# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statement</td>
<td>2</td>
</tr>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>2</td>
</tr>
<tr>
<td>Sex Discrimination Policy</td>
<td>3</td>
</tr>
<tr>
<td>Student Employees</td>
<td>3</td>
</tr>
<tr>
<td>Eligible Students</td>
<td></td>
</tr>
<tr>
<td>Concordia Work Study</td>
<td></td>
</tr>
<tr>
<td>Federal Work Study</td>
<td></td>
</tr>
<tr>
<td>International Students</td>
<td></td>
</tr>
<tr>
<td>Summer Students</td>
<td></td>
</tr>
<tr>
<td>Finding and Applying for a Job</td>
<td>3</td>
</tr>
<tr>
<td>Finding a Job</td>
<td></td>
</tr>
<tr>
<td>Job Selection</td>
<td></td>
</tr>
<tr>
<td>Contacting the Supervisor and Interviewing</td>
<td></td>
</tr>
<tr>
<td>Employment of Relatives</td>
<td></td>
</tr>
<tr>
<td>New Hire Paperwork</td>
<td></td>
</tr>
<tr>
<td>Required Documents for ALL Student Employees</td>
<td></td>
</tr>
<tr>
<td>Work Hours</td>
<td>5</td>
</tr>
<tr>
<td>Workweek and Workday</td>
<td></td>
</tr>
<tr>
<td>Meal Breaks and Breaks</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
</tr>
<tr>
<td>Vacation/Holidays</td>
<td></td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>5</td>
</tr>
<tr>
<td>Attire</td>
<td></td>
</tr>
<tr>
<td>Illness, Accident and Employment Related Injuries</td>
<td></td>
</tr>
<tr>
<td>Keys, Pagers, Special Equipment</td>
<td></td>
</tr>
<tr>
<td>Technology and Privacy of Information</td>
<td></td>
</tr>
<tr>
<td>Passwords, Combinations and Confidentiality of Information</td>
<td></td>
</tr>
<tr>
<td>Unlawful Harassment Policy</td>
<td>7</td>
</tr>
<tr>
<td>Zero Tolerance</td>
<td></td>
</tr>
<tr>
<td>Complaint Procedure</td>
<td></td>
</tr>
<tr>
<td>Investigative Process &amp; Remedial Action</td>
<td></td>
</tr>
<tr>
<td>Protection Against Retaliation</td>
<td></td>
</tr>
<tr>
<td>Ethics in the Work Place</td>
<td>8</td>
</tr>
<tr>
<td>Employee Evaluation and Discipline</td>
<td>9</td>
</tr>
<tr>
<td>Payroll Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Online Timecard Entry Instructions</td>
<td>10</td>
</tr>
<tr>
<td>Handbook Acknowledgment</td>
<td>12</td>
</tr>
</tbody>
</table>
MISSION STATEMENT

Concordia University
The mission of Concordia University, St. Paul, a university of The Lutheran Church-Missouri Synod, is to prepare students for thoughtful and informed living, for dedicated service to God and humanity, for enlightened care of God's creation, all within the context of the Christian Gospel.

Human Resources Office
The mission of the office of Human Resources is to serve Concordia University-St. Paul and its community by providing leadership in personnel policy management, compensation and employee development.

INTRODUCTION

The Student Employee Handbook is presented as a guideline of general policies, rules and regulations applying to student employment at the University.

Employment at Concordia University is not guaranteed or for a definite term. Employment may be terminated at will by either Concordia University or the employee, with or without cause.

It is the intent of the handbook to guide students in the student employment process from locating a position through being a dependable employee.

Not everything applying to Concordia student employment is necessarily contained in this handbook. Where an issue is omitted, the prevailing policy or procedure as contained in other documents published by Concordia University will prevail.

Please direct questions to the Human Resources Office, Meyer Hall 218, extension 8846; Mary Arnold, Director of Human Resources, Meyer Hall 218, extension 8268; or e-mail humanresources@csp.edu.

NON-DISCRIMINATION POLICY

It is the policy of CSP not to discriminate on the basis of race, color, national or ethnic origin, gender, age or disability in the administration of its employment policies. This policy is in compliance with the requirements of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, regulations of the Internal Revenue Service and all other applicable federal, state and local statutes, ordinances, and regulations. Inquiries regarding compliance with Title IX and Section 504 may be directed to the compliance coordinator.

CSP will ensure that all employment practices are free of discrimination. Such employment practices include but are not limited to the following: hiring, career advancement, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training.
SEX DISCRIMINATION POLICY

CSP is an equal opportunity employer and it is the policy of this institution to provide equal employment opportunity for all employees and not to discriminate unlawfully against any employee or applicant because of their gender. CSP, based on a religious tenet, recognizes only male ordained ministers of the Gospel, but recognizes both male and female commissioned ministers of the Gospel.

Inquiries concerning these issues may be referred to the Human Resources Director located in Meyer Hall, 275 Syndicate St. N., St. Paul, MN, phone: (651) 641-8268.

STUDENT EMPLOYEES

Eligible Students
A student employee of Concordia University must:
1. Be enrolled and registered as a Concordia University student (does not include Post Secondary Enrollment Option [PSEO] students). Priority is given to students enrolled for 12 hours or more as an undergraduate; 6 hours or more as a graduate student; or are eligible for federal or state work study. Exceptions exist for summer employment.
2. Have a United States Social Security number.
3. Have proper identification as determined by Form I-9. Must be able to complete section A or sections B and C. (See Appendix I)

CONCORDIA WORK STUDY - is funded by the University. Students are not required to document need in order to qualify for this program.

FEDERAL WORK STUDY - is funded by the federal government, which allocates funds to the institution each year. The University administers these funds through the Financial Aid Office. Federal Work Study funds are granted based on financial need.

INTERNATIONAL STUDENTS - International students are not eligible for Federal Work Study. However, they are eligible for Concordia Work Study. All international students must bring their original Social Security Card to the Human Resources Office.

SUMMER STUDENT EMPLOYMENT - FICA taxes (otherwise known as Social Security), along with federal and state withholding, are withheld from all summer wages.

FINDING and APPLYING FOR A JOB

NOTE: A job is not automatically provided for students who are awarded Work Study. All students must search for positions on their own.

Finding a Job
All employment opportunities, on-campus and off-campus, are listed online. To view these positions:
1. Go to Concordia’s Human Resources page (http://concordia.csp.edu/humanresources)
2. Click on “Student Employment”
3. All available jobs are listed here
4. Follow the instructions within the posting.
**Job Selection**  
Student employees may be selected in one of four ways:  
1. A student may refer to the web site for jobs which are currently active.  
2. A supervisor may wish to rehire a student who was employed previously.  
3. A student may be selected from classes conducted by the supervisor.  
4. A student may initiate contact with a supervisor, faculty or staff.  

**Contacting the Supervisor and Interviewing**  
During the selection process it should be kept in mind that the decision to hire a student is based on the joint agreement between the supervisor and the student. Regardless of how the contact was made, no supervisor is obligated to hire a student who may not be suitable for the job. Likewise, no student is obligated to accept a job that he/she feels is not suitable for them.

It is the responsibility of the student to contact supervisors concerning job opportunities. During the interview, the student should answer questions as completely as possible; ask questions concerning the nature of the job, schedule, etc. BE HONEST! Each student should know his/her schedule and limitations. If a student knows he/she won’t be able to fulfill the job obligations, HE/SHE SHOULD NOT ACCEPT THAT POSITION AND SHOULD LOOK FOR SOMETHING ELSE!

**Employment of Relatives**  
Student employees who have a parent or parents who work for the University will not be allowed to work directly under their supervision. It is the policy of the University that student employees work in a department that is unrelated to a parent’s work on campus.

In certain situations where it cannot be avoided, a department employing a student who is a relative of a member of their department must receive approval from the Human Resources Director prior to completing a Student Payroll Authorization. In no way can a parent authorize a Student Payroll Authorization or a work timecard for his/her child.

**New Hire Paperwork**  
When a supervisor chooses to hire a student, the supervisor will:

1. Complete a Student Payroll Authorization with the student - (http://concordia.csp.edu/HumanResources/ManagementCorner/Hiring_Guide_for_Student.html)
2. Discuss hours, schedule, pay rate, etc.
3. Send the completed Student Payroll Authorization to the Human Resources Office.

Upon receipt of the authorization, the Human Resources Office will confirm that a payroll paperwork packet (I-9, W-4, direct deposit form, confidentiality statement, handbook acknowledgement) has been completed, place the student into a position to create an online timecard and email the student that they may now begin working in their position.

**Required Documents for ALL Student Employees**  
In order to work on campus, a student MUST fill out payroll paperwork. This packet can be obtained in the Human Resources Office (Meyer Hall 218).

- W-4 form - Federal Withholding Allowance
- I-9 form - Employment Eligibility. This form must be completed in the presence of a Human Resources Employee.
- Student Employee Handbook Acknowledgment
- Confidentiality Statement
- Direct Deposit Form

A student may also be required to take additional safety training sessions depending on which department has hired him/her.
If a student filled out paperwork at the beginning of the last academic year and did not work for Concordia University, he/she will be required to complete new payroll paperwork should he/she decide to work in the new academic year. This will ensure that the Human Resources Office has the most current information available.

**WORK HOURS**

**Workweek and Workday**
The workweek for all student employees in all departments is from Saturday at 12:01 a.m. until Friday at midnight. The workday is from 12:01 a.m. until midnight. All students participating in the work study program are eligible to work up to 20 hours per week during the academic year. Violation of this rule may lead to job termination.

**Meal Breaks and Breaks**
Normally, provision is made for an unpaid 30-minute meal period to be taken by each student employee working six or more contiguous hours. A meal period may be paid if the student is on call during the meal, with the meal being subject to interruption to attend the duties of the position. The supervisor notifies the student in advance if his/her meal break is paid.

A break is provided when a student works four or more contiguous hours. Such breaks must be limited to 15 minutes each. Each break counts as part of the employee’s working hours.

**Regular Hours**
Normally students are limited to no more than a total of 20 work hours per week. This limit helps to provide successful academic progress and access to student worker exemption to FICA taxes.

**Overtime**
Normally there are no overtime hours assigned in any week. Overtime hours are defined as those hours worked over 40 hours within a given work week. If a student employee should work more than 40 hours in any one workweek, pay will be made at the rate of 1 1/2 times the regular rate for hours actually worked in excess of 40. Students are only allowed to work 40 hours per week during semester and summer breaks.

Should a student employee be assigned to two or more departments, the total of campus employment is used to determine overtime, as well as compliance for any 20-hour or similar cap on employment.

**Vacations/Holidays**
No paid vacation or holiday benefits are accrued by any student employee of the University. When the University is on official break, some student employment is available. Specific arrangements are to be made with the supervisor for work during such breaks.

**STUDENT RESPONSIBILITIES**

**Attire**
While work attire is generally casual, the student is expected to dress appropriate to the assignment of work. At all times such dress is to be sensibly modest and in good taste. The supervisor has the right to ask the student employee to leave if the attire is not appropriate for the position.
Illness, Accidents and Employment Related Injuries
A student must report to the supervisor if it is impossible to report for work at the assigned starting time due to illness or accident. Notice is required as soon as possible in order to make necessary adjustments for an employee’s absence. Failure to notify the supervisor without a compelling reason may result in termination of the employee. Student employees are not entitled to sick leave benefits. **All injuries or accidents incurred while working must be reported immediately to the supervisor.**

Keys, Pagers, and Special Equipment
At times student employees may be issued special equipment for the performance of duties. Such equipment remains the property of the University and is subject to the regulations accompanying the issue of the equipment. Such equipment is to be used only for the purposes intended, and returned (or locked up as directed by the supervisor) when not in use. Generally this means that the misuse of the equipment may subject the user to civil or criminal action by others or the University, depending on the situation.

Technology and Privacy of Information Policy
Computer and telecommunication technology provides a variety of means for communications and transferring information. These include, but are not limited to, electronic mail, telephone communication, cellular communication and video communication. Technological developments may incorporate other forms in the future.

All student employees are advised that:
- The technology to which they have access, the information stored in it and information transferred through it are the property of Concordia University. These facilities and resources are for use in carrying out duties as an employee or as arranged by the University.
- During the course of normal maintenance operations, during checks to insure security, or at the request of the President, authorized personnel may monitor the use of these facilities and resources and they may examine information found there. Student employees have no reasonable right of privacy while using these university-owned systems.
- During employment, an e-mail address may be given to the student to be used for the sole purpose of employment within an office. This e-mail address may be used only during the hours that a student has agreed to work in the office, which has assigned the e-mail address. Student employment related e-mail addresses and all information received through these addresses are owned by Concordia University. The University has the right to terminate this e-mail address at their discretion. If policy is violated, the student may be subject to disciplinary action, employment termination, and/or legal action.
- While any information encountered will normally be treated as confidential, any activities or information deemed inappropriate by the University or which may be unlawful will be reported to the proper authorities for further action. Inappropriate activities include, but are not limited to, personal use, viewing or transmitting obscene materials, harassment of any sort, and interfering with the use of these facilities by others. Concordia University will cooperate fully with law enforcement agencies in their investigation of unlawful events.

Passwords, Combinations, and Confidentiality
Occasionally the student employee is provided a computer password(s), combination(s) or other specialized information to access certain physical or informational properties of the University. When this occurs, it must be clearly understood by the student employee that information received is extremely confidential, is to be used only for the purposes intended in the need for access to perform assigned duties of the employee, and that **UNDER NO CIRCUMSTANCES** is the information obtained or accessible through such restricted access...
to be shared with any individual other than those with whom the information must be shared on a **NEED TO KNOW** basis in the performance of their assigned duties.

During employment and after termination of employment, students should hold confidential information of Concordia University in trust and confidence, and not disclose it, directly or indirectly, to anyone. Failure to comply with this requirement may subject the offender not only to immediate termination, but also the relief that the University or any impacted individual may have through federal, state, and local judiciary processes in courts having jurisdiction.

**UNLAWFUL HARASSMENT POLICY**

Concordia University is committed to offering employment opportunity based on ability and performance, in a productive climate, free of unlawful discrimination and harassment. Accordingly, unlawful harassment of any kind by supervisors or co-workers will not be tolerated. In addition, Concordia University will protect employees, to the extent possible, from reported unlawful harassment by students and other non-employees in the workplace.

**Zero Tolerance for Unlawful Harassment**
Harassment because of a person’s race, color, age, sex, national origin, marital status, or disability has been defined by federal and state courts and agencies as a form of unlawful discrimination. Unlawful harassment exists when:

1. Supervisors or managers make submission to such conduct either an explicit or implicit term or condition of employment (including hiring, compensation, promotion, or retention);
2. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignments, etc.

Unlawful harassment may also exist when co-workers (or non-employees, such as students or vendors) engage in such conduct, when the conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of unlawful harassment include, but are not limited to: unwelcome sexual flirtations (by members of the same or opposite sex), advances or propositions, unnecessary or unwelcome touching, graphic or verbal comments regarding a person’s body, sexually or racially degrading terms or language, explicit or offensive jokes, verbal abuse because of a person’s race, color, age, sex, national origin, marital status, or disability, or any other conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

**Complaint Procedure**
Any employee or applicant who feels that he or she is being harassed by another employee, supervisor or any other person because of his or her race, color, age, sex, national origin, marital status, or disability must immediately bring the incident to the attention of Mary Arnold, Director of Human Resources, who may be reached at (651) 641-8268. If that would prove to be uncomfortable or if the employee/applicant is not satisfied with the handling of the complaint, he or she must promptly bring the matter to the attention of Michael Dorner, the VP for Finance, who may be reached at (651) 641-8811.

Employees and applicants who are still not satisfied or would feel more comfortable lodging their complaint with someone else must promptly contact Jason Rahn, Associate VP for Student Life, who may be reached at (651) 641-8706.
Investigative Process and Remedial Action
Concordia University will promptly and impartially investigate all allegations of discrimination and harassment. Although complete confidentiality cannot occur given our obligation to investigate, all such allegations will be kept confidential to the extent possible. Upon the conclusion of the investigation Concordia University will take appropriate corrective action if warranted. Violations of Concordia University’s Unlawful Harassment Policy may result in disciplinary action, up to and including termination of employment.

Protection against Retaliation
Under no circumstances will a supervisor, co-worker or student be allowed to threaten or retaliate against an employee or applicant who in good faith alleges unlawful harassment or against any individual who has participated in the investigatory process. Violations of this prohibition against retaliation may result in disciplinary action, up to and including termination of employment.

Ethics in the Work Place
Two of Concordia University’s key values point specifically to integrity in the work place:

**Excellence:** Striving for the highest levels of performance and **integrity** in all that we do and, in so doing, achieving a reputation of excellence.

**Service:** Understanding and satisfying the needs of those we serve with **integrity**.

Part of Concordia’s success is dependent on the trust and confidence we earn from our employees, students, parents and community. We gain excellence by adhering to our commitments, displaying honesty and integrity and reaching university goals through honorable conduct. It is easy to say what we must do, but the proof is in our actions.

Supervisors have an added responsibility for demonstrating, through their actions, the importance of ethics and integrity in the work place. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavior expectations, modeled from the top and demonstrated by example. Supervisors also have a responsibility to create an open and supportive environment where employees feel comfortable raising questions.

Supervisors must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues.

Concordia University’s commitment to integrity begins with complying with laws, rules and regulations applicable to Educational business practices. Each of us must have an understanding of the company policies, laws, rules and regulations that apply to our specific roles.

Employees are encouraged, in the first instance to address any issues with their supervisor, the Director of Human Resources or the Vice President of Finance.

Concordia University will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

**Doing the Right Thing**
Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with Concordia University’s values and policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
• Would I feel comfortable describing my decision at a staff meeting?
• How would it look if it made the headlines?
• Am I being loyal to my family, my company, and myself?
• What would I tell my child to do?
• Is this the right thing to do?

EMPLOYEE EVALUATION AND DISCIPLINE

Discipline and reprimand are often unavoidable in cases involving unsatisfactory work, absenteeism, loafing, power struggles or outright defiance. When discipline becomes necessary, a fair and equitable procedure of progressive penalties for work infractions should be implemented.

The object of any discipline is to correct the infraction in short order and restore the employee to productive employment. Discipline will be handled by the supervisor: initially a verbal warning, secondly a written warning, and finally, dismissal.

Supervisors will make a record of disciplinary action including oral warnings. Copies of written warnings will be sent to the Human Resources Office. A copy will be given to the student employee outlining the problems and, if possible, summarizing history, previous discussions between the supervisor and the student employee (including oral warnings), and previous disciplinary action, if any.

Disciplinary action shall become effective upon the supervisor's communication of the action to the student employee. A student employee may appeal any disciplinary action in accordance with the grievance procedures.

Grievance
Should the student employee have a grievance or complaint concerning the status or condition of employment, the student will be accorded a full and fair hearing. It is the right of every student employee to use the prescribed grievance procedure without fear of reprisal.

The student employee should first meet with the immediate supervisor at the earliest time possible to discuss the problem. Every attempt should be made by both parties to resolve the problem at this initial level.

If the problem cannot be resolved, the student should then appeal to the administrative head of the department. If the grievance cannot be resolved at the departmental level, a written statement should be submitted by the student to the Human Resources Office. A designated representative within the University will meet with the student employee and may also invite the supervisor and/or administrative head. The student may bring a representative if the supervisor and/or administrative head are in attendance.

The representative of the University will evaluate, mediate and attempt to resolve the matter to the satisfaction of all parties.

GRIEVANCES INVOLVING DISMISSAL MUST BE SUBMITTED WITHIN 10 UNIVERSITY WORKDAYS OF RECEIPT OF WRITTEN NOTICE. ALL OTHER GRIEVANCES MUST BE SUBMITTED NO LATER THAN 30 CALENDAR DAYS AFTER THE AGGRIEVED CONDITION BECAME KNOWN OR SHOULD HAVE BEEN KNOWN.
**Dismissal**
A student employee may be dismissed from his or her position for just cause, which includes an unapproved absence from work. The student shall receive a written statement of reasons for dismissal.

The student employee may appeal a dismissal within 10 University workdays in accordance with grievance procedures. The appeal shall not affect the effective date of dismissal.

**ABSENCE FOR TWO CONSECUTIVE SHIFTS WITHOUT AUTHORIZATION WILL BE CONSIDERED A RESIGNATION.**

**PAYROLL PROCEDURES**

Once a student’s payroll authorization has been processed they will be notified by email that they have an on-line timecard on the portal and be given their pin number. Instructions for completing the on-line timecard are found in this handbook.

Students must accurately record, each day worked, the times and number of hours worked. Hours are to be rounded to the nearest quarter hour. A student who knowingly falsifies timecard information will be terminated from the student employment program. Students may not work more than 20 hours a week, therefore there is no overtime for student employees.

When the student has finished entering their hours, they must “submit” them to their supervisor for approval in order to be paid. Once the supervisor approves the timecard the timecard is sent automatically to the payroll office.

The student pay schedule which includes pay period dates, pay dates, and timecard submission is available at http://concordia.csp.edu/HumanResources/_Documents/Pay_Schedule_2010-St.pdf

In the event a timecard is not submitted on time, the student and supervisor will need to come to the Payroll office and complete the timecard. Late timecards will be paid at the next pay period.

**ONLINE TIMECARDS ENTRY INSTRUCTIONS**

**General Instructions**

**Logon to CSPConnect & Online Time Sheets**
1. Open Internet Explorer.
2. In the address bar type https://connect.csp.edu/. This will take you to the Concordia portal. (Pressing the Ctrl key + the D key will place a link to the page under Favorites, allowing quick access to the page in the future).
3. **Login to Secure Area** using your network username and password. This is the same username and password that you use to get onto your laptop.
4. Click on Money Matters
5. Find the Time Reporting channel - left hand column, under the Quicklinks channel
6. Click on the time period you are reporting.
7. Fill in your hours on the timesheet that appears and then click Submit for Approval
8. You will need to electronically “sign” your timesheet with your PIN. Your PIN will be emailed to you when you are placed into your student position. You will want to re-set it, following the instructions on how to re-set your PIN.
Resetting your PIN for the electronic signature
1. Open Internet Explorer.
2. In the address bar type https://connect.csp.edu/. This will take you to the Concordia portal. (Pressing the Ctrl key + the D key will place a link to the page under Favorites, allowing quick access to the page in the future).
3. **Login to Secure Area** using your network username and password. This is the same username and password that you use to get onto your laptop.
4. Click on Money Matters
5. Find the Details of Employment channel, left side at the bottom.
6. Click on Reset PIN needed for timecards.
7. Follow the instructions provided on how to reset your PIN.

**Note:** It is recommended that time be entered on a daily basis and saved using this system. If you want a printed copy of your timecard after you submit it for approval, it is recommended that you click on Preview and print the resulting page for your records as this shows the entire record for that pay period.

**Multi-job Employees** - Some employees hold multiple jobs. (Student employees commonly are employed by different departments in different roles.) You will have a timecard for each position you hold. All jobs have their appropriate position number and departmental numbers associated with them. If you hold multiple jobs and do not have a timecard for each, you should contact your supervisor or Human Resources immediately. It is important that you enter your time information into the correct online timecard as each job may have different pay rates, supervisors, and other attributes. If you have a question as to which department is correct, contact your supervisor for that department’s organizational code.
I hereby acknowledge receipt of Concordia University’s Student Employee Handbook.

I understand that it provides guidelines and summary information about policies, confidentiality agreements, procedures, and rules of conduct.

I also understand that it is my responsibility to read, understand, become familiar with and comply with the standards that have been established.

I further understand that Concordia University reserves the right to modify, supplement, or revise any section of the Handbook with or without notice, as it deems necessary or appropriate.

I also acknowledge that if I do not understand anything in the Student Employee Handbook that I will continue to ask questions until I do understand.

Name:_____________________________________________________
(Please Print)

Concordia ID: __________________________________________________________________

Signature: _____________________________________________________________________

Date: ________________________________________________________________________

Human Resources Office: ___________________________ Date: ________________