

INTRODUCTION

Welcome to Student Employment Services (SES)! Student Employment Services is located in the Human Resources office and is responsible for the administration of student employment throughout the University. In the past several years the University has enjoyed tremendous growth. Along with this growth, there has been an increase in the on-campus employment of students.

Our role is to ensure that student employees on-campus are hired and paid properly, while maximizing the efficiency of the employment process for everyone involved. The University's student employment program is subject to and will be administered in accordance with applicable Federal and State laws and statutes governing employment practices.

This Handbook is designed to help you navigate through the entire Student Employment process. We cover everything from getting hired to being paid as well as offering tips for making the most of your employment here. Please read this handbook carefully and keep it for future reference.

We hope that you find this Handbook valuable and easy to use. If you have any questions not covered here, please feel free to visit our web-site at www.chapman.edu/hr/seo or stop by our office in DeMille Hall Suite 103. We are open Monday - Friday from 8 a.m.-5 p.m.

With gratitude,
Student Employment Services staff
Human Resources Department

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Equal Employment Opportunity (EEO)

To further its goal of equal employment opportunity for all student employees and prospective student employees, the University states as its policy the following:

Chapman University believes that all persons are entitled to equal employment opportunity. It does not discriminate against qualified employees or applicants because of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, or any other characteristic protected by state or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, transfer, discipline, layoff, and termination.

Chapman University encourages its employees to use the services of the Equal Opportunity Officer (EEO) and Student Employment Services (SES) if there are any questions or concerns about this policy.

Student Employment Definition and Eligibility

Student Employee Definition

A student employee is a part-time employee who is concurrently enrolled at Chapman University, with the primary purpose of achieving a degree. Thus, the employment is interim and temporary in nature and is incidental to the pursuit of an academic program.

Student Employee Eligibility

Chapman University students interested in participating in on-campus employment must meet the following criteria:

1. Be admitted as a regular (degree seeking) student at Chapman University.
2. Be enrolled in and maintain a minimum of 6 credit hours undergraduate or 4 credit hours graduate for the semester in which the student is employed.

For summer employment, must have been enrolled and completed a minimum of 6 credit hours in the Spring semester, or be registered for a minimum of 6 credit hour in the coming fall semester.

3. Continue to be enrolled for the appropriate number of credit hours in order to be eligible for continuation of employment in a student position. Students failing to do so must be terminated from student employment.

(Students graduating in December/January are not eligible to work as student employees in the spring semester unless they are enrolled in a minimum of 4 credit hours as a graduate student).

4. Meet employment eligibility as established by USCIS to work in the United States. Questions about status or eligibility? Please contact (SES) for further assistance.

Find an On-Campus Job

🔗 Browse through the jobs

Student jobs will be listed on the student job listing webpage. There are two (2) main hiring periods (academic year & summer term); however, job vacancies can occur throughout the year. Department hiring managers will list vacancies as needed. Please check the listing page often for added student job postings at <https://chapman.peopleadmin.com/> and select *On-Campus Student Positions*.

🔗 Complete a Student Employment Account Profile

Once you have identified on-campus positions that may be of interest to you, you will need to apply for the job. You need to complete an account profile. Your profile will become your application. You may update your application as often as needed. To create your account profile, please visit <https://chapman.peopleadmin.com/user/new> and select *Create Account* in the left hand column. To have your password reset, please contact Student Employment Services.

🔗 Application Process

Once you have completed your account profile, you may begin to apply to one or several jobs that best meet your academic and personal schedule. Once you have submitted your application, you will see a pop up screen message that informs you that your application was submitted to the hiring department. You will be able to view the status of your application in your account. The hiring department reviews, identifies and makes contact with student applicants whose skills, knowledge, abilities and academic schedules will best suit operating business needs.

🔗 Interviewing with the Hiring Department

Once you have applied for the job, the department may contact you for an interview. Please note that some departments may need to collaborate with other individuals in their office to review all student applications and schedule interviews. Please check your student account to view the status of your application.

Tips to Consider When Applying to On-Campus Jobs

1. Apply to a various jobs! Apply to at least 10-15 positions in various schools, departments and or colleges.
2. Your profile is your application. When completing your student account profile, please use your legal name and correct grammar and syntax.
3. Most department business hours are Monday – Friday from 8:00a.m. to 5:00p.m. Please consider your academic and personal schedule when applying to on-campus jobs.
4. Prepare for your interview by revisiting the job requirements and the qualifications. Visit the Career Development Office if you need assistance with preparing for an interview or perhaps you need additional guidance in identifying, developing, and implementing career goals. Career Development Office (CDC) is an available on-campus resource and is located in Argyros Forum 303 or you can visit their website at www.chapman.edu/CDC/students for the latest updates.
5. New jobs open up frequently, so keep an eye on the website and apply frequently.

Student Jobs and Criminal Background and/or Credit Checks

Some student positions may require the final candidate to successfully complete a criminal background check. Please refer to the original job listing to see if the job requires satisfactory completion of a criminal background and/or credit checks.

Similar procedures to regular staff employment will be followed for processing criminal background checks for final student candidates.

Please contact Human Resources/Student Employment Services for further information.

Student Employment Services

Telephone

714-997-6674

Email

studemp@chapman.edu

Student Jobs and Electronic Service Vehicle (ESV)/Vehicle Usage

Some student positions require student employees to operate a campus vehicle or personal vehicle for University business. Please refer to the original job listing to see if usage of a campus vehicle or personal vehicle for University business is a job requirement.

The same processing procedures for regular staff employment will be followed for student final candidates, specifically:

1. Possess valid California driver's license
2. Submit and complete a Vehicle Request form. Please visit <http://www.chapman.edu/publicsafety/vehicles.asp> for more information.
3. Submit and complete a California Employer Pull Notice form. Please visit <http://www.chapman.edu/publicsafety/vehicles.asp> for more information.
4. Review and adhere to the policies listed in the Electronic Service Vehicle Policy (ESV)

For more information regarding the Vehicle Usage, please contact:

Transportation Services

Telephone

714-997-6560

Webpage

<http://www.chapman.edu/publicsafety/transportServ.asp>

Student Hire Paperwork

Once you have been offered a position, you will need to complete the following forms to document your hire.

For New Student Hires

If you have never worked in an on-campus job, you must complete additional paperwork available in Student Employment Services. Complete and obtain signatures (as needed) for each form. Return all completed documents to Student Employment Services.

The paperwork includes:

1. Student Employment Form (SEF)
2. Agreement Form
3. Form I-9, Employment Eligibility Verification
4. W-4, Employee's Withholding Allowance Certificate
5. Notice to Employee Labor Code section 2810.5 (as of 1/1/2012)

For the I-9 requirement, you will need to bring original and unexpired documents to show proof of work eligibility and identity within three (3) days of your first day of work. An entire list of documents can be found in the Required Hired Paperwork section of the Student Employment Services main page or please contact us at 714-997-6674.

*Please note that regardless of what forms of I.D. you use to satisfy the I-9 form requirement, we will still need to see your signed Social Security Card per IRS/Social Security Administration guidelines (employers are required to make sure that the name we use for your payroll records matches your social security card).

For Re-hires/Continuing Student Hires

Re-hires and/or continuing student employees will need to complete the following forms:

2. Agreement Form
3. W-4, Employee's Withholding Allowance Certificate (update as needed)
4. Notice to Employee Labor Code section 2810.5 (as of 1/1/2012)

REMINDER ALERTS

1. **You MAY NOT begin work until you have submitted and completed all of your paperwork!**
2. Students are required to re-apply to on campus jobs each academic year and for summer term even if you are continuing in the same position as last year!

Post Hiring Process

Once you have submitted all of the appropriate hire paperwork, Student Employment Services will verify your enrollment information and if applicable, your Federal Work Study amount. This process may take 1– 2 business days depending on business demands.

Your supervisor can check the status of your hire in the applicant tracking system, PeopleAdmin. Your supervisor will communicate with you when you can begin your first day of work.

REMINDER ALERT

Please DO NOT begin working until you have received notice from your supervisor that you have been cleared to work or by Student Employment Services.

Student Responsibilities

Students are a vital part of the operation of most departments. Students must be aware of the fact that departments are reliant on the services students contribute just as they depend on the work performed by the full-time staff. For this reason, the following student responsibilities are listed to give students an idea of what is expected of them as employees.

Absences: Notify your supervisor in a timely manner (usually 24 hours if possible) whenever it is necessary to be absent or late from work. Students should establish a record of their supervisor's contact information for this purpose.

Adhere to Policies: Abide by the policies and guidelines of your employing department and observe appropriate workplace behaviors. Remember you represent your department's interests to other students, faculty, and visitors to the University.

Performance: Students should learn through departmental training and their own initiative the responsibilities required of their position and perform those duties conscientiously and responsibly. Students should also report to work on time and remain working until the specified hours are completed. While on the job, all of your tasks should be work related. Homework and other personal activities should be saved for times when you are not working.

Maintain Confidentiality: Students should maintain confidentiality regarding workplace issues and information including, but not limited to, releasing or sharing information about other students. This includes not discussing job-related information in an off-the-job context. The University takes violations of confidentiality very seriously, and may terminate employees for breaching it.

Additional Responsibilities: Students should notify their supervisor of any change in class schedule which may affect their work schedule. Students should also give their supervisors as much notice as possible (1 – 2 weeks preferable) if the student plans to terminate employment.

Every position is different, and not every department has the same policies. Obligations and responsibilities (except for those listed above) will vary. Ask your supervisor for the obligations that pertain to your position and your department.

Pay Information

Student employees need to document their time worked on a Chapman timesheet. Please complete an Excel timesheet by visiting the Payroll webpage: <https://mywindow.chapman.edu/depts/controller/financialservices/financialservicesforms/Pages/AccountsPayable.aspx>

When you are on the Payroll webpage, go to **Payroll Form Center** on the left hand side. When you click on Payroll Form Center, look to the right of this column. There is a section entitled Chapman University Payroll Related Forms and then select the Chapman Timesheet (v4.0 10.13.11) Open the Excel file and save. The red arrows in the cells indicate that there is a drop down menu. Please change the title Temporary to STUDENT.

Timesheets must be reviewed and signed by the student's immediate supervisor who is a regular staff, administrator or faculty member. To avoid delays in processing your information, please complete all fields on the timesheet.

Submit timesheets to the Payroll office. To view updates from the Payroll office regarding submission deadlines or other payroll related information, please visit <http://www.chapman.edu/financialServices/payroll/default.asp>

Timesheet Submission Dates

15th & the last day of the month

Pay Periods

1st through 15th

16th through end of the month

Pay Dates

10th & 26th of each month

*If one of these dates falls on a weekend or holiday, you will be paid on the preceding work day.

Paychecks and direct deposit paystubs are available for pick up with the cashier's office located in Bhathal Student Services Center. Please bring an appropriate I.D. to verify your identity to release your paycheck and/or paystub.

Direct Deposit

Chapman University offers direct deposit to student employees. Please visit the Payroll webpage and go to the *Forms* section to print out this document. It generally takes at least one pay period before your check will be directly deposited into your account. Payroll will issue a voided pay stub with all the same information as a regular paycheck.

If there are any changes to your account, or you change banks, you must notify Payroll immediately. Please contact the Payroll Office at 714-997-6877.

Hours and Breaks

Hours:

Student employees are allowed to work up to 19 hours per week during the academic school year (9/1 – 5/31). You may have more than one job on-campus, but the combined hours of all your jobs may not exceed 19 hours per week. There are no exceptions to this policy.

During the summer and depending upon approval from department budget officers, students may work up to, but not beyond 40 hours per week. Prior to working additional hours, students must inform Student Employment Services.

Breaks:

Labor law entitles you to certain breaks, based on the length of your workday. You must get a 10 minute (paid) break for every 4 hours worked. Student employees are also required under California Labor Law to take at least a 30 minute, (unpaid) meal break if they are scheduled to work over five hours. You may not leave work 30 minutes early and count that as your meal break.

The break requirements apply to the combined hours of all your on-campus and off-campus community service jobs. For instance, a student working two back-to-back 4-hour shifts in different departments will get two 10-minute (paid) breaks and a 30-minute (unpaid) lunch break, even though the student works only four hours in each job. If you work in multiple jobs be sure to communicate with your supervisors to ensure that you are taking your required breaks.

Tax and Tax Exemption

Working on-campus has definite benefits in terms of convenience, scheduling and location. But there is an additional benefit that translates directly into more money for student employees: Tax exemption.

As a student employee, you are exempt from FICA (social security) and State Disability Insurance (SDI) taxes while school is in session (first day of fall classes – 5/31). However, you are still responsible for Federal and State income taxes.

REMINDER ALERT

The address you designate on your W-4 is where your W-2 earnings summary will be sent in January. To avoid delays in receiving your information, please inform both the Payroll office and the Student Employment Services of any address changes. For further information, please contact our office at 714-997-6674.

International Student Employment Eligibility

International students attending Chapman University with an appropriate Visa are eligible to work on-campus jobs. The USCIS limits students to working on a campus (but not off campus) for a maximum of 19 hours per week during the academic year.

You will complete the same student hire employment hire paperwork.

1. Student Account Profile/Application
2. Agreement Form
3. Form I-9, Employment Eligibility Verification
4. W-4, Employee's Withholding Allowance Certificate
5. Notice to Employee Labor Code section 2810.5 (as of 1/1/2012)

To complete the Employment Eligibility Verification form (I-9) you must show the following original and unexpired documents:

Passport

F-1 Student Visa/ J-1 Exchange Visitor Visa/ Vocational Student Visa

I-94 (a white card attached to the passport)

Social Security Card

I-20 Form

Obtaining a Social Security Card

If you do not have a social security number or card you must obtain one at the Social Security office. Student Employment Services will direct you to the nearest location.

Please bring the following information with you to the Social Security Office:

- ☐ International Student Letter signed by your supervisor, the Student Employment Coordinator and the International Student Services Coordinator. (Found in the International Student checklist packet; visit Student Employment Office/Human Resources)
- ☐ Letter of eligibility from International Student Services Coordinator. Please visit the Center for Global Education to obtain appropriate authorization signature.
- ☐ 2 documents that establish your age and identity, including a passport and one additional document establishing identity.
- ☐ I-94

☒ A completed application for Social Security Card

You will receive a receipt from the Social Security Office indicating that a card has been ordered in your name.

REMINDER ALERT

You MAY NOT begin work until Student Employment services has a copy of your Social Security Card or have a receipt from the Social Security office stating that you have requested a card. By providing a copy of the receipt you will then be authorized to work for 60 days. If you do not bring in your Social Security Card within that time, you will be asked to stop working until you can provide your Social Security Card.

Summer Employment

Students may work up to 40 hours per week pending department and budgetary approvals from the hiring department. Employing international students is a complex issue with a myriad of laws and regulations that govern this area. Any international students wishing to obtain an on-campus job should contact the International Student Services Coordinator at the Center for Global Education office and Student Employment Services for further information and guidance.

Federal Work/Study

Federal Work-Study (FWS) is a federally subsidized program designed to promote part-time employment of students to help them avoid excessive debt while in college. By working, students gain experience, develop new skills, and earn money to meet their educational and living expenses.

Student employees who are employed under the FWS program are awarded FWS as part of their total financial aid package. FWS award information can be located in Financial Aid award letters and/or on WebAdvisor from the Financial Aid Office (FAO).

FWS awards can only be accessed by working in a student on-campus job or an approved Student Employment Off-Campus Community Service Organization position. The amount of your award reflects the potential earnings you could have through the Work/Study program, but none of the money is given to you until it is earned.

Eligibility

FWS is available to both undergraduate and graduate students who demonstrate financial need. To be considered for FWS eligibility, a student must complete the online Free Application for Federal Student Aid (FAFSA) each academic year.

A student must be enrolled and maintain at least half-time enrollment (6 undergraduate credit hours, 4.5 graduate credit hours) and maintain satisfactory academic progress. Federal regulations mandate that no exceptions be made on the required enrollment status minimum. Audited classes are not considered degree-granting credits and do not count toward the credit hour requirement.

If you have been granted a FWS award, please indicate confirm whether you will be accepting or rescinding the amount of the award in WebAdvisor.

Work/Study and Guidelines

Students will still need to participate in the recruitment process to find employment. They will need to identify on-campus jobs of interest, interview with the hiring department and be offered a student employee position. As a student with a work/study award, holding a work/study student position, you may earn up to the amount of your award limit; however, not over the award limit. After depleting your award, you may continue to work in an on-campus position as a non-work study student employee. **This is subject to budget review and will need supervisor and departmental approvals and signature.**

When you are close to completing your award, you will need to meet with your supervisor and discuss the possibility of continuing to work as a non-Work/Study employee. This means that the department will be responsible for the full amount of your paycheck. Many departments value an experienced employee and, if their budget permits it, may continue employing a student after they have completed their Work/Study award. Keeping track of your earnings and establishing an open line of communication with your supervisor is extremely helpful

FWS Adjustments of Award Amounts

If you are interested in increasing or modifying your award, the Financial Aid Office (FAO) may be able to adjust a FWS award amount. Award dollars may be increased if a student has an "unmet financial need" and funding is available.

If a student falls below half-time enrollment or receives additional financial aid which changes his/her total financial aid eligibility, the student's employment may be terminated or the FWS award amount reduced.

If a change in FWS occurs, **the student is responsible for informing the employing department and the Student Employment Services of this change.** The employing department must decide whether it will be possible to pay the student with University Funding. If the employing department chooses to continue paying a student under University Funding, the department will pay 100% of the student's salary.

Tracking FWS Earnings and Hours

Students are responsible for tracking their FWS award money. The calculation to estimate the number of hours a student should work to maintain the award for the entire academic year is:

$$\text{Annual Award} / \text{Hourly Rate of Pay} = \# \text{ hours}$$
$$\# \text{ Hours} / 32 \text{ week academic year} = \# \text{ hours per week}$$

Example:

$$\$3,000 / \$8.00 \text{ per hour} = \text{xxx hours}, \text{xxx hours} / 32 \text{ weeks} = \text{xxx hours per week}$$

To adjust, replace the rate of pay with the actual pay rate designated by your supervisor. The following chart was calculated based on the minimum wage of \$8.00 per hour.

| SEMESTER AWARD | ANNUAL AWARD | # WORK HRS/WEEK |
|----------------|--------------|-----------------|
| \$900 | \$1,800 | 7.03 hours |
| \$1,000 | \$2,000 | 7.81 hours |
| \$1,100 | \$2,200 | 8.59 hours |
| \$1,200 | \$2,400 | 9.38 hours |
| \$1,300 | \$2,600 | 10.16 hours |
| \$1,400 | \$2,800 | 10.94 hours |
| \$1,500 | \$3,000 | 11.72 hours |

To track your FWS award once you have started working, you can contact Student Employment Services to give you the most current information or you can subtract each of your paycheck earnings from your award.

Federal Work/Study FAQ's

How do I get Federal Work Study or know I have it?

Federal Work/Study (FWS) is awarded to you by the Financial Aid Office. If you have any questions about the criteria to qualify for the program, please contact their office directly at (714) 997-6741.

How do I get a FWS job?

Student Employment Services maintains listings of all jobs currently open on campus and at our approved off-campus locations. You may view open positions on our website at http://web.chapman.edu/hr_studentjobs/

How do I get the money?

You will receive two paychecks a month, a percentage of which is paid to you through the FWS program. You can use the money at your own discretion.

How does having FWS benefit me?

Under the program, the department employing you pays only a percentage of your wages, and the rest is paid by federal funding. This makes you a more appealing candidate because the government aids the department in paying a percentage of your earnings.

How much can I earn?

Your earnings are limited to the amount of your FWS award. With your supervisor's approval, you may continue to work after using your entire award, but the department employing you will pay 100% of your wages. You should monitor your earnings and make sure that you do not exceed your award unless your department has agreed to be responsible for the excess wages. As you approach your limit, you can contact Student Employment Services or your supervisor for information on what to do next.

If I have Work Study, can I study at work?

Generally speaking, no. Work Study is a program designed to help you gain employment skills while helping you pay for the cost of your education.

How many hours per week am I allowed to work?

The total hours worked between all student jobs may not exceed 19 hours per week. Keep in mind the more you work, the faster your FWS award will be exhausted.

Are FWS Earnings taxable?

Yes, FWS Earnings are taxable and you will be issued a W-2 at the end of the year.

SEXUAL HARASSMENT

Sexual Harassment is Forbidden

Chapman University policy, Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, and the California Fair Employment and Housing Act, specifically Government Code Sections 12940(a), (h) and (l), strictly prohibit sexual harassment in the workplace.

Chapman's Obligations

Chapman University is committed to providing an environment which is free of sexual harassment in any form and takes all reasonable steps to prevent discrimination and harassment from occurring, including, but not limited to:

- ☐ Posting the university's policy prohibiting sexual harassment.
- ☐ Posting the workplace poster made available by the California Department of Fair Employment and Housing.
- ☐ Distributing its Sexual Harassment Policy to all employees.
- ☐ Conducting regular training in the prevention of sexual harassment.

Definition of Sexual Harassment

Chapman University Policy defines sexual harassment as unwelcome conduct of a sexual nature when:

- a) it is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions, evaluations, or permission to participate in a University activity; or
- b) the conduct would be offensive to a reasonable person under the circumstances in question and, if not corrected, could interfere with an individual's academic or work performance, or create or substantially contribute to an intimidating or hostile work, academic, or student living environment. Unwelcome conduct of a sexual nature may be verbal, visual, or physical and affects persons of the same or the opposite sex. Examples of unwelcome conduct of a sexual nature include:

- ☐ Sexual jokes, innuendoes, slurs or sexually suggestive comments.
- ☐ Sexually explicit or sexist statements, anecdotes, questions or statements about sexual activity.
- ☐ Unwanted sexual advances, propositions, invitations or other forms of pressure for sexual activity.
- ☐ Offensive touching, displaying sexually suggestive pictures, objects, posters, making sexual gestures, sending suggestive or obscene telephone calls or emails.

Complaint Procedure

Employees or job applicants who believe they have been subjected to harassment or discrimination in violation of university policy may file a complaint with the University Equal Opportunity Officer (EEO,) whose office is located in the Human Resources, DeMille Hall, Suite 103 and can be reached at (714) 997-6847. Additionally, employees or job applicants may also file a complaint with the California Department of Fair Employment and Housing, or the Equal Employment Opportunity Commission, or the Office of Civil Rights.

Preventing Sexual Harassment

Chapman University has policies, procedures and resources in place to prevent sexual harassment from occurring. Chapman University takes immediate and appropriate action to resolve complaints alleging sexual harassment.

Non-Retaliation Policy

Chapman University strictly prohibits any form of retaliation against individuals who have reported any incident, filed a complaint, or otherwise participated in the investigation of a complaint of sexual harassment.

QUICK GUIDE SEXUAL HARASSMENT

If you feel you are being sexually harassed:

- ☐ Report the incident(s) to your supervisor, or, if you don't feel comfortable reporting it to your supervisor (i.e., if he/she is who you are bringing the allegations against) you can report the incident(s) to either to the Equal Opportunity Officer or Director of Employee Relations and Performance Management in Human Resources.
- ☐ To the extent possible, the University will make a reasonable effort to conduct all proceedings related to harassment and discrimination allegations in a manner which will protect the confidentiality and privacy interest of all parties.

Prevention of Harassment Training

Training is available to all students and can be accessed online at <http://training.newmedialearning.com/psh/chapmanu>. For further information, please contact the H.R. office at 714-997-6686.

WORKER'S COMPENSATION

Every student employee is covered during working hours by Workers' Compensation insurance. The coverage provides medical care to a student employee who experiences a job-related injury or illness. It is essential that an employee who immediately report any job-related accident or illness to the hiring department, which needs to report the information to Human Resources.

What is an Industrial Injury?

An industrial injury is an injury/illness that arises from employment or occurs within the course of employment.

What is Workers' Compensation?

- ☑ State mandated, employer-provided, no-fault insurance.
- ☑ Covers all employees from the first day on the job.
- ☑ Provides the following benefits to an injured worker:
 - Necessary medical care to recover from the effects of the injury.
 - Temporary disability payments if the injured employee is unable to work for a period of time following the injury.
 - Monetary compensation for any permanent impairment resulting from the injury.
 - Modified work or vocational rehabilitation if employee is permanently precluded from his usual job due to the injury.

What is First Aid?

California Code of Regulations defines “First Aid” as “any one time treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters and so forth, which do not require medical care. Such one-time treatment and follow up visit, for the purpose of observation is considered first aid, even though provided by a physician or registered professional personnel.”

If it meets the above definition and there is no lost time from work beyond the date of injury, it is First Aid. Even though no Employers Report of Injury form is required for “First Aid” situations, it is still necessary for:

- ☐ The Employer to complete Supervisor’s report.
- ☐ The Employee to complete an internal incident report and Employee Claim form report to document the injury, in case complications arise. (First Aid injury may become reportable if conditions change)

“Minor Injury” does not include a serious exposure to a hazardous substance.

Workers' Compensation Reporting Procedures

All work injuries must be reported immediately to a manager or supervisor and documented on the appropriate form(s). A Workers' Compensation information poster is available for your reference and is located outside of the Human Resources office in DeMille Hall, Suite 103.

Steps to Report a Work-Related Injury or Illness

1. Immediately reports the injury or illness to the supervisor. It is important for the supervisor to obtain as much information as possible regarding time, location, and nature of the injury or illness.
2. The supervisor must contact the Workers' Compensation and Employee Leave Coordinator in Human Resources at (714) 997-6979 or (714) 997-6686 to report the injury or illness. Further information will be provided to assist you and the supervisor regarding the overall process.

If the injured or ill employee is in **critical condition and requires urgent emergency care, call 911 for assistance.**

For other injuries or illnesses, for initial treatment, please go to visit the Student Health Center. (Treating minor wounds, cuts or a fall, without further treatment would generally be considered as First Aid).

Human Resources or the Student Health Center may send an injured or ill employee to the designated medical facility at:

**Sunrise Medical Center
867 South Tustin Avenue
Orange, CA 92866
(714) 771-1420**

Please note: medical facility information is also displayed on the Workers' Compensation general information poster which is located in Human Resources.

You and/or your supervisor or reporting individual will be asked to complete paperwork regarding your injury or illness. Please complete all sections of the form with as much detailed information as possible. Be sure that report is signed and dated. Public Safety will advise Human Resources and forward all injury related information/forms at the start of business on the next day.

To Report an Injury Occurring After Hours (between 5:00pm and 8:00 am)

1. Supervisor or employee must report the injury to Public Safety at ext. 6763.
2. Public Safety will assist the injured employee, will provide all the necessary forms and, if necessary, will call an ambulance to provide transportation to the hospital or Sunrise Medical Center.

Important Documentation

Within the first 24 hours of the injury or illness, the injury or illness must be reported to Human Resources. The injured employee will be given the following forms to complete: the State of California “Employee’s claim form for Workers’ Compensation Benefits” and the Chapman University “Employee’s Report of Accident or Illness”.

Human Resources will provide the supervisor with the Chapman University “Supervisor’s Report and Investigation of Accident or Illness.

Documentation Submission Deadline

Within 48 hours after the injury or illness occurs, the three forms listed above must be completed and forwarded to Workers’ Compensation and Employee Leave Coordinator in Human Resources along with any additional information received from the medical provider. Prompt reporting is essential to ensure compliance with state regulation.

GENERAL OFFICE/ WORKPLACE SAFETY

Office and workplace safety is a prime concern for all employees of any institution. Although an office or other workplace is ordinarily a safe place, dangers may be subtle or hidden. For instance, a filing cabinet with two open drawers, an outlet with too many devices plugged into it, or a box full of binders may all present a hazard if not dealt with properly.

Injury may also occur from the wear and tear of working regularly with poor ergonomics. Repetitive Strain Injury and Carpal Tunnel Syndrome are just a couple of examples of injury that can result from improper form or posture. However, with a little careful attention to your surroundings, injury and accidents can be avoided.

Simple Accident Prevention

Every day across America, accidents occur in the work-place. While total elimination of accidents is impossible, the simple fact remains that most of them could have been easily preventable.

Slips and Falls

Slips and falls are very common workplace injuries and can be easily prevented. Whenever possible, stay off wet floors. If possible, put out a sign or a chair over the spill to notify others of the wet floor, and call Janitorial Services 714-628-7278 to have them clean up the spill. If you must walk through an area with a wet floor, take the following precautions:

- ☐ Walk slowly and shorten your stride.
- ☐ Turn your feet out a little.
- ☐ Make wide turns

To avoid falls, make sure that the office is free from any hazards:

- ☐ Do not run power or computer cords in walkways or office spaces, or under rugs or carpeting.
- ☐ Keep office spaces and walkways free of clutter.
- ☐ Secure loose carpeting and stray threads, and secure all loose cording from window shades, etc.
- ☐ When using ladders, make sure that the ladder is secure. Do not use the top two rungs of the ladder.

To further avoid trips and falls, the most important tools are your eyes. While walking, take your time, and keep watch for potential hazards. Filing cabinets and drawers are also potential hazards. Do not leave drawers open and unattended, as they can easily cause someone to trip. Do not open more than one drawer at a time. Doing so may cause the filing cabinet to become unbalanced and tip over, almost invariably on the person doing the opening. Most modern filing cabinets have safety mechanisms to prevent people from opening more than one drawer at a time, but you must still take precautions.

Lifting

Lifting even light objects can cause serious back injury if not done safely. The proper procedure to avoid injury while lifting is as follows:

1. Test the weight of the object by tipping it slightly.
2. If the object is too heavy, ask for help or notify your supervisor.
3. If the object seems within your capacity, then lift it carefully, using power from your knees, and not your back.

While carrying objects, walk slowly and make sure that you can navigate the pathway safely. If your vision is obstructed, have someone help guide you to your destination.

Ergonomics

In an office setting, the greatest risk of injury might not be a hazard or accident, but rather the long term effect of poor ergonomics. The true danger is that since injury occurs over an extended period of time, you may not realize the damaging effects of certain actions. For instance, holding your hands at the wrong position while typing may not seem like a big deal at any given moment, but multiply the effect over thousands of keystrokes every work day and the damage builds up. Reduce the possibility of Repetitive Strain Injury (RSI) by periodically relaxing. Every 15 minutes, you should take the time to relax your arms and hands and focus your eyes on a distant object. While working, keep your body aligned in a comfortable position. Your back should be aligned along its curves: In at the neck, out in the chest and in again at the lower back. Your chair should be adjusted so that it supports your lower back and keeps your thighs parallel to the floor. While typing, your forearms should be close to parallel to the floor, and your hands are two inches above or below your elbows. A wrist support will also help your hands stay in the proper position. Your computer monitor should be adjusted so the top of it is at or just below eye level.

Emergencies and Fire Safety

All workplaces must have an escape and evacuation route planned in advance in case of fire or other emergency. The evacuation route should be posted clearly near the worksite. Ask your supervisor about the escape routes if one is not posted. The work site may also have emergency supplies, such as first aid kits, water, etc. stored safely somewhere. Fires are best fought by prevention. To reduce the risk of fire, make sure that all flammable materials are stored safely or removed. Trash and recyclables should be emptied daily.

In a non-smoking office setting, the most likely cause of fire will be from electricity. Take the following precaution to reduce the risk of electrical fire:

- ☒ Do not use more plugs in an outlet than was originally intended. If you must, use a surge suppressor with a fuse to prevent short circuits.
- ☒ Do not allow electrical devices to become overheated. Make sure that cooling vents and fans are not blocked and that airflow is unrestricted.
- ☒ Make sure all electrical cords are working properly and away from hazards that might cause cords to break or become frayed.
- ☒ Use extension cords only when absolutely necessary.

If a fire does occur, it is vital that you keep in mind several safety issues that could save your life. The first item to remember is that the real danger from a fire is not the actual flame (although it is mighty dangerous in and of itself) but the smoke. In fact, 75% of all fire-related deaths are from carbon-monoxide poisoning. Even a small fire can fill an office area with thick clouds of poisonous gas.

Remember that a fire can spread fast! A small fire can engulf a whole building in minutes and can send temperatures high enough to melt clothing and sear lungs.

If the fire is small, you can extinguish it with a fire extinguisher. Fire extinguishers should be kept near all work sites. Check with your supervisor to learn the location of all nearby extinguishers. Very small fires can also be extinguished by smothering them with a towel, rug or large coat. If you do extinguish the fire, do not leave it unattended, wait for the fire department.

If the fire appears to be too large to contain, then the next step is evacuation. Again, knowing the escape routes ahead of time is critical, and having a pre-determined meeting place is vital to ensure that anybody left stranded can be quickly accounted for and rescued by the fire department.

When Evacuating:

- Never use an elevator. Use the stairs!
- Feel doors with the back of your hand. If it's hot, don't open it.
- Stay low, especially if you are in an area where there is smoke or flame. During a fire, the temperature can be 90° F. at the floor, but over 600°F at eye level.

Contact Public Safety

In the case of any emergency, including fire, violence, crime or other immediate danger, contact Public Safety at x 6763.

HOW TO REACH US

If you have any further questions, feel free to speak to anyone in the Student Employment Services. Please call, e-mail, check our website, or stop by for anything we can help you with.

Hours: Monday - Friday, 8am - 5pm
Location: DeMille Hall, Suite 103
Human Resources/ Student Employment
Mailing Address: One University Dr.
Orange, CA 92866
Phone: (714) 997-6674
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E-mail: studemp@chapman.edu
Website: www.chapman.edu/hr/SEO