

New Mexico State University
Student Employment Handbook

Revised 2017

Prepared by
Human Resources,
Employment and Compensation Services
Hadley Hall Room 17

I. INTRODUCTION

Purpose - To assist students in obtaining jobs which will help defray the cost of a college education; to provide equitable personnel practices program; to provide students with career related work where possible; to provide all students seeking employment an equal opportunity to obtain jobs; and to assist employers in finding qualified employees.

Authorization - In 1975, the Academic Deans' Council authorized the centralization of responsibility for all student employee policies and activities in the Student Employment Service at NMSU Human Resources.

Definition of a Student Employee - A student employee is a part-time employee who is enrolled as at least a half-time student (6 undergraduate or nine graduate credits) at New Mexico State University, and whose primary purpose for being at the University is the achievement of a degree, diploma, or certificate. This person's term of employment is subordinate to the pursuit of an educational objective and is contingent upon academic progress as defined in this handbook.

A student employed by the University through the Cooperative Education Program is considered a student employee. Participation in the Cooperative Education Program is considered an extension of the classroom teaching/learning process.

EEO/AA - New Mexico State University, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Inquiries may be directed to the Executive Director, Title IX and Section 504 Coordinator, Office of Institutional Equity, P.O. Box 30001, E. 1130 University Avenue, Las Cruces, NM 88003; 575.646.3635; 575-646-7802 (TTY); equity@nmsu.edu.

NMSU is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request an accommodation, please contact Student Accessibility Services, Corbett Center Student Union, Room 2008, Las Cruces, NM 88003; 575.646.6840 (V/TTY) or sas@nmsu.edu or the Office of Institutional Equity, O'Loughlin House, E. 1130 University Avenue, Las Cruces, NM 88003; 575.646.3635; 575.646.7802 (TTY) or equity@nmsu.edu. One week advance notice is appreciated. To request this document in an alternate form, please contact HR Services, 575-646-8000, teamhrs@nmsu.edu.

Immigration Reform and Control Act of 1986 - In compliance with the Immigration Reform and Control Act of 1986 (IRCA), it is the policy of New Mexico State University to verify the employment eligibility status of all those hired after November 6, 1986. Accordingly, the completion of an Employment Eligibility Verification Form (I-9 form) is required of all employers at the time of initial employment of any faculty, staff or student employee at the University. The University's commitment to anti-

discrimination practices will continue under IRCA. Discrimination is prohibited in all recruitment, hiring, discharge, or any other terms of employment.

II. EMPLOYMENT TERMINOLOGY

Crimson Scholar Program – a university-wide program that recognizes academic achievement, offering several benefits to students who qualify. One of the benefits of being a Crimson Scholar is the opportunity to work in an academic area and have compensation supplemented (50% of wages) by a work-study award. Information on the Crimson Scholar Program may be obtained from the Financial Aid Office.

Graduate Assistants - employment status for graduate students involving teaching, research, or other graduate assistant work which will provide practical and professional experience related to the student's degree program. Information on graduate assistantships may be obtained from the Guidelines on Employment of Graduate Assistants at <http://gradschool.nmsu.edu/ga/employmentguidelines.pdf>.

Holiday Pay - compensation for work on designated university holidays. Students receive straight-time pay only for hours worked up to forty (40) per week.

Overtime Pay - Students are limited to a maximum of 40 hours of work per week during the summer and academic breaks. Employment law dictates that employees be paid at an increased rate (time and one-half) for all hours worked in excess of 40 within a given work week.

University Student Employment – university employment for all eligible students paid entirely through departmental funds on a part-time (academic year or summers, school vacations) basis.

Student Employment - NMSU Human Resources - Employment and Compensation Services handles all university student employment. Employment and Compensation Services is located in Hadley Hall Room 17.

Unemployment Compensation – Student employees are not eligible to receive unemployment compensation.

Work-study – The work-study program is administered by the Financial Aid Office to provide funding for student employment on campus and some non-profit agencies in the community. There are three categories: Federal, State, and Crimson Scholar. Work-study is funded by federal, state, and/or institutional allocations and is awarded to students who qualify. The federal and state monies must be matched by employers. The current match is 70% (government) and 30% (employer) (50/50 for Crimson Scholar work-study), and is subject to change due to federal requirements and/or availability of funds. Participants in the Teacher Education Co-op Program are employed under the federal or state work-study eligibility criteria.

Those seeking more information on the work-study program may access the web site at <http://fa.nmsu.edu/work-study/> or call 646-4105.

Work Week – For scheduling and payroll purposes, the work week officially begins on Sunday and ends on Saturday.

III. GENERAL CONDITIONS OF EMPLOYMENT

1. All university student employees at NMSU, regardless of the department in which they are employed, are subject to the conditions of employment as outlined in this handbook.
2. There are often unique circumstances or requirements associated with a student’s job that cannot be addressed in a general policy manual. It is the employer’s responsibility to ensure that the student employee understands all of the conditions of employment at the time of hire. These conditions must include the duties of the job, length of employment period, working hours, leave policy, pay rate, performance evaluations, and other departmental personnel policies. Employers are also strongly encouraged to provide the student employee with written conditions of employment and position description.
3. All student employee employment recruitment is processed through AggieCAREER Manager and the hires through EPAF. Recruitment and hiring processes must be completed prior to allowing the student employee to begin work.
4. Satisfactory work performance is expected of all student employees. If an employer feels that a student is not fulfilling the duties of his/her job, the situation must be discussed with the student as soon as it is recognized. This will ensure that the student fully understands the responsibilities of the job before additional time elapses.
5. Campus-wide student employment policies pertaining to eligibility criteria, wages, hours worked, hiring procedures and utilization of student labor (other than graduate assistants) at New Mexico State University will be established by the Employment and Compensation Services.

Occasionally circumstances arise that necessitate closer examination of a student’s relationship with the University. One such situation pertains to contract law within the State of New Mexico. Section 21-1-17 NMSA (1978) clearly prohibits university employees from entering into contracts with the University out of concern that a contractual relationship may bring about a conflict of interest. This section provides that:

No employee or member of a board of regents of any state educational institution shall have any direct or indirect financial interest in any contract for building or improving any of the state educational institution or for the furnishing of supplies or services to that institution except as permitted pursuant to the University Research Park Act [21-28 to 21-28-25 NMSA 1978].

IV. UNIVERSITY STUDENT EMPLOYMENT ELIGIBILITY

To be eligible for university student employment, one must be at least a half-time, degree-seeking student in good standing. Exceptions may be made on a case-by-case basis and should be requested by the employee/candidate (see Waiver Process below). Students under non-degree, or early admission status, are not eligible for student employment.

Enrollment/Credit Hour Progression Requirement (Regular Semester) – An undergraduate student must be enrolled for at least 6 credits throughout the semester. A graduate student must be enrolled for at least nine (9) graduate credits throughout the semester.

To maintain employment eligibility from one semester to the next, an undergraduate student must have completed and passed 6 credits and a graduate student must have completed and passed nine (9) graduate credits the previous semester. This expectation also applies to student employees going from the spring semester to summer session.

Courses in which a student has earned a PR or RR grade count toward the credit-hour progression requirement. However, courses taken for AUDIT do not count toward the 6 or nine (9) credit minimum requirement for employment purposes.

Required Academic Average -Undergraduate students must maintain a **2.0 CUMULATIVE GPA**; graduate students must maintain a **3.0 CUMULATIVE GPA**. This does not apply to students enrolled (or about to enroll) in their first semester who have not yet established an earned GPA at NMSU.

Summer - During the summer, a student must meet one of the following requirements:

1. A continuing NMSU student must meet the academic average requirements and (if a continuing student employee) credit-hour progression requirements as stated above.
2. An incoming transfer student or freshman must be formally admitted to NMSU as a degree-seeking student in good standing for the ensuing academic semester.

Regular Student Employment Waiver Process – A student who fails to meet eligibility requirements and who wishes to work for the University may request an exception to policy and approval to pursue/continue university student employment. Waiver requests may be submitted via email to Employment and Compensation Services (teamhrs@nmsu.edu). Waiver request must be routed through and signed by the Sr. Administrator/Dean for approval prior to submitting to HR-Employment Services. The waiver should include the following: student name, aggie ID, contact information, unique or extenuating circumstance, steps that will be taken to assist the student in meeting the eligibility requirements and time period anticipated to meet eligibility requirements.

Students who have requested waivers and their employers (if employed by NMSU) will be informed via email when a decision has been made.

Under normal circumstances requests for waiver of the maximum hours per week during the academic year, would not normally be accepted. Contact Employment and Compensation Services at teamhrs@nmsu.edu or (575)646-8000.

Graduating Students - A graduating student may not be employed as a student employee past the date of course work completion.

Student vs. Regular Staff Employment - Any individual employed in a staff position and eligible for fringe benefits is not considered a student for employment purposes. An individual MAY NOT be employed in a student position and a staff position simultaneously.

Multiple Jobs - A student is permitted to work in more than one position simultaneously as a student employee. However, the total combined hours worked cannot exceed the weekly maximum as stated in section V. It is each employer's responsibility to monitor the student's working hours.

V. WORK AND ACADEMIC LOAD

Regular Semester - Employees paid through the student payroll are limited to 20 hours of work per week. This limitation allows for a larger number of students to be employed by the University.

Summer and Holidays - Students may work up to 40 hours per week during the spring vacation and holidays that total one-week or more. During the summer, students who are enrolled for fewer than five (5) credits per session may work up to 40 hours per week. Students enrolled for five (5) or more credit hours are limited to 20 hours per week. All hours worked by student employees are subject to departmental approval and the availability of funds.

VI. COOPERATIVE EDUCATION STUDENTS

Cooperative Education (Co-op) is an experience-based learning program in which students are employed in jobs directly related to their academic and career interests. All Co-op work assignments are for continuing students that meet the requirements, and must be completed prior to graduation. Each semester that a student participates in an approved Co-op a notation is placed on his/her permanent academic transcript.

Waiver – written requests for waivers for Co-op students who do not meet the minimum requirements (GPA, Classification, and Enrollment) should be sent to the Cooperative Education and Internship Program at coop@nmsu.edu or at 646-4115.

Written requests for waiver of the maximum hours per week during the academic year, will be accepted for the fiscal year July 1 through June 30 only.

Parallel Co-op - a student who is employed on a part-time basis, at a minimum of 15 and a maximum of 20 hours per week during the spring and fall academic semester with full-time enrollment. During the summer semester, fall break, winter break and spring break the students may work a maximum of (40) hours per week.

University Assignments - Co-op students employed by the University must satisfy requirements of both Employment and Compensation Services and the Cooperative Education Program.

Enrollment - All parallel co-op students are required to register with the Co-op Office (Garcia Annex, Room 224) prior to selection for a work assignment and must complete required enrollment paperwork as soon as they have been selected for an assignment. Students must complete required paperwork at the beginning of every semester (spring, summer and fall) during which they will be employed as Co-op

students. Academic departments must provide a job description to the student for the Co-op work assignment.

VII. INTERNATIONAL STUDENTS

The laws of the United States regulate very closely whether students from foreign countries are eligible to work. Employment of international students must be approved by International Programs **prior to beginning work**.

VIII. JOB CLASSIFICATIONS AND CODES

Using the broad categories listed below, employing departments may select the appropriate job classification and accompanying code for each of their student positions. These classifications and codes are used to help define the work environment and for payroll purposes. All student employees will be classified into one of the following categories:

1. **STUDENT AIDE**: student employees whose duties are primarily clerical, labor, or service–worker functions.
2. **STUDENT ASSISTANT**: student employees, whose duties are of a technical nature and are generally at the junior or senior level in their academic degree program.
3. **STUDENT CO-OP**: student employees whose duties meet the standards for cooperative education as prescribed by the Cooperative Education and Internship Association (CEIA) and the National Association of Colleges and Employers (NACE). “Cooperative Education (Co-op) is a formalized program, under the direction of a post-secondary institution, to optimize learning in an alternate setting. Cooperative Education provides experience-based learning for college students through paid employment in practical, curriculum-related work assignments structured to meet students’ interests, abilities, and aptitudes while meeting employers’ needs.” Experiential learning also includes internships and may qualify for the NMSU Cooperative Education program if the positions meet the requirements. Each term (spring, summer, and fall), full-time and part-time (parallel) co-op and internship assignments must be approved by, and students enrolled with, the appropriate Cooperative Education and Internship Program office (i.e., the Co-op Office or Career Services Office on the main or branch campus that offers the student’s major).
4. **PAY RATES**: the student pay rates can be found at <http://hr.nmsu.edu/employment/salary/>.
5. NOTE: Employees classified as Student Aides, Student Assistants, or Student Co-ops may be either undergraduate or graduate students.
6. **STUDENT GRADUATE SPECIALIST**: graduate student employees whose duties are of a technical and/or professional nature similar to those performed by Graduate Assistants (e.g., Teaching Assistants, Research Assistants, etc.). Graduate Specialists generally will be paid hourly at rates of pay equivalent to those of Graduate Assistants, as determined by the Graduate School Dean.

Exceptions to the above guidelines may be necessary from time to time. For example, rates and/or methods of payment may be altered if an employer has a contract with an outside agency that dictates a different pay scale, or if the nature of the work is so highly technical that it requires a wage outside the

prescribed range for a given classification. In such cases, approval must be obtained in advance from the appropriate Student Employment Office.

IX. PAY PERIODS AND BENEFITS

1. There are 24 pay periods in a calendar year and students are normally paid the 15th and the last working day of each month.
2. Student employees ARE eligible for:
 - a. Student Health Insurance Program
 - b. Worker's Compensation
3. Student employees ARE NOT eligible for:
 - a. Annual or Sick Leave
 - b. Educational Retirement
 - c. Holiday Pay, except as stated in section II
 - d. Unemployment Insurance

New Mexico State University Worker's Compensation procedure for work related injuries can be found at <https://wellness.nmsu.edu/work-related-injuries-illnesses/workers-compensation-procedures/>.

X. POSTING INFORMATION AND REHIRING

Posting – Posting student positions is highly encouraged, but not a requirement. A posting may include one or multiple jobs. However, employers will receive one pool of applicants per posting, regardless of the number of jobs included under the posting. Therefore, jobs that call for very different qualifications should be posted separately.

Employers are encouraged to initiate the posting process well in advance of the anticipated hiring date, and should make every effort to hire students from the pool of applicants.

Employers may hire students from the applicant pool anytime within the semester in which the position was posted and up to the onset of the following regular semester as long as they have not again posted the job since the pool was made available to them.

It is recommended that employers interview at least three (3) students for each opening during the selection process.

XI. STUDENT EMPLOYMENT JOB ANNOUNCEMENT

Job postings will be completed in AggieCAREER Manager. A posting may include one or multiple jobs; it will be assigned a unique number by the system. Student applications will be immediately viewable to the employer.

XII. STUDENT ORIENTATION

All students, upon registering to use AggieCAREER Manager, will be required to view the orientation document and signify that they understand and accept stated conditions. Only after this acknowledgement will students be permitted to proceed with registration and application for job postings.

XIII. STUDENT EMPLOYMENT SERVICE REGISTRATION/APPLICATION

Students: Those who wish to apply for university or community jobs through AggieCAREER Manager will need to complete an application. When completed, the application can be submitted to postings. Each time a student applies for a posting (s)he will have the opportunity to revise the application as appropriate to the position sought. Each application will be saved in the system just as it was submitted to the employer. Student eligibility will be checked at the time of hire.

Employers: Employers who wish to utilize the Student Employment Service to post positions and hire students must register for AggieCAREER Manager. If you have any questions please contact them at 575-646-1631, Monday - Friday from 8:00 a.m. - 5:00 p.m. or send an email to hireNMSU@nmsu.edu

XIV. IMMIGRATION REFORM AND CONTROL ACT OF 1986

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), it is the policy of New Mexico State University to verify the employment eligibility status of all new student hires.

An Employment Eligibility Form (I9) must be completed within three days of the hire date or preferably before employment begins. At the time the job offer is made, the student should be informed that eligibility to work in the United States must be demonstrated by showing appropriate documentation.

For information related to Employment Eligibility and to obtain the form, please go to <http://hr.nmsu.edu/employment/emp-eligibility/>. The Policy Statement on Equal Employment Opportunity/Affirmative Action (Section I) is intended to cover the provisions of the IRCA. Any employee or applicant for employment who has questions, problems, or complaints arising under the provisions of the IRCA may pursue the matter utilizing procedures outlined in Section XX.

XV. PROBATIONARY PERIOD

It is the responsibility of the employing department to ensure that all student employees are familiar and in compliance with the policies and procedures contained in this handbook. In addition, the employer should discuss with the student job expectations, as well as the department's specific policies and procedures, such as dress code, working hours, chain of command, and others that may directly affect the student employee.

All university student employees are employed in a probationary status for the **first three months in any new job**, during which time the student determines if the position is acceptable and the supervisor determines whether the student is able to perform satisfactorily in the position. A student employee who does not meet the required standard of performance during the probationary period may be

terminated without prior notice or recourse to the grievance procedure. The student employee may also resign without notice.

Upon completion of the initial probationary period, the student should be given a performance evaluation by the employing department. If the student employee has performed sufficiently to be retained, but shows deficiencies that must be corrected, the individual may be continued in a probationary status, based on performance. In such a case, deficiencies must be spelled out clearly in writing and the employee given ample time to correct them. The length of the extension of probation should be specified and the Employee & Labor Relations must be notified by copy of the correspondence to the student.

XVI. PERFORMANCE APPRAISAL

Department Heads or selected representatives are strongly encouraged to prepare a formal, written appraisal of a student's performance on a regular basis during the student's period of employment. The purpose of the evaluation is to create a learning environment for the student by discussing strengths and weaknesses, providing for recognition of good work, as well as presenting guidelines for improvement.

A sample performance appraisal form can be obtained from the Employee & Labor Relations. Employers may also utilize their own forms. Students should be advised in advance that they will be evaluated and that appraisal forms will become a part of their employment files in the employing department.

XVII. ELECTRONIC PERSONNEL ACTION FORM

The Electronic Personnel Action Form (EPAF) is an HRS system generated document. The EPAF should be used for student employees for the following types of transactions:

1. Currently EPAF's may be used to make changes in the salary, FTE, and to process terminations. EPAF's can also be used to extend employment dates, rehire a student employee or switch an employee from one department to another.
2. Converting an employee from work-study to student regular status (SW to SR). Employers wishing to continue work study employees who have depleted their funds must submit via standard system processes to hire the student and a termination action must be submitted to terminate the student's non-work study employment record effective the day before the work-study begin date.

Termination of Employment - University student employees are not automatically terminated at the end of the spring semester. Therefore, if a student is continuing employment from the spring semester into the summer session, or if leaving for the summer and returning in the fall, an Electronic Personnel Action Form (EPAF) need not be executed at the end of the spring semester.

NOTE: The EPAF must indicate in the comment section the reason for termination. Involuntary terminations require documentation of verbal and written warnings, which should be attached to the EPAF and forwarded to the Employment and Compensation Services.

XVIII. TERMINATIONS

Student employees may terminate for a number of reasons. However, there are five broad categories under which the student employee's termination will fall:

1. **End of Employment Period** - All student employees are automatically terminated as of the job end date specified in AggieCAREER Manager at the time of hire. It should be noted, however, that an incumbent has the right to continue working if the position has not been dissolved.
2. **Depleted Budget** - A student employee may be terminated when departmental funding for the position is eliminated or depleted. When a termination occurs for this reason, a notation should be made on the Electronic Personnel Action Form (EPAF).
3. **Failure to Meet Eligibility Criteria** - The student should be terminated when:
 - a. Student is no longer pursuing a sufficient number of credit hours at the University
 - b. Student is no longer maintaining the required cumulative GPA
 - c. Credit-hour progression has not been satisfactory
 - d. Student withdraws from the University entirely

Employment and Compensation Services will advise the employing department when a university student employee has failed to meet eligibility criteria. However, if the employer has prior knowledge that an employee will be deficient in any of the above requirements, it is the employer's responsibility to contact Employment and Compensation Services immediately to determine the student's eligibility for employment.

Students (other than Work-study) who do not meet the half-time enrollment, GPA, or credit-hour progression requirement may petition the Employment and Compensation Services for an exception to the specific policy requirement (see "Waiver Process" under IV above). Students requesting such exceptions must be able to show that special circumstances beyond their control were the cause of the ineligibility.

1. **Voluntary Termination** - The student employee may be terminated at the student's request. Such a request is normally presented to the employing department in written or verbal form. However, a student employee is considered to have resigned when (s) he:
 - a. Walks off the job and does not return the next scheduled work day;
 - b. Is absent for three consecutive scheduled work days without permission or notifying the employer;
 - c. Does not report to assigned work that requires attention seven days a week such as livestock feeding, continuous research, building supervision, machinery maintenance, or similar positions.
2. **Involuntary Termination** - It is the University's policy to provide the employee with an opportunity to correct job-related deficiencies that have been noted by the supervisor;

however, the employee must make progress to correct them. Failure to make satisfactory progress may result in disciplinary action and/or involuntary termination. The supervisor may select action appropriate to the nature of the offense. The student employee may be involuntarily terminated when (s) he:

- a. Does not perform in a satisfactory manner;
- b. Is found guilty of any violations listed below under Immediate Termination;
- c. Does not schedule working hours in accordance with the job announcement under which (s) he was initially hired.

Due Process - The proper method to use when terminating a student employee (except for immediate terminations) is to take the following steps:

1. A verbal warning noting deficiencies is given to the student employee with ample opportunity for improvement.
2. A written warning is given to the student employee with a copy of the warning sent to Employee & Labor Relations. The written warning should specify performance problems and give ample opportunity to correct them. It should explain possible consequences if problems are not corrected (e.g. more serious sanctions to include probation and/or termination of employment). Additionally, the warning should invite the student to come to the supervisor with questions.
3. The student is terminated with a written summary of the case attached to the PAF and sent through channels to the Employee & Labor Relations. The student must be given a letter specifying reasons for termination and the next level of supervision to whom an appeal should be directed, should the student wish to file an appeal. An appeal must be filed within two working days after the date the student receives the letter.

When questions arise at any point in this process, the employer is encouraged to consult with Employee and Labor Relations (<http://hr.nmsu.edu/elr/>).

If a student is involved in a disciplinary action or is involuntarily terminated, (s)he has the option of pursuing the issue by following Grievance Procedures, as outlined in Section XIX.

Immediate Termination - The employing department may, after approval by the appropriate administrator(s), dismiss or remove any student employee immediately for violations of the items listed below. The supervisor will furnish the appropriate Student Employment Office and the employee with a written statement of the reasons at time of dismissal.

1. Gross misconduct (e.g., dishonesty, sleeping on the job, fighting, or threatening a supervisor and/or other employees) or misconduct on University property or elsewhere adversely affecting the interests, reputation, or safety of the University or its employees.
2. Use of alcohol or narcotics, or being under the influence, while on the job.
3. Insubordination or refusal to accept a valid assignment from an authorized supervisor.

4. Conviction of a job-related felony. In cases of the commission of a job-related felony, when the facts are admitted, the student employee may be dismissed immediately, and the same applies when the student is convicted by court action.
5. Careless, negligent, improper, and malicious use of or theft of University property, equipment, or funds.

XIX. GRIEVANCE PROCEDURES

While the university tries to maintain pleasant working conditions, it is also recognized that misunderstandings and disagreements may arise regarding terms and conditions of employment. Disagreements that arise in the daily operation of a university department should be resolved promptly through a discussion between the student employee and the immediate supervisor. Questions involving interpretation of university policies contained herein should be referred to the Employment and Compensation Services.

If the disagreement cannot be resolved to the satisfaction of the employee and the supervisor through informal discussion, the student employee may appeal to the next level of administration. After exhausting the administrative appeal, and if satisfaction is not attained, then the employee should exercise the formal grievance procedure that follows:

At any step or level of the proceedings, a representative of Employee & Labor Relations may be requested by the aggrieved or the supervisor to serve as consultant to the proceedings. In such cases, the consultant will serve in the capacity of an information gathering and advising person only.

NOTE: In alleged cases of discrimination the EEO Officer should be consulted.

1. Step I The affected student employee must submit a formal, written grievance. The grievance must be submitted to Employee & Labor Relations (in cases of alleged discrimination, to the EEO Officer) within five (5) working days of the action in question.
2. Step II Employee & Labor Relations will appoint a Grievance Review Officer upon receipt of the written grievance. The Review Officer will initiate an investigation within five (5) working days after the grievance was submitted in order to:
 - a. Review testimony from the employee and employer.
 - b. Interview such witnesses as necessary to render a just and equitable decision.
3. Step III The Review Officer will review and summarize the findings and make a recommendation to both parties of the grievance within five (5) working days of the date the investigation was initiated (where possible). If both parties concur with the recommendation, the grievance is settled. However, if either of the parties involved in the grievance refuses to accept the recommendation, the grievance will move to Step IV of the procedure. Acceptance or refusal must be submitted in writing to the Grievance Review Officer within two (2) working days after the recommendation was made.
4. Step IV The Review Officer will report to the Vice President for Student Affairs and Enrollment Management that the grievance is at an impasse and request it be submitted to a Student

Personnel Grievance Board for review and recommendation. The Grievance Board will be assembled and will convene to review the case within eight (8) working days (or as soon thereafter as possible) after the Vice President for Student Affairs and Enrollment Management has been notified by the Grievance Review Officer.

Composition of the Student Personnel Grievance Board:

Chair: A student appointed by the ASNMSU President.

Member: A student appointed by the ASNMSU President.

Member: A faculty or staff member to be selected by the employee filing the appeal.

Member: A staff member to be selected by the Employee & Labor Relations department.

NOTE: Student members shall, by University definition, be full-time students in good academic standing.

Guidelines for Board Review:

1. All materials related to the case will be solicited from those involved (e.g., critical incident documentation, related correspondence, notes from administrative hearings, performance appraisals, etc.).
2. While reviewing case materials, the Board may contact individuals for additional information or clarification.
3. Upon completing review of case materials, the Board will convene a hearing and will meet with both parties to the grievance individually and if deemed necessary, together. The Board may also, at its own discretion, call any others who may have information pertinent to the case. Appointment times will be scheduled for those called before the Board and all testimony will be taped.
4. As soon as possible after the conclusion of the hearing, the Board will continue deliberations and arrive at a decision, requiring three-fourths majority. No one, but the members of the Board, may be present during these deliberations.
5. The Chair of the Board will document findings and a recommendation to be forwarded to the Vice President for Student Affairs and Enrollment Management, along with all supporting case materials.

NOTE: It is expected that the recommendation of the Student Grievance Board will reach the Vice President within eight working days (or as soon thereafter as possible) after it convenes for the first time.

5. Step V The Vice President for Student Affairs and Enrollment Management, considering the recommendation of the Board, will render a decision. The decision of the Vice President shall be final in all cases of student personnel grievances. The student employee is assured that there will be no coercion or reprisal for using the grievance procedure.

XX. STUDENT EMPLOYMENT RECORDS RETENTION

In order to comply with state and federal requirements for employment records retention, Employment and Compensation Services will retain for a period of three years all application materials included in application pools. Employing departments are required to keep student employees' personnel files (i.e., contracts, performance evaluations, references, etc.) for a period of six (6) years after the employee has terminated.

XXI. STUDENT EMPLOYMENT OFFICES

The Student Employment Offices' functions and locations are as follows:

1. **Cooperative Education Program** - The Co-op Office acts as a central clearing-house for co-op work assignments, (except those in teacher education); internships, and career related summer employment. The office is located in Garcia Annex, Room 200.
2. **Financial Aid Office** - The Financial Aid Office administers loans, scholarships, grants, Federal and State Work-study programs, and the Crimson Scholar employment program. The office is located in the Educational Services Center, Suite F.
3. **Graduate School** - The Graduate School administers the Graduate Study Programs of the University and is located in the Educational Services Center, Suite 301.
4. **Career Services** – Career Services administers on and off-campus student employment, as well as providing listings and referrals pertaining to summer, Internship, and Cooperative Education employment for students. The office is located in Garcia Annex, Room 224