2012 STUDENT EMPLOYEE HANDBOOK

Division of Student Affairs

nyit.edu/ose
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OVERVIEW

The NYIT Student Employee Handbook consists of policies, procedures, regulations and guidelines regarding student employment at New York Institute of Technology. The purpose of the Student Employee Handbook, is to assist students in understanding the student employment process.

It is the responsibility of the student to understand, follow and adhere to all policies, procedures and processes contained in this handbook. By accepting employment through the office of student employment, the student acknowledges that he/she will abide by all applicable laws, policies, procedures, regulations and rules governing student employment operations and processes. From time to time, updated information concerning changes in policy or an entirely new handbook may be distributed. Student Employees are encouraged to access the current handbook through the Office of Student Employment website at nyit.edu/ose. The college reserves the right, without prior notice, to alter, modify, amend, cancel or terminate any of its policies, procedures, practices, and terms of employment.

The office of student employment also serves as the clearinghouse for all on-campus student employment opportunities. The student employment staff assists NYIT students, faculty, and community service agencies with all student employment related matters. Please visit or contact the office of student employment to learn more about student employment opportunities.

Student employment is available to matriculated students who are in good academic standing, and for a number of jobs on campus, have demonstrated financial need. Financial need is determined by the Office of Financial Aid, and is based on information provided in the FAFSA (Free Application for Federal Student Aid) form. If you are unaware of your Federal Work-Study status, please go to the Office of Financial Aid and meet with a representative. Although international students are not eligible for Federal aid, they can apply for other on-campus student employment funded through the Student Aid Program, which is administered through the office of student employment.

Please direct questions to:
Caren Sobier
Assistant Director of Student Employment
P.O. Box 8000
Old Westbury, NY 11568
Tel 516.686.7606/212.261.1688
Fax 516.686.7508/212.261.1670
Email: csobier@nyit.edu
ABOUT NYIT

New York Institute of Technology (NYIT) was founded in 1955 by a team of visionaries who wanted to break new ground in higher education. They believed in the concept that there could be a balance between career training and liberal arts education. More than 50 years later, NYIT has achieved global reach, bringing technology-infused, professional education to students on several continents.

A global, private institution of higher education, NYIT has 14,000 students on campuses in North America, China, the Middle East, and online. Its mission is to:
• Provide career-oriented professional education
• Give all qualified students access to opportunity
• Support applications-oriented research that benefits the larger world

The office of student employment estimates that nearly 1,000 students work at NYIT each academic year. These student employees serve in nearly every office and department in the college and perform dynamic duties vital to the success of NYIT. Research shows that student employment is a primary factor in student retention. Students who work are more likely to earn a degree, and they earn grades comparable to their non-working peers. A significant factor in post-graduate career choice and success is part-time work experience.

In support of the academic mission of the college, the office of student employment provides a variety of on-campus employment and off-campus paid community service opportunities for NYIT students, which foster and promote career and leadership development. In a part-time job on- or off-campus, or in a paid community service position, students may enhance their academic experiences by applying learned skills and theories in a practical setting while earning income to assist with college expenses. Student employment also allows the student an opportunity to interact in a global community and meet critical needs of the college as well as learn skills for career preparedness.

To support the academic mission of NYIT, the office of student employment strives to:
• Support the recruitment and retention goals of NYIT and Enrollment Services
• Place students in part-time employment which will complement and support their academic experience
• Provide career and professional training and experiences for lifelong learning and job development
• Assist students in financing their education
• Educate and assist supervisors and employers in their role as supervisors
• Deliver administrative and technical support to employers and the NYIT community
• Provide a qualified, dependable, motivated workforce for on and off-campus employers
EQUAL OPPORTUNITY EMPLOYMENT
In order to provide equal employment and advancement opportunities to all individuals, employment decisions at NYIT will be based on merit, qualifications, and abilities. NYIT does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity or any other characteristic protected by law. NYIT will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

AT-WILL EMPLOYMENT
New York State is an "employment-at-will" state. Students employed by NYIT will be considered at-will employees. The employment relationship may be terminated at-the-will of either party. The at-will employment rule allows a supervisor or the Office of Student Employment to terminate a student employee at any time and for any reason, unless a contract, state or federal law, constitutional requirements, or public policy prevents the firing. This policy does not apply to the employment relationship of students who are employed as union employees or in a graduate assistantship.

AUTHORITY AND DISTRIBUTION
Every employee of NYIT has access to this Student Employee Handbook via The office of student employment web pages on NYIT website – nyit.edu. The Student Employee Handbook is up-to-date and contains the complete and accurate policies of our institution as of the published date.

CLASSIFICATION OF STUDENT EMPLOYMENT
Federal Work-Study (FWS)
Federal Work-Study is a form of financial aid. To receive work-study funds, you must file a FAFSA (Free Application for Federal Student Aid) and indicate that you would like to be considered for work-study.

NYIT’s Office of Financial Aid determines if you qualify for a work-study award and the amount. You earn that amount working on campus or at an off-campus non-profit or community service agency. When you have earned all the money, you must stop working immediately. Work-study jobs run from July 1 through June 30. Contact the Office of Student Employment (OSE) to find out if you are eligible to work July through August.

Federal Work-Study – Community Service (FWS-CS)
The highest-paid student employment jobs available to NYIT students are Federal Work Study-Community Service (FWS/CS) positions, and they are excellent for building
résumés and job experience. Some of the non-profit agencies our students have worked for include the Public Service Corps, Peace Games, and the YMCA. See our job listings for current openings. FWS-CS positions are paid through the Federal Work Study program. Like FWS jobs, this funding is available only to U.S. citizens and permanent residents. And allocation is determined by the Office of Financial Aid.

All FWS-CS students must attend an Internship Certificate Program Orientation II, hand in a Learning Agreement, and attend a Reflection for each semester that they are in a FWS-CS position. This requirement applies to the first two consecutive semesters the student is in the same FWS-CS position. After two consecutive semesters at one FWS-CS position the student no longer has to complete the ICP requirement if he or she returns to the same position for a third semester. If the student is in a new FWS-CS position, he/she must attend Orientation II, hand in a Learning Agreement, and attend a Reflection for the new position. Students are encouraged to visit Career Services to find another FWS-CS position or find an internship after completing two semesters at one FWS-CS position.

Student Aid (SA)
Student-aid positions are funded through NYIT and are available to all students. These jobs are mainly in the computing labs and at the learning centers. If you receive a student-aid job, you will be awarded a specific amount of money. You work on campus and are paid an hourly rate. When you have earned all the money allocated, you must stop working immediately or ask your supervisor if you are eligible for an award increase. If you receive an increase, you must notify the office of student employment so that your time sheet can be updated. Departments seeking student aid funds or budgets usually advertise the positions at the end of August. The jobs run from Sept. 1 through Aug. 31 or until your student-aid funds run out.

Graduate Assistantships (GAs)
NYIT offers a number of graduate assistantships to qualified students enrolled in our graduate degree programs. Depending on your skills and experience and the needs of a specific program, you may be asked to assist professors in the classroom, laboratory, or studio to assist in research or professional projects; or to help manage a department office or facility. Graduate assistantships provide partial or total tuition remission in exchange for a specific number of hours of service to your department per week. Generally, graduate assistants are required to be enrolled as full-time students, but individual programs have different requirements. If you are interested in a graduate assistantship, contact the director of the program to which you plan to apply to find out if there are assistantships available and their requirements. For more information on GAs please visit nyit.edu/ga.
Guidelines
The NYIT graduate assistantship program is available to full-time matriculated students in a graduate program. Graduate assistants (GA) may not participate in the institution’s work-study program or be student aides at the same time, even if they work for two different departments. (Graduate students who are not graduate assistants may be eligible for work-study or may work as student aides). Part-time employees, including graduate assistants, may not work more than 999 hours in a single calendar year. These graduate assistantship guidelines have been revised to adhere to recent Immigration and Naturalization Service and federal income tax regulations. No exceptions can be made to these regulations. The Office of Academic Affairs coordinates all graduate assistantships. If you have any questions, please call 516.686.7630.

INTERNATIONAL STUDENT EMPLOYMENT
International students may apply for student aid and graduate assistantship positions. Student aid positions are funded through NYIT and are available to all students. These positions are mainly in the computing labs and at the Learning Center. Pay rates range from $8.50 to $10.50 an hour.
Graduate assistantships are a form of tuition remission available to qualified students enrolled in NYIT’s graduate degree programs. Positions range from helping professors in the classroom to helping manage a department office. The amount of tuition remission is based on the number of hours worked during a semester.

ON-CAMPUS JOB LOTTERY
For F-1 Visa students who are 2nd, 3rd and 4th semester students, we have the On-Campus Job Lottery. This is a program that was developed to provide international students additional jobs on campus.
Requirements for the Lottery:
1. You must have completed 1 semester here at NYIT
2. You must have a GPA of 3.0 or higher
3. You must hold an F-1 Visa
4. You must be a student who doesn’t currently work on campus or have a graduate assistantship.

Students can come to the office of student employment to get their ticket. Students must show Photo ID to receive a ticket. All students with tickets will be entered in a random drawing for on-campus jobs. This is not a first come first serve process. Tickets are handed out all week long. (Please note: having a ticket does not guarantee a job, and only one ticket is issued per student.)
Students who receive an on-campus job are given a certain amount of money to work on campus temporarily.
OBTAINING A SOCIAL SECURITY NUMBER (SSN)
Many international students do not have a SSN. To obtain a Social Security Number (SSN), a student must have an on-campus job or an approved internship. Doing volunteer work on campus or off campus does not make a student eligible for an SSN. All on-campus jobs must be approved by the Office of Student Employment (OSE).

F-1 VISA STUDENTS
The Department of Homeland Security's Bureau of U.S. Citizenship and Immigration Services (USCIS) has regulations governing on-campus employment for students in F-1 status. Any F-1 student may work on campus if;
• A valid F-1 status is maintained
• Employment does not exceed 20 hours per week while school is in session
• F-1 students may be employed full time on campus during holidays and vacation periods, provided they intend to register for the next academic semester.

NOTE: If a student works for more than one on-campus employer, the total number of hours worked from all jobs cannot exceed 20 hours per week.

The definition of on-campus employment includes:
• Work performed for the University as the employer.
• Work for an on-campus vendor who has a contract to provide services to students, including bookstores and food services

Off-Campus Employment (Economic Hardship)
Current immigration regulations do allow off-campus employment for student in F-1 status based on economic hardship. In order to be eligible, the student must:
• Be in valid F-1 status for at least one academic year (two semesters)
• Be in good academic standing and registered for a full-time course load
• Provide evidence of economic hardship based on unforeseen circumstances beyond the student's control
• Demonstrate that on-campus employment is either unavailable or insufficient to meet needs.

The regulations require that students make a good faith effort to locate employment on campus before applying for employment authorization based on economic hardship. The regulations offer examples of unforeseen circumstances that may cause economic hardship, including the loss of scholarship or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rates, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of a student's sponsor, medical bills, or other substantial and unexpected expenses.

Employment is limited to no more than 20 hours per week when school is in session, full-time during holidays or vacation periods. Employment authorization is automatically terminated when a student fails to maintain status. Students may work for an employer
at any job, anywhere in the United States. A job offer is not required in advance of obtaining employment authorization. Employment may not commence until the student receives the work authorization (EAD) card from the Bureau of U.S. Citizenship and Immigration Services (USCIS).

Students seeking employment authorization based on economic hardship will need to meet with the director or associate director of international education at NYIT, fill out the necessary application forms, and apply by mail to the USCIS Vermont Service Center to obtain an employment authorization document (EAD), which will be valid for one-year intervals. There is a $340 fee for the EAD.

It can take up to 12 weeks for the EAD card to be processed by the USCIS Vermont Service Center. Therefore, students are urged to allow sufficient processing time for this procedure by submitting their paperwork early.

Employment may not commence until the student obtains the EAD.

**J-1 VISA STUDENTS**

**On-Campus Employment Regulations**

J-1 status students may be given permission to work on campus for 20 hours per week while school is in session and up to 40 hours per week during breaks and vacation.

**Off-Campus Employment (economic hardship)**

Students facing unforeseen economic hardship may be eligible for off-campus work authorization under special USCIS rules. Please meet with your responsible officer (RO) or alternate responsible officer (ARO) if you experience serious problems because of unexpected medical costs or other extenuating circumstances. This employment is limited to 20 hours per week when school is in session and up to 40 hours per week during winter and summer breaks.

**Academic Training**

J-1 students in matriculated programs are eligible for academic training relating to their field of study. This permission may be granted for off-campus employment. Students are limited to an aggregate of 18 months in academic training.

**CURRICULAR PRACTICAL TRAINING (CPT)**

Curricular Practical Training (CPT) is employment directly related to a student's field of study. CPT may be a paid or unpaid internship, practicum, or other type of employment offered by a sponsoring employer through a cooperative agreement with the school. It may take place during the academic year or the summer.

If CPT is required as part of your curriculum, it will be listed under the department's degree requirements and course offerings. All students in that program are required to complete an internship or practicum.

CPT may be recommended as beneficial but may not be required for completion of the degree. You must register for a minimum of a one-credit internship, practicum, or field study course listed in the college catalog. As an F-1 student, you must be enrolled on a full-time basis for at least one academic year before you are eligible.
OPTIONAL PRACTICAL TRAINING (OPT)
Optional Practical Training (OPT) is defined as paid employment directly related to your field of study. As an F-1 student, you must be enrolled on a full-time basis for at least one academic year to be eligible for OPT which is limited to a total of 12 months of paid employment. Students may be eligible for another 12 months upon pursuing another academic degree.
• Are you F-1 and on OPT? Please update your address and employment status with us.
NOTE: F-2 dependents may not accept employment or be enrolled full-time.

Optional Practical Training – 17 Month STEM Extension
Department of Homeland Security regulations allow for a 17-month extension of post-completion Optional Practical Training (for a total period of 29 months) provided that certain conditions are met.
• The applicant must be currently authorized for a 12-month period of OPT and working for a US employer in a job directly related to the student’s field of study.
• Applicants must be currently working in paid employment, volunteer positions are not allowed a STEM Extension.
• The applicant must have successfully completed a bachelor’s, master’s or doctoral degree in a field on the DHS STEM Designated Degree Program list, from a SEVIS-certified US college or university (see the “STEM” section below).
• At the time of application for the 17-month extension, the applicant must have a job-offer or be employed by an employer registered with the “E-Verify” federal employment verification system.
• The applicant must apply for the 17-month extension through the OIE at NYIT. The DSO must recommend the extension and issue a new I-20 with the recommendation noted.
• The applicant must apply for the extension using form I-765 with fee (currently $340.00) to the US Citizenship and Immigration Services Processing Center having jurisdiction over the applicant’s current place of residence
• The applicant must file the extension application in a timely manner, before the current period of OPT expires
• An applicant who files the application timely, whose current EAD card expires while the application is pending, may continue employment while the STEM extension application is pending until a final decision is made, or for 180 days, whichever comes first

STEM Information
Your most recent degree must be in a field of study that is on the federal government’s approved list of STEM Fields.
S = Science
T = Technology
E = Engineering
M = Mathematics
A detailed list of all STEM fields approved by the federal government is available.
ELIGIBILITY TO WORK ON CAMPUS AS WORK-STUDY OR STUDENT AID
• Must be currently enrolled in classes
• Must not be on academic or disciplinary probation

GRADUATION
Students who have graduated are NOT permitted to work on campus as student aids or federal work-study past the date of graduation, unless they are continuing their education at the next program level at NYIT.

HIRING PROCESS

HOW TO SEARCH FOR A FEDERAL WORK-STUDY JOB?
1. Visit hcso.nyit.edu/nyit/student.
2. Log in (see instructions at the top of webpage on how to log in)
3. Update your student profile
4. Click on Job Search
5. Under “Position Type”, select FWS-On Campus or FWS-Off Campus and click Search (as a federal work-study, you can work on campus earning $8.50 per hour or off campus in community service earning $11 per hour.)
6. Once you have selected a job that interests you, contact the listed supervisor to set up an interview.
7. Download FWS forms from the resource Library (which can be found on the left hand side of the Career Net webpage) and bring them to the interview.
8. All forms must be completed by the student, and signed by the supervisor.
9. Bring all forms to Student Employment, along with the proper IDs (see I9 for details), before you start working. PLEASE NOTE: All forms must be approved by Student Employment and student employees may not begin work prior to the date approved and stamped by the Office of Student Employment.

HOW TO SEARCH FOR A STUDENT AID JOB?
1. Visit cs0.nyit.edu/nyit/student.
2. Log in (see instructions at the top of webpage on how to log in)
3. Update your student profile
4. Click on Job Search
5. Under “Position Type”, select Student Aid-On Campus and click Search
6. Once you have selected a job that interests you, contact the supervisor to set up an interview.
7. Download SA forms from the Resource Library (which can be found on the left hand side of the Career Net webpage) and bring them to the interview.
8. All forms must be completed by the student, and signed by the supervisor.
9. Bring all forms to Student Employment, along with the proper ID's (see I9 for details), before you start working. PLEASE NOTE: All forms must be approved by Student Employment and student employees may not begin work prior to the date approved and stamped by the Office of Student Employment.
STUDENT CODE OF CONDUCT
THE OFFICE OF STUDENT EMPLOYMENT IS UNDER THE DIVISION OF STUDENT AFFAIRS.
THE STUDENT CODE OF CONDUCT, WHICH CAN BE FOUND IN THE STUDENT HANDBOOK,
APPLIES TO ALL STUDENT EMPLOYEES.

CONFLICT OF INTEREST / FAMILY RELATIONSHIPS IN THE WORKPLACE
A conflict of interest exists when you or a member of your immediate family benefit financially, either directly or indirectly, from your employment in a way other than your compensation and benefits paid by NYIT. A conflict of interest also may exist if you engage in any activity that adversely influences your judgment in the performance of your job duties.

It is against NYIT policy for students to work in the same department or office as a relative, including spouses, fathers, mothers, guardians, sons, daughters, cousins, and grandparents.

Upon discovering a conflict of interest or the appearance of a conflict of interest, the employee must notify the Assistant Director of Student Employment in writing. Unless the Assistant Director of Student Employment determines that the conflict is not real or is too insubstantial to merit further consideration, the employee must either eliminate the conflict of interest or refrain from all discussion and approval of the subject of the conflict as directed by the Vice President of Student Affairs. All employees are required to follow the guidelines prescribed above. If clarification of the guidelines is required, employees are encouraged to consult with the Assistant Director of Student Employment. Supervisors requiring further clarification may contact Student Employment.

CONFIDENTIALITY
Students are prohibited from possessing, distributing, or sharing information obtained through work as a student employee, regardless of purpose or use, or using departmental information or services for the benefit of oneself or others. Confidentiality violations are grounds for immediate termination of employment and disciplinary action through the Office of the Dean of Campus Life.

The security and confidentiality of records (electronic, computerized and in print) are a matter of concern for all NYIT personnel who have access to any college-related files, documents or internal/external records. NYIT databases are a repository of computerized information stored in the centralized computer system of NYIT and maintained by its administrative owners and the Office of Information Technology. This includes, but is not limited to internal/external records associated with the functions of the following offices: student employment, registrar, bursar, financial aid, admissions, residential services, and dean of students.
Student employees who work in departments where records of a confidential and/or sensitive nature are maintained, hold a position requiring the highest level of trust, ethics and integrity. Therefore, it is imperative that student employees recognize the responsibilities of preserving the security and confidentiality of the information, regardless if in print or electronic format.

Supervisors should have their student employees sign the confidentiality contract agreement and forward a copy to the office of student employment. See form in the back of this handbook.

WORKPLACE VIOLENCE
The College prohibits threats, menacing conduct or acts of violence on its premises by its employees, former employees, visitors, vendors or any other individuals. Moreover, the College prohibits any of such acts or conduct off College premises while on College business. The College further prohibits all individuals (other than law enforcement officers) from bringing any weapons, including, but not limited to, firearms, knives or explosives onto its premises. Any conduct which violates this policy must immediately be reported to your supervisor and to the Office of Human Resources, including, for example, threats or acts of violence, aggressive or menacing behavior, threatening or offensive comments, etc.

Employee reports will be investigated as appropriate and, to the extent possible, maintained in confidence. The College will take prompt, appropriate remedial action against those who violate this policy. Remedial action may include disciplinary action up to and including suspension or immediate termination of employment and notification of law enforcement agencies. Retaliation against an employee for reporting violations of this policy is strictly prohibited and such conduct is also a violation of this policy, which will subject the "retaliator" to disciplinary action, up to and including suspension or termination of employment.

WORKPLACE INSPECTIONS
The College may, under certain circumstances, determine it is necessary to inspect College property or the possessions or articles on its premises belonging to employees or other individuals entering onto its premises. College property covers a broad range of assets including all property that the College owns, all property that is in the College's possession either by lease or loan, all items used by College employees that are provided by the College and work product created by employees, consultants and others retained by the College.

The College reserves the right to question all persons entering and leaving its premises and to inspect any packages, parcels, purses, handbags, briefcases, or any other possessions or articles carried to and from its property. In addition, the College reserves the right, without prior notice or consent, to inspect, for example, employee offices, telephones, computers, e-mail, file cabinets and desks.
Inspections of such items may be conducted by the College whether or not the item is locked or otherwise secured by employees or otherwise. Employees who refuse to cooperate in an inspection pursuant to this policy may be subject to disciplinary action up to and including suspension or termination of employment.

**INTELLECTUAL PROPERTY**

During the course of your employment, you may be required or have the opportunity to create what is legally known as intellectual property. This is a general term applied to many tangible and intangible categories that include but are not limited to inventions, trade secrets, patents, literary and artistic works, and computer software. Intellectual property may also include trademarks, brand names, logos, designs or other symbols that distinguish products and services. Any intellectual property you create as part of your employment is created as a “work made for hire” and remains the property of NYIT, even after your employment ends, unless otherwise determined by a separate written agreement between you and the institution.

**UNLAWFUL HARASSMENT AND DISCRIMINATION**

**Workplace Discrimination and Harassment**

Equal employment opportunity is the law. Title VII of the Civil Rights Act of 1964 prohibits employment discrimination and harassment based on race, color, religion, sex and national origin and Title IX of the Education Amendments of 1972 prohibits sexual harassment of students and employees in educational programs and activities. Other federal, New York State and New York City laws prohibit various forms of discrimination and harassment. The College is committed to providing equal opportunity in accordance with the law, a positive working environment where diversity is embraced, and a workplace free from unlawful discrimination and harassment. For that reason, the College has developed a policy on workplace discrimination and harassment and is committed to its enforcement. The College’s policy applies to everyone in the organization. Our policy also applies to non-employees that you or your employees may come in contact with, including: contractors, consultants, delivery persons, guest speakers, students, vendors and visitors.

Faculty and staff who are in supervisory positions exercise authority on behalf of the College, which gives them important additional responsibilities in preventing discrimination and harassment. It is every supervisor’s responsibility to review the discrimination and harassment policy carefully, understand and enforce the policy, and act promptly to address and correct violations.
Non-discrimination
All employees will be treated in a manner free of any bias or prejudice prohibited by law. The College will ensure that all decisions concerning the terms and conditions of employment, including but not limited to, recruitment, decisions to hire, promotions, compensation, benefits, transfers, reductions in staff and rehire, will be made in accordance with the laws defining equal employment opportunity. Consistent with applicable law, no employment decision will be based on: race or color, sex or gender, marital status, pregnancy, sexual orientation, national origin, age, disability (where otherwise qualified), and creed or religion.

Non-harassment
Harassment may be verbal or physical conduct to which an employee is subjected as a condition of employment, or verbal or physical conduct which creates an intimidating or hostile work environment. Harassment may include racial or ethnic slurs, offensive comments, and jokes based on race or color, gender, sex, sexual orientation, pregnancy, marital status, national origin, age, disability, creed or religion. The College's policy prohibits any harassment based on race or color, sex or gender, marital status, pregnancy, sexual orientation, national origin, age, disability and creed or religion. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment in the workplace as follows: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive working environment."

Reporting Workplace Discrimination and Harassment
If you are an employee and believe that you may have been subjected to unlawful discrimination or harassment, whether sexual or otherwise ("offensive conduct"), you should report the offensive conduct immediately to the Office of Human Resources or the Office of Student Employment. If you are an employee and you observe or learn of an incident that might violate the College's policy, you should also report the incident immediately to the Office of Human Resources. In the case of each reported incident involving alleged offensive conduct by an employee, the Office of Human Resources will conduct a prompt investigation and recommend to the President or his designate such further investigatory or disciplinary steps as may be appropriate. If the College determines that an employee discriminated against or harassed another employee or student, appropriate disciplinary action, up to and including suspension or termination of employment, will be taken against the offending employee.
Nothing shall limit the right of the College to remove an employee immediately from job responsibilities, duties or from the premises in the event that a violent act is claimed. Nothing shall prevent the College or any of its representatives from reporting criminal or violent acts or threats to civil or law enforcement agencies in order to protect the safety and well-being of members of the College community. Such a report may be made regardless of whether a formal complaint is submitted. Complaints that a student has engaged in offensive conduct should be reported immediately to the Office of Student Affairs, which has the authority to commence student disciplinary proceedings according to disciplinary procedures set forth in the Student Code of Conduct.

Confidentiality and Non-retaliation
Confidentiality will be protected to the maximum extent possible, consistent with a fair and thorough investigation. The investigation of such complaints will generally require limited disclosure on a need-to-know basis. The College prohibits any form of retaliation against any employee for filing a complaint in good faith under this policy, or for assisting in a complaint investigation. Any attempt to retaliate against or intimidate the complainant or anyone who may have witnessed the offensive conduct will be treated as a separate incident, for disciplinary purposes. However, if after investigating any complaint of harassment or unlawful discrimination, the College determines that knowingly false information has been provided; disciplinary action may be taken against the offending employee.

BENEFITS
Work-study students and student hourly employees are not eligible for benefits, nor for paid time off, such as vacation, sick leave or holidays, except for jury duty, as set forth below. Under certain circumstances, student employees may be eligible for unpaid leave under the Family and Medical Leave Act. Student employees are not entitled to State Unemployment Insurance through New York State, but are covered under Workers' Compensation.

WORKER’S COMPENSATION
All College employees, including student employees, are covered by worker's compensation for illness, injury or death arising out of and in the course of employment. If you become ill or injured on the job and the illness or injury results in an absence from work in excess of seven calendar days, worker's compensation may provide weekly benefits. Medical expenses resulting from an on-the-job illness or injury may also be covered. It is imperative that you report any on-the-job illnesses or injuries to the office of student employment and the Office of Human Resources within three days of the incident, either in person or by telephone. Failure to do so may result in the forfeiture of worker's compensation benefits. The office of student employment along with the Office of Human Resources is responsible for filing the worker's compensation claim on your behalf.
JURY DUTY
Student employees who are summoned for jury duty are entitled to leave during the period of their jury duty. The student should notify his or her supervisor as soon as possible to allow the supervisor to arrange for any necessary substitutions. Student employees on jury duty leave who have a regular work schedule will be paid their salary up to $40 per day for the first 3 days of jury duty under the following circumstances:
• The student employee will be paid (up to $40 per day) for normally scheduled work hours while serving, but not for hours served on a jury which are outside of the student employee’s normal work schedule.
For example, a student employee normally scheduled to work for 2 hours on the day he or she is summoned for 6 hours of jury duty will only be paid for 2 hours.
• Before jury duty pay can be approved, the student employee must provide a copy of the Juror Service Certificate to the office of student employment.
• If an employee is summoned to jury duty while being paid with federal work-study funds, please contact the office of student employment.
The employee is expected to report to work, if excused from jury duty during normal work hours.
The department should maintain a record of all documents related to the jury leave usage in the employee’s file.

COMPENSATION

PAYROLL
Student Employment works to ensure that all student employees are paid in a timely and accurate manner. We can offer you important information that will help this process along, including instructions on how to accurately complete your time sheet, when to submit your time sheets and how often you will be paid, and whether you need to pay taxes.

DIRECT DEPOSIT
If you choose to use direct deposit, your check will be automatically deposited into your checking or savings account. To sign up, fill out the direct deposit form (PDF) or pick up the form in Student Employment. You will still receive a check stub to indicate your earnings for the pay period. Direct deposit takes two pay periods to begin.
• Time sheets are due at the end of every work week
• Please follow the TIMESHEET DEADLINE DATE CHART (PDF) to see when you will be paid. IMPORTANT – your timesheet must be submitted and approved by a certain date, to get paid on a certain date.
Students get paid on the 3rd and 18th of every month. [Please note that Payroll processes checks 2 and a half weeks behind.] So your first check may take a full month to process, depending on Payroll’s transmittal date. If you submit timesheets correctly and weekly, you should be paid consistently on the 3rd and the 18th of every month. If the 3rd and the 18th occur on a weekend, you will be paid on the Friday before.

- Old Westbury students will have their paychecks sent to their department where they work.
- Manhattan students must pick up their checks in 16 West 61st, 8th floor. (ask for Athena).

**PAY RATES**
The hourly pay rates are set by the Office of Student Employment (OSE) and are based on the skill-level set and responsibilities required in the position. Supervisors may recommend a pay rate using the Pay Rate Selection Form. The hourly pay rates are as follows:

- **$8.50 Office assistants:** provide general clerical work, including filing, data entry, receptionist work, and general routine operations.
- **$9.50 Program assistants:** support academic computing labs (non-clerical), learning centers, and mail room/facilities operations, working as tutors, note-takers, readers, and computer lab assistants, medical lab/office assistants, facilities/mail room assistants, and student supervisors.
- **$10.50 Technicians, Web site developers, research/teaching assistants:** positions requiring specific skill sets or training to meet responsibilities, including lab and computer technicians, research assistants, teaching assistants, Blackboard/online course developers, information specialists, computer and medical lab technicians, database/Web site developers, and student supervisors.
- **$11 – $12.50 Paid community service positions and special assignments for federal work-study students vary based on the position and agency.** Students who work special events, such as commencement, SOURCE, and other major college-sponsored events and conferences are generally paid at their current hourly rate for that event. Higher pay rates must be approved by the student employment administrator.

**MEAL BREAKS**
Student workers must be provided with a half-hour break after 6 hours of work.
COMFORT BREAKS
Students are entitled to a 15 minute paid break for every 4 consecutive hours worked. Most students work in areas where they are free to use restroom facilities at their convenience. In situations where students aren’t free to take periodic comfort breaks without some work coverage being provided, supervisors must arrange such reasonable coverage.

WORK SCHEDULE
During the school year, students may work up to 20 hrs. per week; (in the summer and during breaks students may work up to 35 hours per week.) NYIT discourages students from working more than 20 hours per week. However, Students may be permitted to work more than 20 hours per week (and no more than 35 hours per week) if they fit the following criteria:

- Student must have completed 15 credits or more.
- Student must have a cumulative GPA of 3.5 or higher
- Must be in good academic and disciplinary standing
- Must have a written letter from his/her hiring supervisor requesting to have the student work more than 20 hours per week.
- Must be approved by the Assistant Director of Student Employment to work more than 20 hours per week.

At any time, Student Employment has the right to limit students’ working hours. Students are NOT permitted to work until the Student Employment Authorization Contract is completed and signed by the student and supervisor, and is signed, authorized and stamped by a Student Employment Administrator. Student employees may not begin work prior to the date approved and stamped by a Student Employment Administrator. (Employment paperwork can be found here).

Students can NOT work more than 8 hours per day
- If a student works more than 6.0 hours in a day, he or she MUST take a half-hour unpaid break.
- If a student has not worked in a week, they MUST submit that they worked 0 hours for that specific week.
- Students are only permitted to work in one department at a time
- ALL Students MUST submit their timesheets at the end of EVERY work week! Please note that if time-sheets are not submitted at the end of every work week...Student Employment will begin the termination process for that student.
Both student employees and supervisors should ensure that the student employee never exceeds 40 hours per week from all jobs worked at NYIT. Student employees are covered by the Fair Labor Standards Act (FLSA) and must receive overtime pay if they work in excess of 40 hours per week. FSLA does not require overtime pay for work on Saturdays, Sundays, holidays, or regular days of rest, nor does it require extra pay for night or weekend work. Federal Work-Study funds will not be utilized to pay overtime.

STUDENT EMPLOYEE EXPECTATIONS

ATTENDANCE
Student employees must report to work at the time agreed upon with their supervisor. A supervisor or someone else in the department must be called immediately if lateness is anticipated. Repeated lateness and absences may result in discipline and termination. If you are unable to attend work on any given day, give your supervisor as much notice as possible. It may be helpful to program your supervisor’s phone number into your cell phone. In many cases, your supervisor will have to find a replacement for you. If class schedules change after work hours are scheduled, or if exams are scheduled on work days, students should notify their supervisors as soon as possible so that work hours can be rescheduled. Student employees and supervisors should understand the student employee’s first priority at NYIT is academic success. Student employees must be attentive and responsive to work schedules so that the delivery of services can be fulfilled within the NYIT community or organization.

- Lateness: Student employees should notify their supervisor if they will be late.
- Absences: Student employees should give their supervisor as much notice as possible if they cannot be at work at the scheduled time. If the supervisor is not available, contact the individual designated by the supervisor. Some supervisors may require the employee to find a replacement if he/she is unable to fulfill the scheduled work hours.
- Termination: Excessive absenteeism and tardiness may result in disciplinary action or termination.
- Classes and exams: Student employees should talk with supervisors to make arrangements for work schedules that do not conflict with classes and exams.

DRESS CODE
Supervisors may require dress codes when they are reasonable and rationally related to the purpose or function of the employing department. You must comply with a supervisor’s request regarding appropriate attire.
BEHAVIOR
Student employees are expected to abide by all general NYIT community standards and the Student Code of Conduct. Student employees must refrain from:

• Engaging in disruptive conduct that interferes with the orderly processes or functions of NYIT or other organizations
• Theft or misuse of university property or of another employee’s property
• Gambling on college property
• Sabotaging physical or computerized records
• Falsifying any college record or report, including employment documents
• Using records for one’s own personal or professional gain or that of another
• Falsifying one’s own time sheet or that of another
• Harassing or injuring another person or group
• Committing violations of NYIT policies, rules or regulations or engaging in behaviors that interfere with the orderly functions of an office or organization. These acts are subject to immediate termination and disciplinary action through the Office of the Dean of Campus Life.
• Removing or releasing confidential or secure documents, files or records
• Distributing, possessing, or using controlled substances, including alcoholic beverages, illegal drugs, or narcotics on college property or while performing one’s job
• Reporting to work while under the influence of controlled substances, including alcohol, illegal drugs, or narcotics

PERFORMANCE

• Students are responsible for their actions when they are at work. They should:
• Treat everyone with an efficient, pleasant, and service-oriented attitude
• Immediately bring to the supervisor’s attention any problems or concerns pertaining to the job (e.g., conflicts with academic work requirements or exams)
• Perform the duties and job responsibilities as assigned to the best of their ability and in a timely manner
• Dress appropriately for the job as specified by the employer
• Maintain a clean and orderly workstation
• Refrain from offensive or undesirable behavior or language

CELL PHONE USAGE
While we recognize that there may be times personal calls must be made at work, we ask that students should limit this as much as possible. During work hours, all cell phones must be put on vibrate mode. Please ask friends and professors not to call or text you at work.
TIMESHEETS
To access online timesheets employment paperwork must be submitted to Student Employment before starting the job. **Students are NOT permitted to work until this Student Employment Authorization Contract is completed and signed by the student and supervisor, and is signed, authorized and stamped** by a Student Employment Administrator. Student employees may not begin work prior to the date approved and stamped by a Student Employment Administrator.

Student timesheets will be accessible approximately 3–4 business days after submitting documents to Student Employment.

Every student is required to take the Online Timesheet Tutorial before beginning work. All students must sign the **STUDENT AGREEMENT** at the end of the Tutorial.

Students are mandated to submit timesheets at the end of every work week. Not doing so can be grounds for termination.

**Automatic Emails Sent to Students**
- Once a student SUBMITS a timesheet, students receive an email stating: “Timesheet has been submitted but pending Supervisor and OSE approval”
- Once a student’s Supervisor Approves or Rejects, students receive an email stating: “Timesheet is approved by Supervisor but pending OSE’s approval”
- Once OSE gives final Approval, students receive an email stating: “Timesheet is approved and sent to payroll for processing”

Students will also get a Weekly Reminder Email every Thursday to submit their timesheet at the end of every work week.

**WORKING OVER SUMMER AND WINTER BREAKS**
Students are permitted to work over the summer and winter breaks if they are enrolled in the upcoming semester. During this time, students are permitted to work up to 35 hours per week. (However, no more than 8 hours per day). or more info, see WORK SCHEDULE

**DEADLINE DATES**
If the student is **NOT** graduating and is enrolled, or planning to enroll for the next period of enrollment, then the following applies...

**Federal Work-Study (FWS)** students can work up until **June 30**. Students are not permitted to work over their allocated FWS amount.

**Student Aid (SA)** students can work up until **August 31**. Students are not permitted to work over their allocated SA amount.
JOB PERFORMANCE EVALUATION
Supervisors do not enjoy high turnover, unproductive employees or other issues that weaken their department and its mission. A job evaluation can help a supervisor avoid these issues. Student Employment mandates that all supervisors must evaluate their student workers performance on a semester basis. In these evaluations, supervisors rate the following:

• ATTENDANCE
• PROFESSIONALISM
• APPEARANCE AND GROOMING
• PUNCTUALITY
• DEPENDABILITY
• KNOWLEDGE OF THE JOB AND DEPARTMENTAL POLICIES/PROCEDURES
• COMMUNICATION SKILLS
• OVERALL PERFORMANCE
• PERFORMANCE DEVELOPMENT NEEDS

These evaluations determine your job placement and security for the upcoming semester. This could also determine a pay rate increase, if requested by the supervisor.

CHANGING OR LEAVING A JOB
Resignation
A student employee who wishes to resign from a job or terminate employment should:
1. Give the supervisor a two-week written notice with a copy provided to the Office of Student Employment (OSE) for the personnel file.

2. Complete a termination of student employment form. The student and the supervisor must sign, date and submit the form to the office of student employment within three business days from the date student has terminated employment. A student employee whose Federal Work-Study award or student aid funding is rescinded must terminate his/her employment. The program eligibility is determined by the financial aid office for Work-Study students and by the department supervisor in the case of student aid.

Transferring Positions
• Students may transfer positions provided they properly resign from their current position. To resign from a position, the student must give their supervisor and the OSE two weeks’ notice. Students may not begin a new position until they fill out a new contract, are approved to work, and are sent a new time sheet file by the office of student employment.
DISCIPLINE AND TERMINATION
There are four types of Termination, each discussed below:
• Time-Related
• Performance-Based
• Disciplinary-Based
• Work-Force Reduction

At any time, the office of student employment has the right to terminate employment “at will”.

Time-Related Termination

A student is automatically terminated by the OSE administrator if the student:
• Has exceeded his/her award amount
• Is within one (1) hour or less of exceeding his/her total work hours allocated for the year
• Student has graduated or dis-enrolled

The department supervisor and student will be notified of the termination by the OSE administrator. The student is not allowed to continue to work or volunteer services after the date of termination. It is a violation of federal and state law for a supervisor to allow or ask a student to volunteer services for a paid job.

Performance-Based Termination

Supervisors should outline the expectations and responsibilities of student employees when the student begins employment. If these expectations are not met, in most cases, the supervisor will take the following steps:
1. Address poor performance with an oral warning. The supervisor meets with the student in person or on the phone to discuss reasons for the warning. The supervisor notifies the OSE and may request the OSE coordinator to also meet with the student.
2. Address poor performance with a written warning and provide appropriate corrective action. The supervisor writes an e-mail or letter to the student regarding the reason for the warning and indicates that the next time the student engages in the behavior they will be terminated. The supervisor provides a copy of the warning to the OSE.
3. To terminate the employee, the supervisor notifies OSE prior to termination and submits termination letter to the OSE within 3 business days from the date of the termination. The supervisor should discuss the termination with the employee. In certain circumstances where the supervisor determines that progressive discipline will not be productive or is not warranted for another reason, the supervisor will discuss the situation with the OSE, which will decide if the student employee should be terminated without warning.

The student cannot work or volunteer services after the effective termination date.
Supervisors must notify the OSE when they are having behavioral, work performance, or absence issues with students so that students who are not working do not receive paychecks. Students are not allowed to continue to work or volunteer services after the date of termination. It is a violation of federal and state law for a supervisor to allow or ask a student to volunteer services for a paid job.

Some performance-based factors for termination may include, but are not limited to:
- Continuous absences or tardiness
- Poor behavior, negative attitude and/or treatment of other individuals
- Failure to complete assignments in a timely manner
- Unprofessional attitude or dress that negatively impacts the mission and/or service of NYIT or the office
- Failure to meet responsibilities as outlined in a job description or as specified by the supervisor

**Disciplinary-Based Termination**

Disciplinary-based factors refer to a student employee’s behavior or action, regardless if inside or outside of the office, which may violate the NYIT Student Code of Conduct. Only the dean for campus life may enact a disciplinary-based termination of a student employee. Behaviors that may constitute a violation of the Student Code of Conduct must be referred to the dean for campus life immediately. The dean for campus life will review the situation and work with the supervisor in accordance with NYIT policy.

If the dean for campus life determines, in consultation with the supervisor, that the student employee’s behavior compromises or negatively impacts the student’s ability to perform his/her job, or the student’s conduct disrupts the orderly functions or processes of the office or program, the student’s employment may be terminated. Because of the student’s employment-at-will status, a disciplinary-based termination of employment does not require that any procedures set forth in the Student Code of Conduct be followed. Separate and apart from the determination made by the dean of students regarding the student’s employment, the dean of students may also institute the procedures set forth in the Student Code of Conduct to determine if a violation of the Code of Conduct has occurred and whether sanctions, as set forth in the Code of Conduct, should be imposed.

**Disciplinary-based factors may include, but are not limited to:**
- Disruptive conduct that interferes with the orderly processes of the office or program
- Use of, being under the influence of, or possession of alcohol or illegal/illicit drugs in the work place
- Theft or burglary of NYIT property
- Falsifying time sheets or other student employment documents
- Releasing, sharing or communicating confidential, sensitive or protected information
- Misrepresenting oneself to obtain services or information for one’s personal benefit
Workforce Reduction
The supervisor, Office of Student Employment or Financial Aid has the right to terminate a student employee if:
- A reduction in the student work force is required
- Limited funds are available to maintain student support in a department or departments for the remainder of the year

If the supervisor needs to terminate a student under these circumstances:
1. Please contact the OSE administrator prior to termination of the student employee. Often, the OSE administrator can transfer the student to another department so there is not an interruption in the student's employment.
2. Notify all supervisors and student employees of the effective date of termination and reason for termination.
3. Complete a student employment termination form within 3 business days from the date of the termination.

The student cannot work or volunteer services after the effective termination date.

REMEMBER:

AT WILL EMPLOYMENT
New York State is an “employment-at-will,” state. Students employed by NYIT will be considered at-will employees. The employment relationship may be terminated at-the-will of either party. The at-will employment rule allows a supervisor or the office of student employment to terminate a student employee at any time and for any reason, unless a contract, state or federal law, constitutional requirements, or public policy prevents the firing. This policy does not apply to the employment relationship of students who are employed as union employees or on a graduate assistantship.

Confidentiality Contract Agreement
The Security and confidentiality of records (electronic, computerized and in print) are a matter of concern for all NYIT personnel who have access to any college-related files, documents or internal/external records. The data bases are a repository of computerized information stored in the centralized computer system of NYIT and maintained by its administrative owners and the Office of Information Technology. This includes, but is not limited to internal/external records associated with the functions of the following offices: Student Employment, Registrar’s Office, Bursar’s Office, Financial Aid, Admissions, Residential Services, Bursar’s Office, and Dean of Students Office.
STUDENT EMPLOYEE HANDBOOK

Student Employees, who work in departments where records of a confidential and/or sensitive nature are maintained, hold a position requiring the highest level of trust, ethics and integrity. Therefore, it is imperative that student employees recognize the responsibilities of preserving the security and confidentiality of the information, regardless if in print or electronic format. Since a student employee’s conduct, either on or off the job, may threaten the security and confidentiality of the files, all student employees with access to these records are expected NOT to:

- Make or permit unauthorized use of any information in the files. Unauthorized use includes reviewing records for personal use or at the request of friends.
- Seek personal benefit or permit another to benefit personally by any confidential information which has come to him/her through their work assignment.
- Exhibit or divulge the contents of any record, report, or any information gained from verbal exchanges to any person except in the conduct of their regular assignment.
- Knowingly include or cause to be included in any record or any report a false, inaccurate, or misleading entry.
- Remove any official record or report (or copy) from the office where it is kept
- Operate or request others to operate any University data equipment for purely personal business.
- Update or alter his/her own University record, even if doing so would fall in the range of tasks routinely performed as part of his/her work assignment.
- Aid, abet, or act in conspiracy with any other person to violate any part of this code.

All students must immediately report any violation of this contract agreement to the supervisor.

By signing below, I_______________________________________________, have read and fully understand that any violation of this agreement will be referred to the Dean of Students Office, and is grounds for suspension or expulsion from NYIT and/or termination of employment or other sanctions or corrective action consistent with the policies of the NYIT Office of Student Employment and the Dean of Students Office.

By signing below, I acknowledge I agree and will comply with the stipulations as specified in this agreement.

Complete in blue or black ink only

Signed______________________________Date_____________________

Print Name (legibly):________________________________________________
NYIT’s 14,000 students represent a diverse student body, hailing from nearly 50 states and 100 countries. With campuses in North America, China, and the Middle East as well as online, NYIT’s student and faculty global exchange programs, unique experiential learning programs, and numerous extra- and co-curricular opportunities combine to create a unique, 21st-century learning experience.