

# George Fox University

## Student Employment Handbook 2022-23

**Purpose:** Student employment is a co-curricular opportunity where regular employees lead, mentor and develop professional skills in students to enhance their academic experience and prepare them to achieve their career goals after George Fox.

## Student Employment Positions

A student employment position is available to all undergraduate and graduate students to assist students in gaining work experience to further their career goals. Student employment positions are for supplemental income and not intended to be a student's main source of income. These positions are posted through Handshake, the University's platform for connecting students with employment. George Fox student employment positions cannot replace a staff, administrator or faculty position. A student employee may not apply for nor hold a regular or temporary position with the university.

Students may accept more than one student position but may generally only work up to fifteen hours per week. Any additional hours require prior approval from Human Resources *before* the student accepts both offer letters. Most student positions are hourly positions paid at the current minimum wage. Any wage over minimum wage must be approved by Human Resources before the position is advertised. Qualified students with a **Federal Work-Study Award** have first preference for student positions.

Students who are returning to the same position / department receive a **50 cent increase** in pay per year additionally served in that role.

Graduate students will be offered \$15 per hour regardless of their position, but will not receive increases per year. The maximum pay for all students is \$15 per hour.

Minimum wage as of July 1, 2022 is <b>\$13.50</b>	<b>Base Pay - Year 1 Undergraduate</b>	<b>Year 2 Undergraduate</b>	<b>Year 3 Undergraduate</b>	<b>Year 4 Undergraduate</b>
	\$13.50	\$14.00	\$14.50	\$15.00
	<b>Base Pay - Year 1 Graduate</b>	<b>Year 2 Graduate</b>	<b>Year 3 Graduate</b>	<b>Year 4 Graduate</b>
	\$15	\$15	\$15	\$15

The Student Employment Program is administered by Human Resources. The following are answers to the questions most likely to arise for student employees. Additional questions about student employment should be directed to Kelly Peterson, Human Resources, at [kpeterson@georgefox.edu](mailto:kpeterson@georgefox.edu) or 503.554.2183.

## Student Leadership Position

Student leaders are defined as those students who nurture abilities in themselves and others in order to make an ethical and socially just impact on campus or in the larger community. They are students who have been selected to hold a formal position by a recognized student organization or George Fox office for which there is allocated funding to support the position. The positions meet the following criteria;

- They have the opportunity to learn experientially.
- They have a high level of responsibility to and for the group.
- The commitment to the group may have varying degrees of oversight of other students.
- The position has been approved annually by the offices of Student Life and Human Resources to receive an honorarium

Student leadership positions are provided an honorarium for their contributions and may also hold an hourly work study position.

### Approved Student Leadership Positions 2022-23

- ASC
- Spiritual Life Student Interns
- University Players
- Peer Advisors

## Posted Positions

All student employment positions including FWS positions are posted on our job recruiting platform Handshake [www.georgefox.joinhandshake.com](http://www.georgefox.joinhandshake.com). Each department will include their specific application requirements within their job posting. All student employment (work study) positions are to be posted with the current minimum wage as the hourly rate. For more information regarding Handshake please contact the CAPCenter at 503-554-2330 or [idea@georgefox.edu](mailto:idea@georgefox.edu).

## Compensation

Student employment positions will be paid at least the minimum hourly wage rate set forth by the Oregon Wage and Hour Division for services provided. During academic breaks (Winter and Spring) students may work up to 40 hours per week, students may be asked to work more than 40 hours and at that time the hourly wage will be at 1.5 times the normal hourly rate to compensate for overtime. Students returning to a position the following year will be offered 50 cents more per hour for each year of service - as shown above.

## Hiring Process

Supervisors will screen and interview applicants for positions. All applicants should apply and be managed through Handshake. Qualified students with a FWS award will be given the first opportunity for student employment. Any student without a FWS award being hired to a department must wait two weeks after the first academic day to begin work. All student employment positions are to be posted with the current minimum wage as the hourly rate. Any department specific forms, trainings and procedures must be kept and administered by the Student Supervisor. Each department will include their specific application requirements within their job posting.

Upon hiring, the supervisor will create an offer letter. If the student has previously held a student employment position before, then the student will need to log into the timekeeping system to review and accept the current issued offer letter.

If this is the first position the student has been offered, the student must immediately come to the Office of Human Resources to complete an I-9 and W-4 form for payroll processing and a brief orientation on the timekeeping system. During this training the student will accept their offer letter. A student employee may not begin work until the I-9 and W-4 have been completed.

After the offer letter is reviewed and accepted, along with the necessary I-9, W-4, and signed confidentiality form, the student may begin work.

## Schedules

### Undergraduate Student Schedule

Students may work up to 15 hours per week. Students cannot work during scheduled class times. Work schedules are to be negotiated between the student and supervisor.

### Graduate Student Schedule

Graduate students may work up to 28 hours per week. Students cannot work during scheduled class times. Work schedules are to be negotiated between the student and supervisor.

## Breaks and Meal Periods

Oregon Revised Statutes Chapter 653 requires all Oregon employers to provide their employees with rest breaks and meal periods. An unpaid meal period of at least 30 minutes

is required when any employee works a shift of six hours or more, and a paid rest period of 10 minutes is required for every four hours worked. Unpaid meal periods must be recorded using the online timekeeping system and must occur within the first six hours of work. Rest breaks must be taken in addition to, and separately from, the time allowed for meals. Rest breaks do not need to be recorded.

## Reporting Absences/Late Arrivals

Student employees are expected to notify their supervisor as soon as possible if they will be absent from or late to work. Continued tardiness can be cause for discipline and possible termination. Any student employee failing to report to work for three consecutive days without notifying their supervisor will be considered to have voluntarily terminated his or her student employment.

## Volunteer Work

Voluntary services are prohibited by students.

## Payroll Processing

Students are paid through the University on a monthly basis, and are responsible for approving timesheets for supervisors in a timely fashion. Timesheets must be approved by the student on the last working shift of the month. Supervisors must approve all student timesheets by the third business day of the following month. Paychecks are issued on the fifteenth of the month for the period beginning on the first day and ending on the last day of the previous month. If the fifteenth falls on a Saturday or Sunday, payday will be on the Friday before. The following are the pay dates for 2022-23 Academic Year:

September 15, 2022	Pay Period beginning August xxth and ending August 31st
October 14, 2022	Pay Period beginning September 1st and ending Sept 30th
November 15, 2022	Pay Period beginning October 1st and ending October 31st
December 15, 2022	Pay Period beginning November 1st and November 30th
January 13, 2023	Pay Period beginning December 1st and ending Dec 31st
February 15, 2023	Pay Period beginning January 1st and ending January 31st
March 15, 2023	Pay Period beginning February 1st and ending February 28t
April 14, 2023	Pay Period beginning March 1st and ending March 31st
May 15, 2023	Pay Period beginning April 1st and ending April 30th
June 15, 2023	Pay Period beginning May 1st and ending May 31st

Student employees are encouraged to use direct deposit, or paychecks will be processed

through Mail Services using the student's campus box. If a student employee reports a discrepancy in pay, please contact Human Resources for assistance. Automatic deposit is available for students. Direct Deposit forms can be found on the Human Resources website (<https://www.georgefox.edu/offices/hr/student-employment.html>) Students may always review their pay stubs using their MyGeorgeFox->Navigator->Human Resources->Self-Service->Payroll and Compensation->View Paycheck.

## New Student Employee Paperwork:

For New Student Employees (First-time Hires) Required Paperwork: Form W-4 and Form OR W-4. The Internal Revenue Service requires that W-4 forms be completed by all employees to determine the correct amount of Federal income tax to be withheld from your pay. If your tax situation changes, a new W-4 should be completed at Human Resources to update your information. W-2 forms, which report the employer's yearly summary of withholdings for tax filing, are mailed to your home address that is on record in Campus Community on or before January 31 of the following calendar year. You should update any address changes immediately, using the Self-Services feature through MyGFU. Questions regarding income tax withholding, exemption from income tax withholding, and W-2 forms should also be directed to the Human Resources Department.

## Example of Federal W-4 and Oregon W-4:

The image displays two tax forms side-by-side. On the left is Form W-4 (Employee's Withholding Certificate), and on the right is Form OR W-4 (Oregon Employee's Withholding Certificate). Both forms contain various sections for providing personal information, marital status, and withholding preferences. The forms are presented as examples, with some fields filled out or highlighted.

For New Student Employees (First-time Hires) Required Paperwork: Form I-9. The U.S. Department of Homeland Security requires that a Form I-9 be completed by all employees, providing proof of both identity and eligibility to work in the United States.

**Example of I-9:**

The image shows two examples of Form I-9, Department of Homeland Security, Department of Homeland Security, Form I-9, 08/22/2018. The forms are filled out with sample information, including names, addresses, and dates of birth. The first form is for a U.S. Citizen and the second is for a Lawful Permanent Resident. Both forms include sections for identifying information, attestation, and employer information.

Below is a list of acceptable forms of identification: One document from list A OR one document each from lists B and C. Please review the list carefully. In most cases, ORIGINAL DOCUMENTS ARE REQUIRED. No faxes, photocopies, or scans are acceptable.

**LISTS OF ACCEPTABLE DOCUMENTS**

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

## On-the-Job Injuries

The university is concerned about its student employees' health and recovery from on-the-job injuries or illnesses. The following information is provided to help employees understand their responsibilities and procedures should an on-the-job injury occur.



All employees, including student employees of the university are covered by workers' compensation insurance. Covered expenses related to on-the-job injuries or illnesses are processed through the workers' compensation insurance carrier. The university's Human Resources Department assists employees in getting their claims processed promptly, including reimbursement for covered medical expenses connected to the claim and time-loss payments if an on-the-job injury results in missed time from work. During the processing of a claim, a representative from the workers' compensation insurance carrier may contact the employee.

If you are injured on the job, you should:

1. Report any accident or injury, no matter how slight, immediately to your supervisor and the Human Resources Department.
2. If you need to see a doctor and your injury is not an emergency, ask your supervisor or the Human Resources Department for:
  - A Workers' Compensation Claim form (Form 801)
  - A Notice to the Physician/Work Status form.
3. Complete the "worker" portion of the Form 801 and give it to your supervisor. Take the Notice to the Physician/Work Status form with you to the doctor. (It is advisable to go to your primary-care physician or an urgent-care center.) Inform your doctor that light duty may be available and ask him or her to complete the form at the end of your exam/treatment.
4. If an on-the-job injury is an emergency or life threatening, report to the emergency room of the nearest hospital. Notify your supervisor or the Human Resources Department as soon as it is practical, and the university will work with you to complete the required paperwork within three (3) days.
5. Following your doctor visit, return the completed Notice to the Physician/Work Status form to the Human Resources Department within one working day. If you have been instructed by your doctor not to return to work or are restricted to a light duty assignment, you should notify your supervisor and the Human Resources office accordingly. This procedure should be followed after each doctor visit or treatment.
6. Once you are released to light duty or regular duty, you are required to notify the Human Resources Office immediately. Failure to do so may adversely affect your workers' compensation benefits. Generally, you are required to return to work on the date your doctor releases you.
7. If you have questions regarding a workers' compensation claim, please contact the Human Resources Department.

## Student Employee Problem Resolution Procedures

George Fox University's goal is to provide an exceptional student employment experience but we do recognize that from time to time concerns may arise. Any student employee having a concern with any matter relating to wages, hours, or working conditions should follow these procedures:

1. Discuss the problem with your immediate supervisor. You should discuss the problem within five workdays so that it can be dealt with promptly.
2. If you are not satisfied with your supervisor's response, you may contact their supervisor for assistance.
3. If the matter is not resolved to your satisfaction within your department please contact the Human Resources Department for assistance. The Human Resources Department will review the situation and make every attempt to help you resolve the issue.
4. If the situation still has not been resolved to your satisfaction, you may submit a written grievance to the Director of Human Resources, who may arrange a meeting with those involved in the situation and then respond. There may be a situation where you feel a supervisor is the cause of the problem or does not have the authority to help or answer your questions. In these situations, you may present your question or complaint directly to the Human Resources Department.

## Corrective Action Process

The student employee corrective action process exists to improve performance and/or behavior problems in order to help develop successful student employees. There are three important aspects of the corrective action process 1) coaching student employees to improve performance and/or behavior, 2) communicating an expectation for change and improvement when problems occur, and 3) documenting the performance and/or behavioral problem and corrective action.

This section explains the university's approach to addressing performance and behavioral-related problems. Please keep in mind that nothing in this section is intended to diminish the university's discretion as to its workforce. The university expressly reserves the right to determine the method of proceeding in each individual case. Factors such as the nature, frequency, severity, and/or risk of a student employee act, issue or concern, may be used in making a determination of the method of disciplinary action appropriate for the case. For example, exhibited behaviors that violate the harassment policies, will generally be given a minimum of a written warning (which must be sent to Human Resources for inclusion in the student employee's personnel file), but could result in termination of employment being the first disciplinary action.

Each corrective action listed below, other than termination, is designed to explore, on a case-by-case basis, a performance and/or behavioral problem and determine what corrective action is required. Factors such as a student employee's training, abilities, job requirements, and overall record as well as university guidelines, procedures, and policies should be considered when analyzing a performance or behavioral problem.

In considering student employee corrective action, a university student supervisor has the discretion in each instance to consider all options, including the following, or to consider that termination is appropriate:

- *Oral Warning:* An oral warning is a private conversation between a student supervisor and a student employee aimed at correcting a performance and/or behavioral problem. It is primarily a corrective coaching session. The goal is to make certain that the student employee understands that his or her behavior and/or performance is creating a problem and to inform the student employee of the need to improve and make the desired change(s). Each oral warning must be followed up with a written email to the student employee summarizing the conversation, which must include a description of the problem(s) addressed in the conversation and the specific changes that need to be made that were discussed during the conversation. This email does not constitute a “written warning,” rather it is an attempt to ensure mutual understanding between the student supervisor and the student employee. The student supervisor needs to confirm via email reply from the student employee that they both have a mutual understanding of the oral warning.
- *Corrective Action Agreement for Student Employees:* This is a written warning, typically preceded by an oral warning, that summarizes the need to improve certain work performance and/or behavioral issues and provides details on what the student employee needs to do in order to correct the performance and/or behavior. In the written warning, the facts of the event as well as the objectives should be included. Once completed and shared with the student employee, both the student supervisor and the student employee must sign the written warning indicating their mutual understanding and acceptance of the written document. A copy of the completed and signed written warning will then be sent to Human Resources to be filed. Supervisors should contact Human Resources *before* sending a written warning to ensure it includes all appropriate items.

## **Student Employee Policies**

### **Equal Employment Opportunity Policy**

The university is an equal-opportunity employer. Every student employee has the right to work in surroundings free from all forms of unlawful discrimination. It is our policy to make

decisions about applicants and employees without regard to sex, age, race, color, marital status, national origin, disability, veteran status, or any other status to the extent prohibited by applicable local, state, or federal law. This prohibition applies not only to the recruiting and hiring process but to all facets of the employment relationship, pay, training, classification, evaluation, discipline, and termination.

### **Lifestyle Standards and Values**

The university seeks to admit students who will best succeed and benefit from a distinctly Christ-centered education and environment. Members of the George Fox community demonstrate Christ-centered values and are committed to the integration of faith and learning. Chapel attendance and Bible/religion courses are required of all students. Affirming the following honor statement is a condition of admission. Since signing it is a promise made to the university to maintain this standard for as long as a student is enrolled, only applicants who wholeheartedly support the lifestyle described therein should agree it to. In accordance with Christ-centered convictions honoring the body as the temple of the Holy Spirit, the George Fox University community expects its students to follow a lifestyle that excludes gambling, the use or possession of non-medicinal drugs, alcohol, tobacco, obscene or pornographic articles or literature, and forbids immoral sexual behavior. When you signed your admission application you agreed to abide by our lifestyle agreement. The full lifestyle statement can be viewed under the Guiding Principles & Lifestyle Standards section. Additionally, any student who is involved in an incident involving the police or legal system to any degree is expected to self-report this behavior to student life personnel.

### **Disability Accommodation Policy**

From time to time, employees with disabilities may need accommodations in the workplace. In compliance with the Americans with Disabilities Act (ADA) and comparable state laws, the university is committed to assisting employees with disabilities by working for reasonable accommodations in their work environments to enable them to perform the essential functions of their jobs.

If an employee believes he or she has a disability for which accommodation is needed, he or she should obtain a Disability Accommodation Request, an Authorization for Release of Medical Information, and a Physician's Medical Review form from the Human Resources Office. These forms must be completed and returned to aid in providing reasonable accommodation. The university may offer a reasonable accommodation other than one requested by the employee if it is determined the alternative reasonable accommodation allows the employee to perform essential job functions.

To protect the employee's privacy, effort is made to keep information surrounding the accommodation request confidential to the degree practical. The Director of Human Resources, the university's ADA compliance officer, the employee's supervisors (up to and including the vice president or provost), and those involved in facilitating the accommodation may be notified of a request and related information to the extent appropriate.

## **Whistleblower Protection Policy**

A whistleblower, as defined by this policy, is an employee of George Fox University who reports an activity of an agent of the university that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. Appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; fraudulent financial reporting; forgery, and other related illegal acts.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity by an agent of the university, the employee must contact the vice president for financial affairs. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally or recklessly files a false report of wrongdoing is not a whistleblower and is subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas — confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower is maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. George Fox University will not retaliate against a whistleblower. Any whistleblower who believes he/she is being retaliated against must contact the vice president for financial affairs immediately.

All reports of illegal and dishonest activities by an agent of the university must be promptly submitted to the vice president for financial affairs, who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the vice president for financial affairs.

In the event the vice president for financial affairs is suspected to be involved in any illegal or dishonest act or to have not taken appropriate action to investigate or take appropriate corrective action, employees must contact the president of the university.

The board of trustees' property, finance, and audit committee chair or the chair of the board of trustees should be contacted in the event the suspected illegal or dishonest act involves the university president.

## **Anti-Discrimination and Anti-Harassment Policy**

Harassment due to race, color, sex, marital status, religion, age, national origin, citizenship status, workers' compensation status, physical or mental disability, veteran status, or any other status to the extent protected under applicable local, state, or federal law is prohibited. All directors, supervisors, employees, and students are expected to work actively to maintain an education and workplace environment free from unlawful discrimination and harassment and to conduct themselves in such a way as to ensure no discrimination or harassment occurs.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status
- Submission to or rejection of such conduct by an individual influences employment or academic status decisions affecting such individual
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or student life environment.

The conduct prohibited may be verbal, visual, or physical in nature. It includes unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits (e.g., pay, promotion, time off, grades) in response to sexual conduct. More subtle forms of inappropriate behavior, such as offensive posters, cartoons, caricatures, comments, and jokes of a sexual nature are also prohibited, as they may constitute sexual harassment when they contribute to a hostile or offensive work or student-life environment.

If any employee or student believes he or she has witnessed discrimination or harassment, has been discriminated against, or has been subjected to sexual or other forms of harassment, the person should immediately report it as follows:

- If the alleged incident involves two students (outside the context of student employment), the vice president for student life or the dean of students should be contacted
- If the alleged incident involves a student and a faculty member, an academic dean, the provost, or the vice president for student life should be contacted
- If the alleged incident involves one or more support staff, administrators, faculty members, or student employees, a supervisor, the Director of Human Resources, the provost, or any vice president should be contacted.

Complaints are to be investigated promptly and appropriate corrective action taken.

Retaliation is prohibited for good-faith reporting of concerns about discrimination or harassment

Employees who are asked to testify during an investigation are expected to cooperate fully. Retaliation against them for doing so is not tolerated. Any employee found to have engaged in discrimination, harassment, or retaliation is subject to immediate disciplinary action as deemed appropriate by the university, up to and including termination.

While the above processes for dealing with allegations of discrimination or harassment are in lieu of the Dispute Resolution Process (described in Section 2.7), if the above efforts fail to resolve the complaint, the employee is expected, to the extent permitted by applicable law, to enter into mediation or legally binding arbitration in accordance with the Rules of

Procedure for Christian Conciliation of the Institute for Christian Conciliation.

## **Alcohol and Drug-Free Workplace Policy**

George Fox University is committed to maintaining a safe, healthy and alcohol and drug free professional workplace and educational environment for faculty, staff and students. While few, if any, at the university are involved with illegal drugs or alcohol use while at work, those who may be involved adversely affect the university's professional and educational environment. Such individuals also impair our ability to maintain a safe campus that is free from the effects of drugs and alcohol.

Recognizing that there may be faculty, staff or students who have an alcohol or drug problem, the university stands willing to assist in the resolution of that problem and encourages anyone to seek help. Faculty, staff or students covered by a university-offered medical health plan may refer to that plan for details of their coverage regarding treatment.

For the university's good and to comply with our obligation under the Drug-Free Workplace Act of 1988, the university has adopted and will enforce the following policy in order to maintain a drug and alcohol-free workplace:

*The unlawful sale, possession, manufacture, distribution, dispensation, use, or being under the influence of illegal drugs or controlled substances while in or on university owned or controlled property is prohibited and will be subject to immediate disciplinary action. Further, the use of drugs or alcohol or being under its influence during work hours, including during meal periods and breaks, is also absolutely prohibited. Violation of these rules by an employee or student will be reason for mandatory testing and/or treatment for substance abuse, and/or for disciplinary action. The type of disciplinary action taken for either or both will depend upon the situation; however, it might include termination, suspension, probation, required rehabilitation, expulsion, referral for prosecution, or a combination of these measures.*

Since the university is a federal grant recipient, as a condition of employment, all employees must abide by the terms of this policy and must notify the university of any criminal drug conviction within five days of the conviction where workplace conduct is involved.

Any employee who believes another employee or student may be under the influence of drugs and/or alcohol or has otherwise violated this policy should report it to his or her own or the suspected employee's supervisor, a vice president, the provost, the Director of Human Resources, or a security officer.

Upon [reasonable suspicion 1](#) of violation of the university's drug and alcohol policy, an

employee may be required to provide a sample for drug or alcohol testing upon request.

George Fox also reserves the right to test an employee for drug or alcohol use after he or she is involved in a vehicle or other accident occurring during work hours, violates a safety or operating procedure in a way that reflects bad judgment, or has a criminal conviction involving drugs or alcohol. In addition, employees whose job duties include operation of university vehicles with a Class C license will be subject to random testing and must cooperate in providing a sample upon request.

The university uses a third party to conduct any alcohol and drug testing. Specimens are drug tested only by a NIDA approved laboratory. In accordance with Oregon law, any positive drug test shall be confirmed using a licensed, certified clinical laboratory. Employees are entitled, upon request, to testing results. The director of safety, the Director of Human Resources, the provost, or any vice president or a designee of any of these can arrange with the vendor for a drug test.

Violations of this policy include testing positive, [refusal to test 2](#), or interfering in any way with the enforcement of the policy or its collection and testing procedures.

Policy violations will subject the employee or student to immediate disciplinary action as described earlier in this policy.

George Fox University will support all local, State and Federal laws relating to illegal drug and alcohol abuse.

### **Smoking Policy**

George Fox University provides a smoke-free environment to its employees, students and guests. The university prohibits smoking and all forms of tobacco use everywhere on campus; as well as off-campus by employees and traditional undergraduate students.

### **Unacceptable Conduct and Behavior**

There is no way to identify every possible violation of standards of conduct. Conduct that may result in disciplinary action includes, but is not limited to, the following: Dishonesty, violating attendance, tardiness or call-in rules or procedures, incompetence, inefficiency, neglect of duties; lack of application to the job violating or disregarding any known, posted or generally accepted safety rule or practice, including the unauthorized removal of safety guards or devices or failure to wear protective equipment, fighting, horseplay, or other forms of conduct that are likely to provoke or cause bodily injury or property damage or otherwise interfere with University operations; refusing to perform job assignments or refusing to comply with supervisory requests or instructions except in circumstances where there is a reasonable belief that serious bodily injury may result; doing personal work or



conducting personal business without prior permission from a supervisor; threatening, intimidating, coercing, or using profane or abusive language to any employee, supervisor, client, or others; unauthorized release of confidential, sensitive, or proprietary information.

## Electronic Communications, Technology, and Data Security

### Electronic Equipment

All computers and electronic telephone media are university property and should be used only for business purposes or appropriate personal use outside work hours and at the convenience of the university. These include, but are not limited to, computers, fax machines, telex machines, modems, telephones, removable data storage media, e-mail, and voicemail. The university reserves the right to terminate personal usage of any or all of these at its sole discretion. Any private usage during business hours, or inappropriate use at any time, is against university policy and may subject employees to discipline up to and including termination.

### Email

Student employees should not use their student email accounts for the purpose of conducting business related to their employment with the university.

E-mail is not private and confidential. The university reserves the right to monitor e-mail transmissions as needed to determine if email is being used other than for legitimate business or appropriate personal purposes and to protect the university against fraud, copyright infringement, sabotage, or other business policy violations. The university may also record and disclose to others any employee's electronic communications at any time, with or without notice. The employee has no personal privacy in anything created, received, or sent through the e-mail system

All electronic communication, whether sent within the university or to persons outside the university, should be courteous and professional in all respects and should not contain any statements that would embarrass the university or any of its employees or students or that may violate the university's anti harassment policies.

The university's anti harassment policy is applicable to electronic communication, and the university prohibits the transmittal of messages that may constitute intimidating, hostile, or offensive material on the basis of sex, race, color, religion, national origin, sexual orientation, disability, or any other status to the extent protected under applicable federal, state, or local law.

Student employees should exercise extreme caution before sending anything through the e-mail system because e-mail messages are not private and can be intercepted by other parties. Furthermore, merely deleting an e-mail message does not purge the message from

the system. E-mail messages can be monitored and recorded at all times, as well as resurrected from the system even after the message has been deleted.

In making personal use of the electronic communications systems, employees should exercise a rule of reason and utilize electronic communications systems consistently within the university's mission. Employees are prohibited from widely posting personal messages. As in all electronic communication, personal messages should be courteous and formally written and should not contain any statements that may be construed as intimidating, hostile, offensive, or otherwise inappropriate.

## **Internet**

Student employees may access the Internet from university-owned equipment only for legitimate business purposes during work hours. Student Employees are prohibited from using the Internet from university-owned computers for entertainment or other personal purposes during working hours. Student employees are not allowed to download music, movies, etc. from Internet sites for personal use at any time. Downloading copyrighted material of any kind is prohibited, except for business or academic use within "fair use limits."

The university [Network Access Policy](#) applies to all university employees and employees who violate the policy may be subject to discipline up to and including termination.

## **Dishonest or Criminal Conduct**

Identifying the Misconduct Students suspected of dishonest or criminal misconduct on the job (e.g., falsifying hours on time cards, theft of office property, unauthorized use of computer accounts, etc.) will be subject to investigation by the department of Human Resources. A comprehensive and confidential report will be submitted to Student Life for further review and investigation. The department of Human Resources will notify the appropriate parties with regard to their findings and determine the appropriate disciplinary action as needed. Based on the severity of the violation, the student could be removed from student employment for one academic semester or more.

**FERPA & Release of Information** The Family Educational Rights and Privacy Act of 1974 provides students certain rights regarding their education records. By federal regulation, with certain exceptions, all records, including a student's grades, transcripts, account information, health and counseling records, placement files and official files maintained by the Dean of the College of Arts and Sciences or by the Dean of Students, can only be released with the student's consent. Student workers will be trained on the University's FERPA policies and procedures annually. Questions regarding the Policies and Procedures or training should be directed to the George Fox Registrar's office.