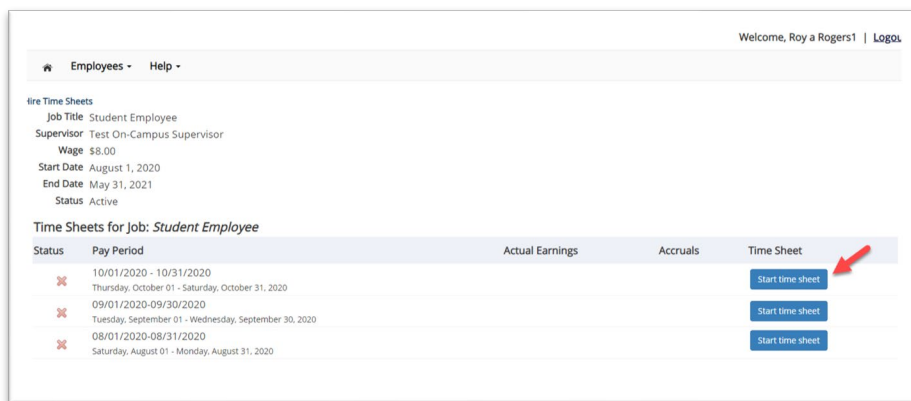
Student employees must report their hours worked on a timesheet and submit it to their supervisor for review/approval by the deadlines set by Payroll each pay period. **Student employees in both job types (General College and Federal Work-Study) are limited to 20 hours per week.** If your timesheet is not submitted by the student deadline, it will not be processed for payment as scheduled. Timesheets that are not submitted on time, if approved, will be processed for payment on the next pay date.

To enter hours on a timesheet:

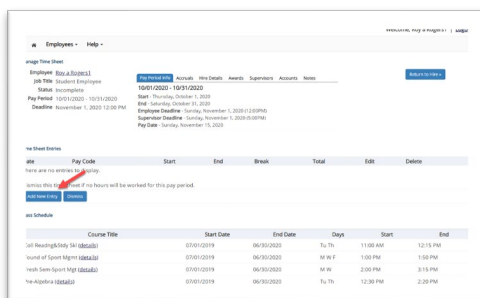
1. Go to My Timesheets from the Student Employee dropdown or click on your job title in the Hires section of your JobX dashboard.



2. Click the blue “Start time sheet” button across from the appropriate pay period.



3. Click the button to “Add New Entry” and then select the date worked, start and end times and any breaks that you took.



4. Once you've entered all your time for the pay period, you're ready to submit your timesheet to your supervisor for review/approval.

Welcome, Roy A. Rogers! | [Logout](#)

Employees • [Help](#)

Manage Time Sheet

Employee: [Roy A. Rogers](#)
Job Title: Student Employee
Status: Incomplete
Pay Period: 10/01/2020 - 10/31/2020
Deadline: November 1, 2020 12:00 PM

[Pay Period Info](#) [Actuals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

[Submit Time Sheet](#) [Return to Hire](#)

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Thursday, October 01	HRS	8:00 AM	10:00 AM	...	2 hrs	Edit	Delete

Note:

[Add New Entry](#)

Total: HRS 2 hrs

Time Schedule

Course Title	Start Date	End Date	Days	Start	End
Cell Reading/Study Ssl (details)	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:15 PM
Found of Sport Mgmt (details)	07/01/2019	06/30/2020	M W F	1:00 PM	1:50 PM
Fresh Sem Sport Mgt (details)	07/01/2019	06/30/2020	M W	2:00 PM	3:15 PM
Pre-Algebra (details)	07/01/2019	06/30/2020	Tu Th	12:30 PM	2:20 PM

You can check the status of the timesheet in the upper left corner of the screen. If the status is “Approved” it’s been approved by the supervisor. If the status is “Finalized” it’s been processed by Payroll for payment on the upcoming pay date. If the status is “Pending Approval”, the supervisor hasn’t approved it yet.

Hire Title [Office Assistant](#)
Status **Approved**
Pay Period 02/09/26 - 02/22/26
Deadline **February 23, 2026 12:00 PM**
[Email](#)

Pay Schedule

Student employees are paid on a bi-weekly basis according to the published Spelman College Student Employment payroll calendar. Timesheets cover a two-week period, commencing on Monday at 12:01 AM and ending on a Sunday, two weeks later at 12 midnight. You can view the current payroll calendar on the Students homepage in JobX (see below). Under certain circumstances, pay dates may be adjusted by Payroll due to U.S. holidays.

Students

you're interested in. Enter time and submit your timesheet!

Other Links

Dashboard
Click here to review your recently applied jobs, update your JobMail Subscription, and access your timesheet.

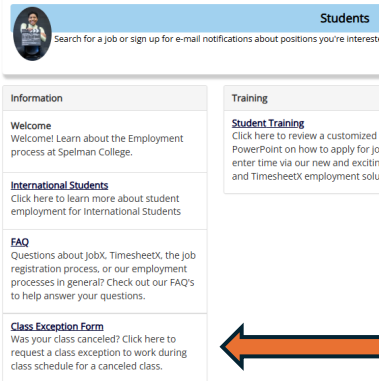
Find a Job
Conduct either quick or advanced searches for available jobs. Submit an online job application.

Manage JobMail
Be the first to know when jobs matching your criteria become available.

Contact Us
Have questions? Send us your questions, suggestions, or concerns using the form below or contact Dalayna Johnson, Student Employment Manager at djohn100@spelman.edu or 404-270-5271. Student Employment Questions [Click Here](#).

Click the link below to see the pay period dates for 2026 including student deadlines for submitting timesheets and pay dates.
[2026 Payroll Calendar](#)

If a student employee is available to work because a class was cancelled, they must submit a Class Exception Form (located on the Students homepage in JobX) to request that an override be created in TimesheetX that will allow them to enter the hours worked on their timesheet. The Class exception form must include proof that the class was cancelled.



Student Employment will investigate any suspected timekeeping violations. Submitting false hours may result in disciplinary action, up to and including termination.

For questions regarding timekeeping, please contact Student Employment Services at studentemployment@spelman.edu or 404-270-5271. For issues with paychecks, contact Payroll at ydavis5@spelman.edu or 404-270-5166.

Tardiness and Absences from Work

Student employees are expected to report to work promptly and work their scheduled hours. When you begin your job, be sure to discuss with your supervisor the preferred procedure for reporting any absence within that department. Student employees do not receive paid vacation time. Any planned absences should be arranged with your manager well in advance. Any student employee who will be late in reporting to work must notify their immediate supervisor **during the first thirty minutes** of the start time of their shift. It is the responsibility of the student employee to keep the supervisor fully informed.

To report an absence, student employees must notify their supervisor or another designated person in the department as early as possible, but **no later than two (2) hours before** the beginning of their scheduled shift. It is the responsibility of the student employee to confirm that their notice of absence has been received by their primary supervisor. If your absence is due to an emergency, student employees should notify their supervisor as soon as possible. Students should provide the reason for the absence and the expected length of the absence.

Managers understand that school is your top priority, but they are also responsible for seeing that the work of the department gets done. Failure to adhere to the above procedure may result in disciplinary action, including termination of employment.

Any student employee who fails to report to work for two (2) consecutive shifts without notice to, or approval from their supervisor will be assumed to have resigned and abandoned the job. In such a case, the student employee's employment will end due to job abandonment.

Student Employee Performance and Code of Conduct

Spelman College is committed to the development and personal growth of its students. When you begin your job, you should discuss with your supervisor what is expected of you. To ensure orderly operations and provide the best possible work environment, Spelman expects student employees to follow rules of conduct that will protect the interests and safety of all employees and the College.

There are certain behaviors and actions that may result in immediate termination. The following are examples of violations of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Repeated tardiness or unauthorized absenteeism
- Falsification of timekeeping records or falsification of work
- Insubordination or other disrespectful conduct such as willfully ignoring reasonable instructions from a supervisor or showing blatant disrespect
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct
- Sleeping at the job
- Theft, misuse or inappropriate removal or possession of departmental property
- Fighting or threatening violence in the workplace (Student employees should report all acts of workplace violence or threats of workplace violence which they have witnessed, received, or have been told that another person has witnessed or received immediately to their supervisor. If there is imminent harm, please call Spelman Public Safety at 404-525-6401 and/or 911.)
- Unreasonable use of department telephones for personal reasons or making excessive personal telephone calls during work time
- Possession of dangerous or unauthorized materials, such as explosives or firearms
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive use of departmental computers for viewing social media sites (i.e., Facebook, SnapChat, Instagram, TikTok, etc.)
- Violation of safety or health rules
- Working under the influence of alcohol or illegal drugs
 - **Medically Authorized Drugs**
 - Any student employee who is required to use a medically prescribed or over-the-counter drug which may impair or affect the student employee's alertness, coordination or responses must advise their supervisor of this fact before reporting to work. It is the

student employee's responsibility to determine whether or not a prescribed or over the counter drug may impair their job performance.

- The College reserves the right to terminate any student employee using prescribed or over-the-counter drugs that appears to impair the ability of the student employee to perform their job properly and safely.

Dress Code

Remember, as a student employee, you are expected to represent Spelman College in a professional and positive manner. Your on-campus jobs are building toward your future and students are expected to dress appropriately for a professional work environment, be well groomed and prepared to interact with the public. Review the guidelines below for additional recommendations on acceptable dress.

- Student employees are expected to maintain a clean and professional appearance while at work. Business casual attire is generally appropriate; however, Spelman College branded apparel also may be acceptable.
- Clothing must appropriately cover and properly fit the body. Clothing exposing mid-section of the body or excessively exposing the chest is not permitted. Jeans or pants which expose the top of your undergarments are not permitted. When in question, the supervisor has the discretion to make decisions on what constitutes appropriate attire.
- No casual tank tops, tube tops or halter tops. Sleeveless shirts are acceptable, given the students' undergarments are not showing.
- Shorts, skirts and dresses should be conservative and reasonable length. Mini skirts are inappropriate.
- Comfortable shoes are highly recommended. You may be required to stand for extended periods of time or run errands around campus. Flip-flops are never appropriate.
- The dress code and work environment are decided by each department. Departmental dress codes vary, so check with the supervisor for additional information and specificity. In general, it is expected that students' appearance will be neat while at work and that their clothing is suitable for their work setting, whether in an office or in other settings.
- General cleanliness and good personal hygiene is expected of all student employees.

Progressive Discipline



This policy's purpose is to state Spelman's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Spelman's own best interest lies in ensuring fair treatment of all student employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to

correct the problem, prevent recurrence, and prepare the student employee for satisfactory service in the future.

Although student employment with Spelman is based on mutual consent and both the student employee and Spelman have the right to terminate employment at will, with or without cause or advance notice, Spelman may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps depending on the severity of the problem and the number of occurrences:

1. Verbal warning
2. Written warning
3. Termination of employment

There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning, and another offense may then lead to termination of employment.

Spelman recognizes that there are certain types of employee problems that are serious enough to justify termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Student Employee Code of Conduct includes examples of problems that may result in immediate termination of employment. However, the problems listed are not all necessarily serious offenses but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most student employee problems can be corrected at an early stage, benefiting both the student employee and Spelman.

Resignation Procedures

Student employment is considered at-will, which means your job may be ended at any time by you or the hiring department. Student employees may terminate their employment at their own discretion.

Common reasons for a student's resignation include:

- Courseload changes or class schedule conflicts
- Better job opportunity
- Internship opportunity
- Graduation
- Conflict with supervisor or co-workers
- Personal or family reasons

If you decide it's best to terminate your employment, it is strongly recommended that the student employee provide their supervisor with a written notice of resignation at least two weeks in advance of their final workday. The resignation notice should include: The effective date of resignation. A brief reason for leaving (optional but encouraged). Professional courtesy and timely communication help maintain strong references and a positive work relationship for the future. Student employees should enter their final hours on the appropriate timesheet and submit the final timesheet for supervisor approval. Student employees will receive their final paycheck via the method they selected when hired, either direct deposit or manual check.

Additionally, before or on your final day, any College property issued to you (i.e., computers, external drives, manuals, etc.) must be returned to your supervisor. Spelman may take all action deemed appropriate to recover or protect its property.

Social Media Policy



The Social Media Policy governs information and content that is posted on Spelman College social media platforms/ applications to communicate news and events about the College to key audiences and the general public, and the College's engagement with students, faculty, staff, parents, alumnae, media, friends of the College and the general public. Spelman's primary social media platforms are Facebook, Twitter, YouTube, LinkedIn, Instagram and TikTok.

The Communications and External Relations Division develops and disseminates all content for Spelman's main platforms and applications. The Communications Division provides oversight and guidance to all campus partners on content development and best practices, as well as official departmental/ unit/program social media accounts. Requests for new social media accounts must be reviewed and approved by the Vice President and/or Associate Vice President of Strategic Communications and External Relations who will provide guidance on All content should align with the College's branding and support the College's and/or their division's strategic goals. All accounts must be managed by a Spelman full-time employee or approved student employee under the management of the full-time employee.

All employees must follow the applicable federal requirements such as FERPA and HIPAA, as well as applicable Spelman privacy and confidentiality policies. Information posted on social media sites must be accurate and verifiable. Student employees must refrain from making statements or posting information about official College business or matters that warrant institutional response, such as crises, personnel matters, and financial affairs. Engaging in derogatory or inflammatory speech, negative comments about the College, denigrating or attacking the ideas of others, or promoting personal agendas is not permitted. All materials produced by Spelman personnel on official social media sites of the College's website are protected by copyright. Copyrighted material may not be used on Spelman social media sites without permission of the copyright owner.

Student Relations



Every student employee represents Spelman to other students and the public. The way we do our jobs presents an image of our entire College. Students judge all of us by how they are treated with each personal contact. Therefore, one of our first priorities is to assist any student, potential student, parent or guest. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give others as a student employee.

Student employees are valued members of our campus community, and we strive to make the student employment program a meaningful, enriching and supportive experience for all interested students. We are committed to creating a positive work environment where student employees feel respected, supported and empowered to grow professionally. Student employees and supervisors are expected to engage in respectful communication and interact in a way that promotes a culture of dignity and professionalism. Student employees have the right to seek guidance related to issues that arise in the workplace and may express any concerns related to their part-time employment in the student employment program with Student Employment at studentemployment@spelman.edu or 404-271-5271 or Student Affairs at 404-270-5138. Additional resources are listed below:

Counseling Center | 404.270.5293 | counseling@spelman.edu

Title IX & Compliance Office | 404-270-4005 or titleixteam@spelman.edu

24-Hour Crisis Line: LiveSafe - 770-427-3390

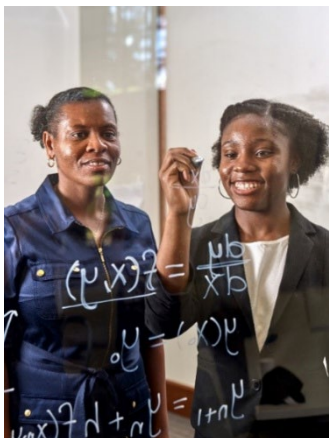
National Student Employment Week



The National Student Employment Association declares that the second week of each April will serve to celebrate students who show enthusiasm, dedication, and professionalism and those who make meaningful connections and build career readiness skills for future career success. National Student Employment Week (NSEW) is celebrated each year across the country to recognize and appreciate the impact and service of student employees and their supervisors.

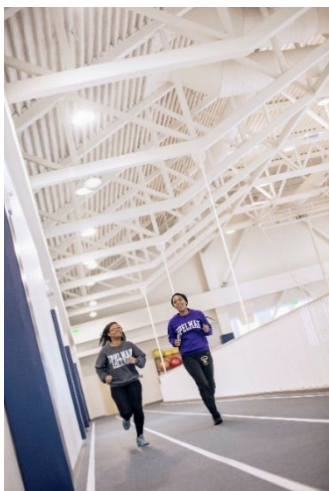
Details related to National Student Employment Week recognition activities will be sent via email and Instagram to all active student employees in early April.

Student Employee of the Year



Each spring, NSEA coordinates a selection process and chooses the National Student Employee of the Year (SEOTY) to recognize the outstanding contributions and achievements of students who work while attending college. The Spelman College Student Employment program will call for supervisor nominations to be reviewed by the campus selection committee in early January. One Spelman student employee will be selected to win the campus award and represent Spelman College in the national competition. The campus award winner will be announced in April and will receive a special award package.

Smoke-Free Campus



Spelman College is committed to providing a healthy, comfortable and productive learning environment for students, faculty and staff.

We recognize the serious health implications of smoking and second-hand smoke and the rising rates of asthma among our population. In order to create an atmosphere consistent with the College's mission and commitment to improve the health and wellness of members of the Spelman's community and environment, we prohibit smoking anywhere on campus, effective July 1, 2015. This policy covers pipes and all cigarettes including electric cigarettes, cigars, and cigarillos; the policy applies to all students, faculty, staff and visitors.

Effective July 1, 2015, smoking is prohibited in all indoor and outdoor areas and properties. For purposes of the policy, smoking means inhaling, exhaling, burning, carrying or possessing any lighted cigarette, electronic cigarette, cigar, cigarillo or pipe. Indoor areas and properties include, but are not limited to, all common work areas, elevators, hallways, College-owned property, -leased property, College-owned vehicles, -leased vehicles, garages, restrooms, cafeterias or dining areas, break rooms, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, entrance and exit ways, and any other areas on the College campus.

Compliance with this policy is the responsibility of all members of the Spelman community. Members of the community (faculty, staff and students) are invited to assist in the implementation of the policy by respectfully informing individuals smoking of this policy. Repeated violations of this policy may result in disciplinary action.

Spelman College visitors are expected to comply with the smoke-free policy.

Spelman College is committed to assisting members of the community in smoking cessation. We recognize that quitting smoking can be a significant personal challenge. Students who wish to quit smoking are encouraged to contact Student Health Services at 404-270-5249 for medical treatment such as the nicotine patch, gum or chantix.

Additional resources on prevention and cessation programs are available.

Safety and Risk Management

To assist in providing a safe and healthful work environment for employees, students, and visitors, Spelman has established a workplace safety program. This program is a top priority for Spelman. The Public Safety Department has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Spelman provides information to all employees about workplace safety and health issues through regular internal communication channels such as emails, Spelman Alert, or other written communications. A safety advisory group has been established to assist in these activities and to facilitate effective communication about workplace safety and health issues.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the safety advisory group. Reports and concerns about workplace safety issues may be made anonymously if the student employee wishes. All reports can be made without fear of reprisal.

Each student employee is expected to obey safety rules and to exercise caution in all work activities. Student employees must immediately report any unsafe condition to the appropriate supervisor. Student employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, student employees should immediately notify the Public Safety Department, the Office of Human Resources and Culture and the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Visitors in the Workplace



To provide for the safety and security of all employees and the facilities at Spelman, you should notify the public safety department when you are expecting visitors on the campus. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter Spelman at the Office of Public Safety. Authorized visitors will receive directions or be escorted to their destination. Student employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Spelman's premises, student employees should immediately notify their supervisor or, if necessary, direct the individual to the Office of Public Safety.

Student employees are discouraged from inviting their friends or family to visit them in their workplaces during their shift. Any visitors should not remain in the student employee's workplace for extended periods of time.

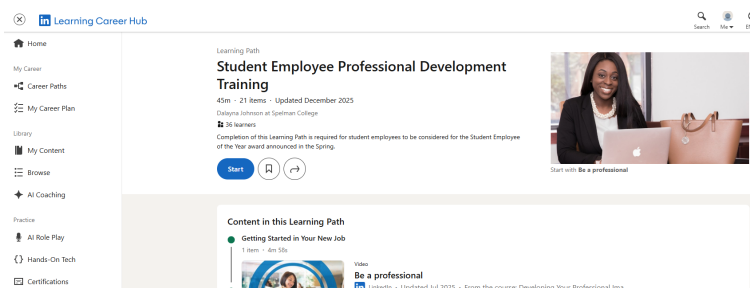
Student Employee Training

LinkedIn Learning Modules

Spelman College student employees have access to professional development training through LinkedIn Learning. Selected modules include training content on developing leadership and communication skills, attention to detail and exceeding performance expectations. It is our hope that students will utilize the LinkedIn Learning training materials to grow more confident in their skillsets and knowledge prior to graduation.

The Learning Path is highly recommended for additional guidance on how to be successful in your job. Additionally, completion of the Learning Path is a requirement for any student that would like to be eligible for the Student Employee of the Year award that is announced during each Spring semester.

You can access the Learning Path **HERE**



This policy addresses use of College owned or contracted technology resources. Spelman College implements and maintains information technology resources (computers, tablets, networks, software, servers, databases, web servers, Internet, etc.) for the use of its community members. These resources are intended for College-related activities that further the mission of the College, support academic instruction, facilitate College administrative functions and enhance campus life. The access to these resources is a privilege that is granted to Spelman's faculty, staff and student employees who bear the responsibility to use them within the normal constraints of legal and ethical behavior as defined by federal, state, local and college policies, procedures, guidelines and laws. Often technologies enable actions which are technically possible and yet not legally permissible. Spelman's expectations with regard to the use of its information technology resources is that the user of these resources is responsible for knowing what is permitted and acts within the laws and College policy that govern these resources.

Scope

This policy applies to all users of Spelman's information technology resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific departments of the College or to uses within specific departments. Use of Spelman College information technology resources constitutes an acknowledgement of this policy.

Policy Users of Spelman College's information technology resources must:

- Comply with all federal, state, and other applicable law, all generally applicable College rules and policies, and all applicable contracts and licenses.
- Comply with all Spelman provided best practices relative to cybersecurity and remote work.
- Protect individual user account credentials from unauthorized use.
- Maintain responsibility for all activities associated with user account(s) or that originate from the user's system.
- Use only those computing resources that the user is authorized to use and use them only in the manner and to the extent authorized.
- Access only information that is the user's own, that is publicly available, or to which the user has been authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
- Refrain from using those resources for personal commercial purposes or for personal financial or other gain, or in a manner not authorized by the College.

In making acceptable use of resources users must NOT:

- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to college data.
- Share passwords and PINs to any College system with anyone.
- Use college information technology resources in a manner that would jeopardize the College's status as a non-profit institution such as using information technology resources to circulate advertising for products or for political candidates.
- Make or use illegal copies of copyrighted materials or software, store such copies on college systems, or transmit them over college networks.
- Attempt to circumvent or subvert system or network security measures.
- Use another person's system, user account credentials, files, or data without permission.
- Engage in any other activity that does not comply with the general principles presented above. It is understood that technology resources purchased via College funds, including grants, are the property of the College. Student employees should NOT save any work-related information on their personal devices, but only on the devices they may be given for work-related purposes.

Data stored on these devices are also the property of the College including:

- Emails and attachments sent and received by @spelman.edu accounts.
- Any files stored on the College's shared servers.
- Any files stored on the college-provided OneDrive for Business via its Office 365 license with Microsoft.
- Any software or applications used in conducting college business.
- Spelman named accounts used in conducting office college business.

Violations Violation of this policy may be subject to the College's appropriate disciplinary process. The College may impose an interim suspension of services or block access to an account during the investigation process. Users found in violation may be denied access to College information technology resources and may be subject to other disciplinary action, both within and outside of the College. Violations will normally be handled through the College's disciplinary procedures. For example, alleged violations by students will normally be investigated, and any penalties or discipline will be imposed by the Office of the Dean of Students. The College may also refer suspected violations of the law to appropriate law enforcement agencies.

Student Employee Acknowledgement Form

The Spelman College Student Employment Program policies and procedures included in this handbook are intended to provide important information about the College's policies. I understand I should consult with my supervisor, Student Employment Manager or the Division of Student Affairs regarding any questions I may have about the student employee handbook and policies.

I have entered into my employment relationship with Spelman College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Spelman College or I can terminate the employment relationship at-will, with or without cause or notice, at any time.

Since the information described herein is subject to change, I acknowledge that revisions to the Student Employee Handbook or other policies may occur, except to Spelman's policy of employment-at-will described above. Changes will be communicated through electronic communication such as email. I understand official notices and information or revised policies may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge the Spelman College Student Employment policies and procedures in the Student Employee Handbook or other policies are neither a contract of employment nor a legal document.

Follow the link below to confirm receipt and acknowledgement of the policies contained in this handbook.

[Student Employment Handbook Acknowledgement Form – Fill out form](#)