

The Weagle Worker Way



In order to make your on-campus student employment experience as streamlined and educational as possible, Student Employment offers "The Weagle Worker Way"-a training for Weagle Workers and their supervisors. This online program combines necessary onboarding with guided professional development.

- ≡ Welcome
- ≡ A Weagle Worker Overview
- ≡ Classification & Eligibility

GUIDELINES & PRACTICES

- ≡ A Few Key Points
- ≡ Employment Relationship
- ≡ Time
- ≡ Money
- ≡ Performance
- ≡ Policies & Legal Compliance

CLOSING

- ≡ Summary
- ≡ Conclusion

Welcome

Welcome

Welcome to the Weagle Worker Way,

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The file below is a PDF script from the video. Click the file to download it for saving or printing.



Weagle Worker-welcome.pdf
94.7 KB



CONTINUE

A Weagle Worker Overview



Amy Bruce, Student Employment Specialist, 2008 Auburn Graduate

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Weagle Worker-mission.pdf

99.1 KB



Our Vision



To provide students with meaningful on-campus student employment experiences that will create capable, ethical, and effective contributors of tomorrow.

Weagle Workers operates under HR's guiding principles of **collaboration**, **transparency**, **communication**, **proactivity**, and **service orientation**.

CONTINUE

Classification & Eligibility

A photograph of a person's hand holding a blue pen, poised to write on a document. The hand is wearing a grey, textured sweater. The desk is cluttered with papers, a white mug, and a closed notebook. The lighting is soft and focused on the hand and pen.

What is a Weagle Worker?

Student Employment Classification

Classifications

Weagle Workers is one of four classification types of student employment.

Classification 1

Weagle Workers: On-Campus Student Employment

To be eligible to work on-campus as a student employee, an individual must meet one of the following criteria:

- Enrolled and taking classes during the semester of employment
- Not enrolled in classes for the semester of employment, but was enrolled in the previous semester and will be enrolled and have a class schedule for the following semester (this includes the summer semester).

Classification 2

Off-Campus Student Employment

For information on obtaining employment opportunities off-campus with a non-Auburn University business/company, contact:

- University Career Center
303 Martin Hall
Auburn University, AL 36849
(334)844-4744
Office Hours: M-F 7:45am-4:45pm
Drop-In Hours: M-F 9:00am-4:00pm

Classification 3

Federal Work Study Student Employment

Federal Work Study provides job opportunities for students who demonstrate a financial need to assist with paying for educational expenses.

For information on obtaining a Federal Work Study job or employing a Federal Work Study student, contact:

- Student Financial Services
203 Mary Martin Hall
Auburn University, AL 36849
(334)844-4634
Office Hours: M-F 7:45am-4:45pm

Classification 4

Graduate Assistantship

Graduate Assistants receive financial support for graduate-level study by contributing to the teaching and/or research mission of Auburn University.

For information on obtaining a graduate assistantship or employing a graduate assistant, contact:

- Graduate School
106B Hargis Hall
Auburn University, AL 36849
(334)844-4700
Office Hours: M-F 7:45am-11:45am, 12:45pm-4:45pm

Summary

There are four classification types of student employment. Weagle Workers is just one of the ways in which students may find student employment and provides on-campus employment only.

Eligibility

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The file below is a PDF script from the video. Click the file to download it for saving or printing.



Weagle Worker-eligibility.pdf

100.9 KB



Temporary Employment Services (TES)

Call (334) 844-7363 or click the button for the website.

TES


Office of International Programs

Call (334) 844-5001 or click the button for the website.

INTL. PROGRAMS

CONTINUE

A Few Key Points

A dark red notebook with a pencil resting on it. The notebook is closed, showing its spine and the edges of the pages. The pencil is positioned diagonally across the top of the notebook. The background is a solid dark color.

A Few Key Points to Remember

Downloadable Content

The file below is a PDF script from the video. Click the file to download it for saving or printing.



Weagle Worker-expectations.pdf
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Heads Up

Both students and employing departments are encouraged to carefully read and familiarize themselves with the guidelines and practices of on-campus student employment. Each department may establish its own additional guidelines and practices regarding student employment, provided they are consistent with the guidelines and practices stated here. In the next five sections, we will cover:

- Employment Relationship
- Time
- Money
- Performance
- Policy

CONTINUE

Employment Relationship



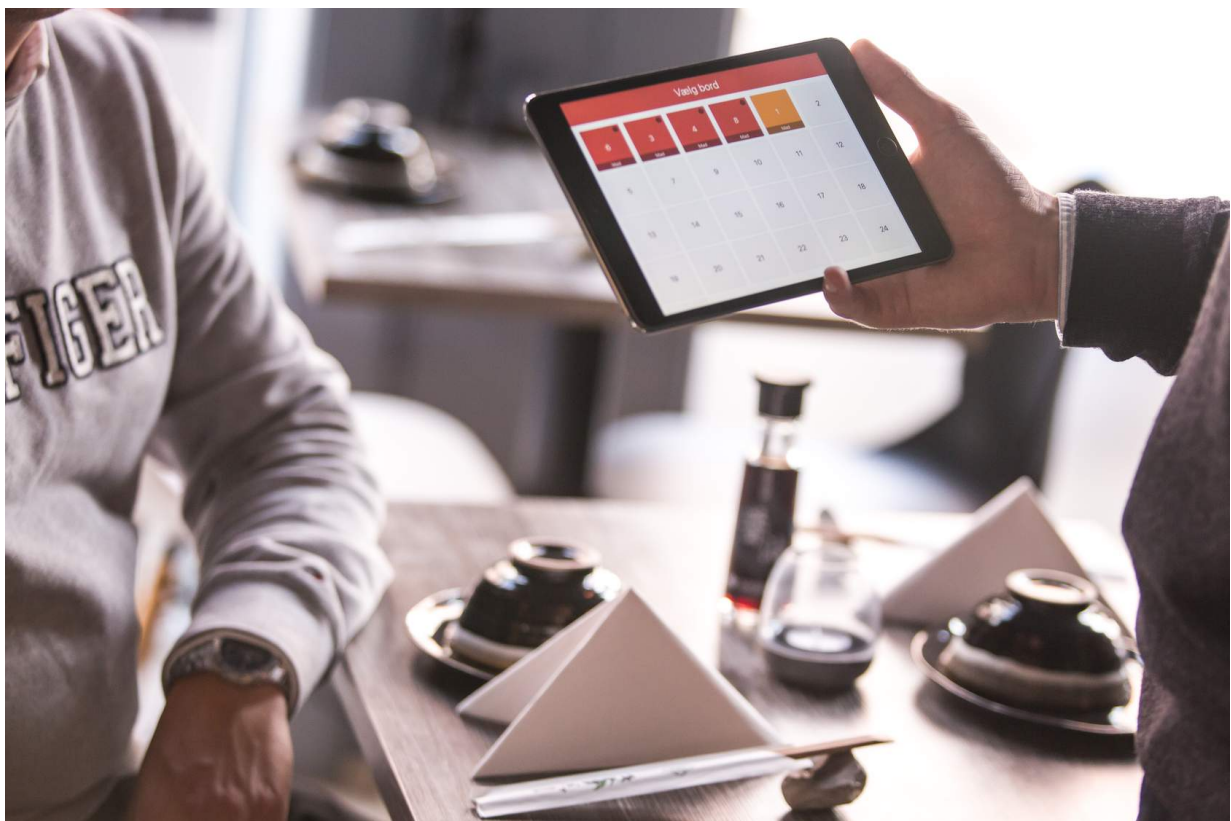
- ☐ Weagle Worker jobs are dependent upon the needs of the employing department. Employment in one semester does not guarantee employment in future semesters. Anticipated employment length should be discussed with the supervisor at the time of the employment offer.
- ☐ Weagle Workers may work for any portion of the academic year or summer employment period.
- ☐ A Weagle Worker may be dismissed any time for performance, financial, or program reasons. This is determined at the sole discretion of the employing department.
- ☐ Students who wish to resign their positions should provide at least two weeks' notice to their supervisor(s).

CONTINUE

Time



Assignments and Scheduling Work



Weagle Worker assignments and schedules are determined at the discretion of the employing department.

Departments requiring students to work during official university breaks should inform the student of this at the time of the employment offer. Similarly, if it is expected that students continue to work past the end of a semester or return to work before the beginning of a semester, departments should inform students of this expectation at the time of their employment offer.

Work Hours

Academics should be the first priority for Weagle Workers. Dependent upon the applicable semester, Weagle Workers may work either up to 20 hours per week or up to 40 hours per week. Maximum work hours include all on-campus jobs combined.

Fall & Spring Semesters



Weagle Workers may work up to 20 hours per week for all campus jobs combined during the fall and spring semesters.

This policy encourages students to maintain a solid focus on their academic program and promotes their academic success.

Summer Semester



Weagle Workers may work up to 40 hours per week for all campus jobs combined during the summer semester. This applies even if the student is enrolled and actively taking classes during the summer semester.

All hours worked over 40 in a designated workweek are paid at the overtime rate of 1.5 times the student employee's hourly rate of pay.

- *Note: During any semester, a student who is working for the first time on campus may not work more than an average of 20 hours per week for the first 90 days of employment, even if this period of employment occurs during the summer semester.*

Official University Breaks



Weagle Workers are eligible to work up to 40 hours per week for all jobs combined during official university breaks. Official university breaks include

- Spring Break
- Thanksgiving Break
- The days falling between graduation and the beginning of the next semester.

A Note to International Students



International students in lawful F-1 and J-1 status may work up to 20 hours per week on campus when classes are in session during the fall and spring terms, and over 20 hours per week during official University academic break periods and over the summer term.

All eligible international students must first obtain approval from the [Office of International Student & Scholar Services](#) prior to starting any type of employment.

Summary

Fall & Spring Semesters: Eligible to work up to 20 hours per week.

Summer Semester: Eligible to work up to 40 hours per week.

Official University Breaks: Eligible to work up to 40 hours per week.

All hours worked in excess of 40 in a single workweek are paid at the overtime rate.

First time Weagle Workers – May not work in excess of 20 hours per week in their first 90 days of employment, even during the summer semester.



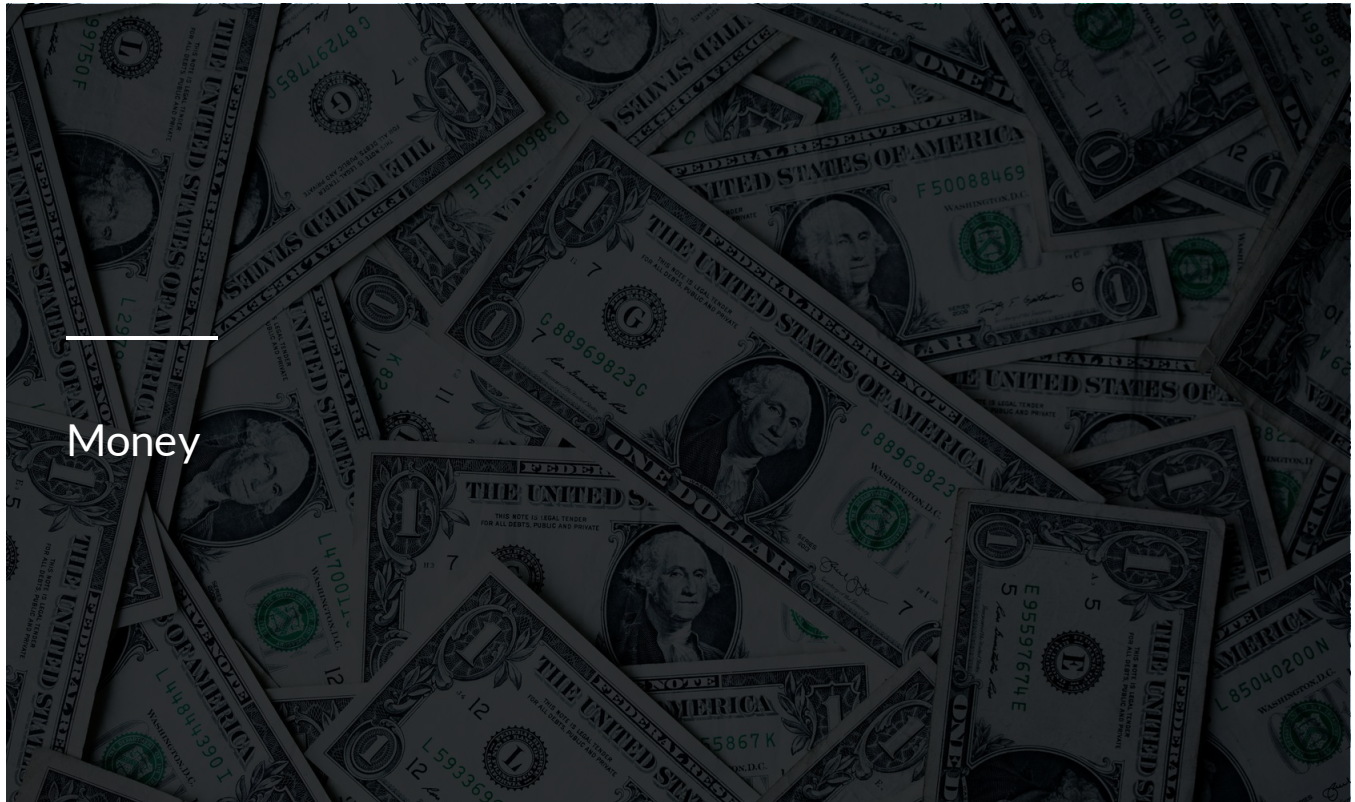
Accurate Timekeeping

Weagle Workers are non-exempt employees under the Fair Labor Standard Act's (FLSA) overtime provisions and paid for all hours worked. This means that accurate daily records of work time must be kept and maintained. Auburn uses an electronic timekeeping system called Kronos. Keep in mind...

- Student employees must record all actual hours worked.
- Students are not allowed to voluntarily work “off the clock” without compensation.
- Time records, whether through Kronos or paper (only when Kronos is not an option), must reflect actual starting and stopping times of work as opposed to an established work schedule.

CONTINUE

Money



Compensation



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Resources

Payroll Schedules

Refer to the Biweekly Payroll Schedule via AU Human Resources to view specific pay periods and pay dates.

[PAYROLL SCHEDULE](#)

Direct Deposit

Click the button to proceed to instructions on how to set up Direct Deposit.

[DIRECT DEPOSIT](#)

Fringe Benefits

Student employees are not eligible for fringe benefits such as group insurance, annual leave, sick leave, nor paid holidays.

[CONTINUE](#)

Performance

Performance

Evaluation of Job Performance

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The file below is a PDF script from the video. Click the file to download it for saving or printing.



Weagle Worker-performance.pdf

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Proper Attire



department and should be communicated at the time of the job offer. While there is no formal dress code for student employees, they are representatives of Auburn University. Every student employee should dress in a manner that reflects the professional standards of the department.

Homework & Reading

During work hours, student employees are required to perform their work assignments. Homework, reading and other personal work is not permitted during work hours unless specifically allowed by the employing department.



Recognizing Outstanding Employees



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The file below is a PDF script from the video. Click the file to download it for saving or printing.



Weagle Worker-recognition.pdf
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Note: Due to COVID-19 restrictions, the annual awards luncheon mentioned in the video above has been postponed until it is safe to be in large groups on campus.

Resources

Progressive Disciplinary Action Template

DISCIPLINE

Student Performance Evaluation Template

PERFORMANCE

CONTINUE

Policies & Legal Compliance



Policies and Legal Compliance

Safety and On-the-Job Injury (OJI)

All employing departments are responsible for ensuring student employees fully understand any hazards associated with their jobs and properly training students on the safety procedures that are necessary to prevent injury or illness. Departments are responsible for providing all necessary personal protective equipment and training student employees on proper use.

All on-the-job injuries or illnesses, regardless of their severity, should be reported immediately to the student employee's supervisor. The supervisor should assist the student

employee with reporting the incident to Risk Management and Safety within 72 hours of the incident.

Policies

Both students and departments are encouraged to carefully read and familiarize themselves with the policies (federal, state, and university) and understand the requirements for legal compliance. Students and employing departments who have questions regarding the policies listed below should contact the university department responsible for enforcing the policy in question.

Americans With Disabilities Act Accommodations Policy

It is university policy to make reasonable accommodations for qualified individuals with disabilities. Click the button to the right to learn more about ADA at Auburn University.

[ADA](#)

Code of Student Conduct

Standards of acceptable behavior for students and student organizations are reflected in the Code of Student Conduct and other university policies.

[CODE OF CONDUCT](#)

Drug-Free Campus and Workplace Policy

The Drug-Free Campus and Workplace Policy applies to all members of the Auburn University community and works in conjunction with other university policies.

[DRUG FREE CAMPUS](#)

Equal Employment Opportunity Policy

Auburn University commits itself to maintaining, on a nondiscriminatory basis, the conditions for continuing employment and for individual advancement within the job structure of the university.

EQUAL EMPLOYMENT

Nepotism Policy

Auburn University's Nepotism Policy operates in accordance with the State of Alabama's nepotism statute. Learn more with the link to the right.

NEPOTISM POLICY

Policy Against Discrimination and Harassment

Auburn University prohibits harassment of its employees related to an employee's race, color, sex (which includes sexual orientation, gender identity, and gender expression), religion, national origin, age, disability, protected veteran status, or genetic information

DISCRIMINATION

Sexual and Gender-Based Misconduct Policy

Auburn University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community.

SEXUAL MISCONDUCT

Alabama Child Labor Law

The law prohibits youths from working in occupations or places of employment, which could be harmful to their health or moral well being.

CHILD LABOR LAW



Complete the content above before moving on.

Summary

Review

Weagle Worker Mission

The Weagle Worker mission aligns with the university's mission responsibility to "The educate our students and prepare them for life."

Review

Weagle Worker Vision

To provide students with meaningful, on-campus student employment experiences that will create capable, ethical, and effective contributors of tomorrow.

Review

Guiding Principles

- Collaboration
- Transparency
- Communication
- Proactivity
- Service Orientation

Review

Classifications

- On-campus employment (Weagle Workers)
- Off-campus employment
- Federal Work Study
- Graduate Assistantship

Review

Eligibility

- New student: May become a Weagle Worker as early as one week before the first day of class.
- Graduate: Following graduation, Auburn graduates become ineligible for Weagle Worker assignments.
- International student: Contact Office of International Programs regarding visa terms.

Review

The Importance of What Weagle Workers Do

- As a Weagle Worker, you represent the university. You're a partner with faculty, staff, and other student workers.
- The people you provide service to such as other students, parents, visitors, faculty, staff, and co-workers all depend on you to do the very best job you can every day.
- The skills and experience you gain will transfer to future employment settings, no matter what your current position is.
- Your employer, Auburn University, has a vested interest in your success. Your supervisor and others around you can offer valuable resources to help you do your job. Never hesitate to ask a question.
- Auburn University considers its Weagle Workers vital to the success of the university.

Review

Employment Relationship

- Weagle Worker jobs are dependent upon the needs of the employing department. Employment in one semester does not guarantee employment in future semesters. Anticipated employment length should be discussed with the supervisor at the time of the employment offer.
- Weagle Workers may work for any portion of the academic year or summer employment period.
- A Weagle Worker may be dismissed any time for performance, financial, or program reasons.
- Students who wish to resign their positions should provide at least two weeks' notice to their supervisor(s).

Review

Assignments and Schedules

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Review

Work Hours

- Fall and Spring Semesters: Weagle Workers may work up to 20 hours per week for all campus jobs combined during the fall and spring semesters.
- Summer Semester: Weagle Workers may work up to 40 hours per week for all campus jobs combined during the summer semester.
- Official University Breaks: Weagle Workers are eligible to work up to 40 hours per week for all jobs combined during official university breaks.

Review

Time Reporting

- Student employees must record all actual hours worked.
- Students are not allowed to voluntarily work “off the clock” without compensation.
- Time records must reflect actual starting and stopping times of work as opposed to an established work schedule.

Review

Compensation

- Pay rates: Pay rates for student employees are determined at the discretion of the employing department and should align with the level of work performed.
- Pay periods: The established university-wide standard workweek begins at 12:01 am Sunday and ends at 12:00 midnight the following Saturday. Payday is the second

Friday of each month.

- Direct deposit: Auburn University will electronically transfer pay into the account of choice.

Review

Performance

Employing departments are encouraged to conduct effective evaluations of work performance. Proper evaluations can provide a Weagle Worker with an understanding of work priorities, expectations, and insight into areas of needed improvement.

Review

Discipline and Dismissal

- Student employment is at-will and may terminate at any time, with or without cause, or without prior notice.
- However, in the event of disciplinary problems, employing departments are encouraged to pursue progressive discipline instead of immediate dismissal. Progressive discipline is an opportunity for student employees to learn and grow from their actions. Discipline should be given fairly across the department, progressively, in proportion to the offense, and consistent over time.

Review

Recognition

- Departments are encouraged to nominate their outstanding Weagle Workers for On-Campus Student Employee of the Year.
 - To be eligible for nomination, students must have worked on-campus for a minimum of six months.
- Pay increases are optional, awarded at the employing department's discretion, and often issued on a semester or annual basis.

Review

Safety

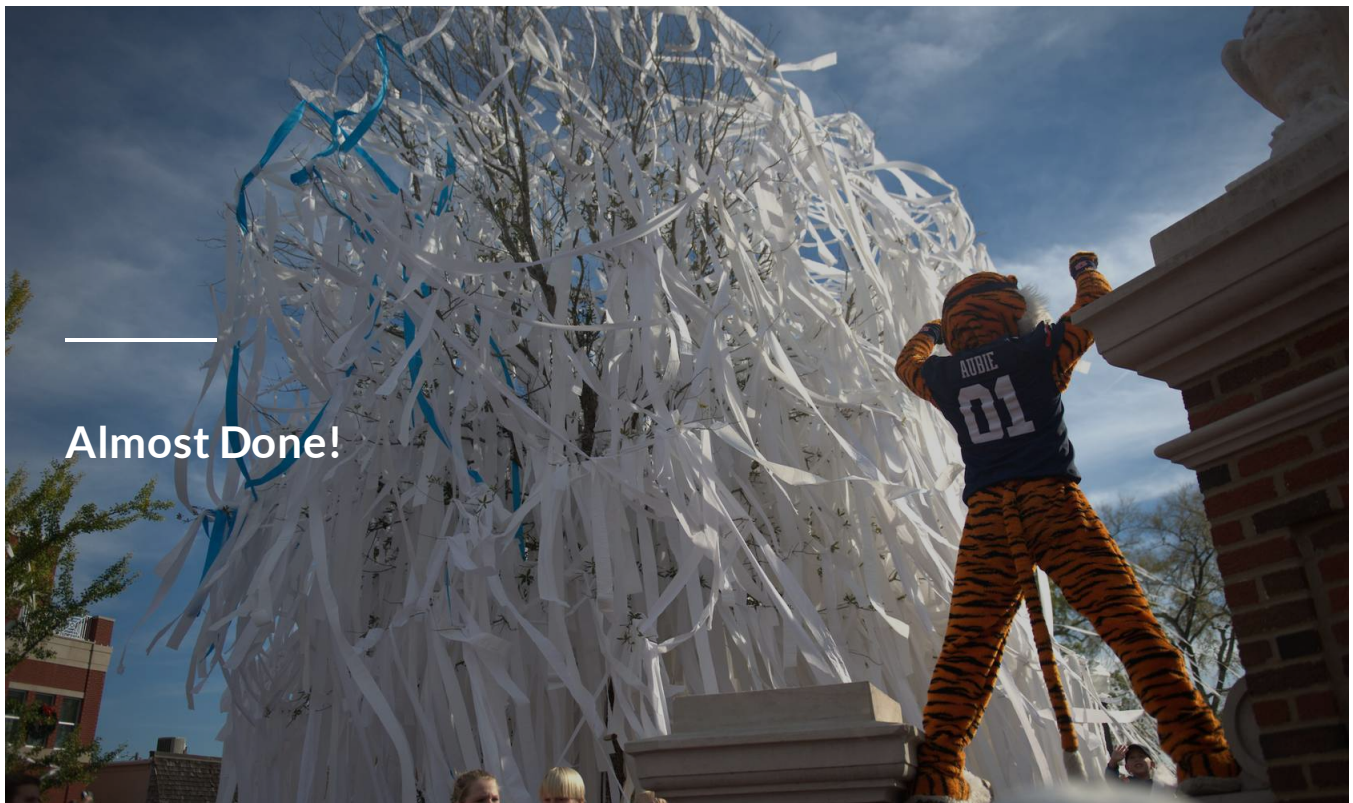
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Review

Policies

Both students and departments are encouraged to carefully read and familiarize themselves with the policies (federal, state, and university) and understand the requirements for legal compliance.

Conclusion



You're almost done! You have completed this orientation for Weagle Workers. Scroll down for a link to the final quiz.

For more information on Weagle Workers, contact us at weagleworkers@auburn.edu or visit our site at

aub.ie/weagleworkers.

Downloadable Content

The file below is a PDF version of this course. Click on the file to download it for saving or printing.



The Weagle Worker Way.pdf

26.9 MB



FINAL QUIZ

Follow the link to the right to take the final quiz.

FINAL QUIZ