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NATIONAL
LOUIS
UNIVERSITY

FEDERAL WORK-STUDY (FWS) STUDENT EMPLOYEE HANDBOOK, 2023-2024

Office of Student Finance

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Dear National Louis University Student Employee,

It is a pleasure to welcome you as a new member of National Louis University Student Employment team. We hope that you will find your work here to be interesting, challenging and rewarding. Over the years, NLU has developed a solid and respected reputation among students, alumni, staff and faculty. This reputation is due to the University's ongoing commitment to a mission of service and lifelong, active engagement in learning in an increasingly diverse and global society.

NLU has become an employer to a very diverse and widespread population of staff, faculty, and students. With multiple campuses across Illinois and a campus in Tampa, Florida, this Student Employee Handbook has been created to provide consistent and common guidelines to the NLU family.

The Student Employee Handbook is being provided as a written guide for University policies and procedures. It addresses questions on such subjects as confidentiality, attendance, compliance, code of conduct and conflict of interest at National Louis University. We encourage you to visit the NLU website at <http://community.nl.edu> where you can find a complete copy of our policies and procedures. In any instance where the Student Employee Handbook content and the policy content differ, the full policy supersedes the handbook summary. In addition, the Office of Human Resources is available to answer questions, clarify the guidelines or provide any needed interpretation.

We wish you great success at National Louis University!

The NLU Student Finance Team

Our History

The Evolution of NLU's Mission

In 1886, National Louis University began as a radical idea for its time: a college to train women as kindergarten teachers. Our visionary founder, Elizabeth Harrison, believed that the future prosperity of a community began with the education of its youngest children. She also believed that teaching was a noble and difficult profession that demanded a college degree. As Chicago grew from a prairie outpost to an icon of American diversity and industry, NLU evolved from its beginnings as Miss Harrison's Training School into a full university and one of the most respected "teacher of teachers" in the region.

Today, NLU is the outcome of and testament to the vision of our founders. It is a contemporary university committed to innovation and best practices in both undergraduate and graduate education. A university that excels in creating learning communities where theory complements practice, NLU sustains an -over 135--year tradition of access to higher education for first-generation and urban university students who want to make a lasting impact in their lives and in their communities.

The NLU Mission

NLU provides access to quality higher education that nurtures opportunity for students through innovative teaching, scholarship, community engagement, and service excellence.

Office of Student Finance's Mission

We are committed to providing exceptional, student-centered service, that includes eliminating financial barriers while assisting and guiding students as they determine the best, available, complete educational financing options.

"It always seems impossible until it's done".

— Nelson Mandela

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

— Maya Angelou

"Education is the most powerful weapon which you can use to change the world".

— Nelson Mandela

Federal Work-Study Student Employment

This handbook is intended to be a reference tool for student employees, the University departments, Community Service Partners and supervisors employing them. Specific questions not answered in this handbook should be directed to the Student Finance Office (SFO), 888.NLU.TODAY, option 3 or fws@nl.edu.

This handbook does not constitute a contract of employment, between the student and NLU, the supervisor and NLU or the Community Service Partner and NLU. All student employees and student supervisors covered by this handbook are employed on an 'at-will' basis, and NLU reserves the right to terminate an individual's employment and contract at any time with or without notice.

Section One:

What is Federal Work-Study?

Federal Work-Study (FWS) is a federal program that offers eligible student part-time opportunities to work up to twenty hours per week and earn a pay check. Job opportunities are located both on-campus or with an approved off-campus Community Service Partner (CSP). FWS is a need-based form of financial aid, and eligibility is determined by the information the student provides on the [Free Application for Federal Student Aid \(FAFSA\)](#).

FWS is part of a student's financial aid package. Because Federal and State regulations prohibit students employed through FWS from receiving more financial aid than the amount allowed by their documented need, the Student Finance Office (SFO) must sometimes revise awards for students who received additional resources. Therefore, there is no guarantee of a permanent FWS placement or that a student will remain eligible to work. Both supervisors and student employees should periodically check on the student's available funding and eligibility. All student employees are employed 'at-will'. Student employees may be terminated voluntarily or involuntarily.

Eligibility Requirements

Students must complete the FAFSA each academic year of study to be considered for a FWS position. The FAFSA can be completed online at www.fafsa.gov. NLU's school code is 001733.

Students must meet all financial aid eligibility requirements and demonstrate financial need to be eligible for a FWS position. Eligibility requirements can be found here: <http://www.nl.edu/financialaid/financialaidinformation/eligibility/>.

Students must be enrolled at least half-time (six hours for undergraduate students and three hours for graduate students) each eligible term employed under FWS.

All required new hire employment forms can be found here: <http://www.nl.edu/financialaid/financialaidresources/workstudy/>. All required documents must be submitted before you may begin working. Notify the Student Finance Office at FWS@nl.edu if you resign from your job or [withdraw](#) from one or more classes. If you

are not enrolled at least half-time (six+ quarter hours for undergraduate students and three + semester hours for graduate students) you are ineligible to work.

Review the Guidelines for Student Workers here:

<http://www.nlu.edu/media/nlu/downloadable/financialaid/guidelines-for-student-employees.pdf>.

Attendance

Student employees of National Louis University are expected to be present and ready to begin work at their scheduled time. Absences and tardiness are expected to be reported by the employee directly to their supervisor as soon as practicable. Messages left with coworkers will be considered unreported occurrences. Excessive tardiness or absenteeism will result in corrective action.

Animals in the Workplace

Due to insurance regulations, employees of National Louis University are not permitted to bring any animals into the workplace. University permission to bring animals into the workplace will be granted only for essential helping animals such as seeing-eye dogs.

Children in the Workplace

National Louis University's intent is to maintain a professional work environment and for the consideration of all faculty, staff, administrators, students and visitors, children are not permitted to accompany employees in the workplace.

Code of Conduct

Administrators and staff of National Louis University are expected to obey all laws in conducting University business, and to always act with honesty, integrity, loyalty, trustworthiness, fairness and responsibility. The purpose of this policy is not to restrict the rights of anyone, but to define and protect the rights of all and to insure cooperation. Failure to conform to University Standards of Behavior may result in corrective action, up to, and including termination.

Conflict of Interest

Student employees of National Louis University may not engage in any activity, practice or conduct which conflicts with the interest of the University, its students, its customers, or its suppliers. Student employees must represent the University in a positive and ethical manner. Confidential information must not be disclosed to anyone in the University who does not have a business need-to-know or to anyone outside of the University, except in accordance with established University policies and procedures.

Crisis Management

National Louis University seeks to provide an environment which is responsive to incidents and events that are disruptive, threatening, dangerous, traumatic and/or difficult. Crisis management may include incidents and events ranging from behavioral disturbances to public safety disturbances to natural disasters. The University will respond to and diffuse any crisis situation with the best available care and precaution.

Further, the University will assure confidentiality (in accordance with the Family Educational Rights and Privacy Act of 1974 and the Ethical Standards of the American Association for Counseling and Development of 1988) of anyone involved in any crisis

incident. Therefore, only *designated* University employees should provide information to any person within the University community or to any outside organization or person concerning a crisis incident.

Any member of the University community who experiences a crisis should bring the matter to the attention of either a University public safety officer or a campus administrator. In cases of medical emergencies or public safety threats, members of the University community should *immediately* contact 911. (If 911 is not available at the location, contact the appropriate authority, i.e., police, fire, ambulance.) After outside agencies are contacted, the appropriate University authorities are to be contacted.

Disciplinary Actions and Policy Violations

Student employees will be informed of expected performance levels if performance has not met expectations. A student employee who has been informed of expectations may be subject to corrective action for continued failure to meet expectations, up to and including termination. Some violations of policy and rules are serious enough to result in immediate discharge from the University. Situations which may result in disciplinary action up to and including termination include, *but are not limited to*:

- ☐ ☐ Unsatisfactory job performance
- ☐ ☐ Excessive tardiness
- ☐ ☐ Excessive absence
- ☐ ☐ Insubordination
- ☐ ☐ Illegal acts
- ☐ ☐ Disruptions in the work of others
- ☐ ☐ Excessive personal telephone calls
- ☐ ☐ Dishonesty
- ☐ ☐ Falsification of University records
- ☐ ☐ Destruction of University records
- ☐ ☐ Destruction of University property
- ☐ ☐ Misuse of confidential information
- ☐ ☐ Theft
- Inappropriate behavior

The steps of progressive discipline are outlined in detail in the Disciplinary Actions and Policy Violations Policy found on the National Louis University community website (<http://community.nl.edu>).

Emergency / Weather Closings

In the event of an emergency or extreme weather conditions, National Louis University may close one or more of its campuses. The closing of a campus in Illinois is the sole decision of the President of the University and will be communicated by the Vice President of Operational Services. The closing of a campus outside of Illinois is the decision of the Executive Director. National Louis University will communicate all campus closings via internal email to employees and through local radio and television media. Additionally, National Louis University participates in The Emergency Closings Center. Employees can sign up to receive email alerts at www.EmergencyClosings.com.

Employee Attire

National Louis University has a year-round “business casual” dress policy that permits relaxed but professional clothing to be worn by employees on Monday through Thursday. Jeans, t-shirts and athletic clothes are considered inappropriate. Fridays may be considered “casual” which permits neat and clean jeans to be worn by employees. Shorts are considered inappropriate and are not permitted. On occasions, when more formal business attire is expected, employees will receive communication from their supervisor. Any questions regarding appropriate casual business attire should be directed to the supervisor or the Office of Human Resources. In the event that an employee’s clothing is deemed to be inappropriate, the employee will be directed to go home at the expense of the employee.

Employee Complaints

The policies, rules, and procedures of National Louis University are designed to benefit both the employees and the University. Managers are responsible for applying and enforcing them consistently and fairly. Employees who feel that they have been treated in a manner inconsistent with established policies may question or challenge a decision or action through the University Employee Complaint procedure. Complaints will be reviewed, without retaliation, and the employee voicing the complaint will receive a response.

Employment of Relatives

When filling vacant positions, National Louis University seeks to hire the most qualified candidate. Relatives of National Louis University employees will be considered for employment on the basis of their qualifications. Relationships by family or marriage do not provide advantage or disadvantage in employment.

Placements shall not be made where an employee is in a position to supervise or to influence a related person’s rate of pay, promotion, the granting of tenure, or where an employee may be required to handle confidential information pertaining to a relative.

Evaluations

Performance evaluation is a constructive process to acknowledge the performance of an employee.

Student Employee Performance

All newly hired student employees should have a 90 day review to assess their performance. Any action plans resulting from a performance review should be documented on the Corrective Action Form and revisited monthly to discuss and monitor progress. Performance evaluations should be completed twice a year in January and July.

Student Employee Supervisor Review/Survey

NLU truly cares about the student’s work experience and values the student’s opinion and invites feedback about the work experience.

Hours of Work

Student employees may begin working once they have received an authorization email from the Student Finance Office. They cannot work more than twenty hours per week or

during scheduled class time. Provide your supervisor with your course schedule when determining what hours you will work during each term.

Student employees may also work during breaks in between terms and during the summer if they are registered at least half-time at NLU during the following Fall term and if they have sufficient funds in their FWS award. Student employees that work during the break will not be awarded additional FWS funds. Student employees will be notified of their federal work-study funding allocation and hours for the year and may not work in excess of that funding amount.

Break Periods

Employees who work more than 5 but less than 7.5 hours in a given day are required to take one 15-minute paid break. Employees who work 7.5 or more hours in a given day are required to take two 15-minute paid breaks and a 30-minute unpaid meal break. The two 15-minute paid breaks may not be used to shorten the workday. The 30-minute unpaid meal break should be scheduled midway through the workday. With approval from a supervisor, the two 15-minute break periods may be added to the 30-minute meal period to yield a one-hour meal break. All schedule changes must have prior approval by the supervisor.

Improper Use of University Funds and Property

Improper use of University funds and property includes, but is not limited to, forgery or alteration of University documents, misappropriation of student payments or other University assets, and irregularity in handling or reporting money transactions. Such action can result in criminal and civil penalties to the University and its employees, as well as disciplinary action up to and including termination. Violations of the University Conflict of Interest policy will result in immediate corrective action, up to and including termination.

Indemnification Policy

National Louis University indemnifies employees against liability incurred within the scope of their duties for the University. This indemnification includes service by employees for another organization where such service is undertaken at the specific direction of the University. This indemnity does not include liability incurred where there is (1) breach of duty of loyalty to the University, (2) gross negligence, (3) willful misconduct, or (4) improper personal benefit.

Media Communication

National Louis University's Office of Marketing and Communications is the sole designee of the University to respond to any inquiries by the media. Any student employee of National Louis University who receives an inquiry from a media organization should refer the inquiring party directly to the Vice President of Marketing and Communications.

Personnel Files

Personnel files are the property of National Louis University and access to the files and information is restricted. Generally, only individuals who have a legitimate business need to review the file are allowed to do so. Those individuals with access to personnel files are responsible for maintaining the privacy of employees.

A student employee may review his or her personnel file in the presence of a member of the Office of Human Resources within seven (7) working days of a written request to the Office of Human Resources. The employee may not remove any part of the file from the Office of Human Resources, but a copy of any portion of the entire file may be requested. Former employees and third parties will be granted access to personnel files only in accordance with Federal, state or local laws.

Student employees may protest specific information contained in their personnel file by submitting a written statement to the Office of Human Resources. If it is determined that the material will remain as is, the employee may submit a written statement of disagreement. This statement will be included in the file.

Record of Time Worked

Time reporting, attendance, and tardiness standards are administered by each office. The immediate supervisor will provide time reporting requirements for specific locations and departments. Student employees are required to complete and submit to payroll a time worked report either weekly or bi-weekly in accordance with the payment periods.

Once you begin working you must note your hours worked each day in the NLU portal online timesheet. You must work all the hours you submit on your timesheet. Electronic timesheets are submitted every two weeks for supervisor approval.

On-campus timesheet submission

- Bi-Weekly timesheets are submitted online through the NLU student portal.
- Submission of the online timesheet is due *Monday before the date paid, by noon* unless otherwise noted on the Bi-Weekly Payroll Calendar.
- Actual hours worked must be entered each day worked.
- All hours entered should be entered in 15-minute increments. Once you've entered the in and out times, the online timesheet will automatically total the hours worked.
- Refer to the Time Reporting Process on the NLU's Community website at www.nl.edu/community.

Off-campus timesheet submission

- Weekly timesheets must be faxed directly to payroll each *Monday before noon at 847-947-5854. *Unless otherwise noted on the *Bi-Weekly Payroll Calendar*.
- Actual hours worked must be entered each day worked as well as total hours per week.
- All hours entered should be entered in 15-minute increments.
- Express total hours worked as decimals (15 minutes=.25, 30 minutes= .50 and 45 minutes =.75).
- A separate timesheet should be submitted for each work week. The work week starts on a Monday and ends on a Sunday
- Timesheets that are not signed by both the supervisor and student, changes on time sheets that are not initialed by the supervisor, and/or late timesheets will not be processed. Incomplete timesheets cannot be processed.
- All original timesheets must be mailed to the Student Finance Office.

Monitor Earnings

While the Student Finance Office (SFO) monitors your earnings, you should also keep track of the total award and the balance. A low funds memo will be sent to you and your supervisor when you are within \$400.00 of earning the total FWS award. You may contact the SFO regarding availability and eligibility for any additional FWS funds. When your funding allotment is depleted, the SFO will notify you and your supervisor via email and you must stop working immediately. Students forfeit any amount not earned by the end of the award period (summer or academic year). Unearned spring awards cannot be carried over to summer.

Release of Employee Information

National Louis University seeks to protect the privacy of its present and former employees with a procedure that strictly limits the release of information to outside sources. Written employee authorization is required prior to the release of employee information. Please refer to information regarding [FERPA](#).

Staff Reduction

Should it become necessary to reduce staff at National Louis University, reductions will be made in light of department needs. Budget Heads and the Office of Human Resources will take qualifications, performance, length of service and availability of funds into account during the decision making process.

Termination

All student employees are employed 'at-will'. Student employees may be terminated voluntarily or involuntarily. If this occurs, a Corrective Action Form, *Request for Transfer/Separation form* and the *Student Employee Evaluation form* must be completed and submitted to the Student Finance Office.

Voluntary Termination

Student employees may resign from a position at any time. It is recommended that students provide their supervisor a two weeks' notice when leaving a student employment position and complete the *Student Employee Supervisor Review/Survey*.

Involuntary Termination

NLU reserves the right to terminate a student's employment at any time for cause or no-cause. However, in general, when work performance issues arise, your supervisors should discuss the issue(s) with you and provide feedback on how to improve your performance and complete the Corrective Action form. Performance issues may include:

- Tardiness and/or leaving early
- Excessive visiting with friends during working hours
- Absenteeism
- Reluctance or failure to meet job requirements
- Excessive use of University equipment (including computers, phones & etc.) for non-work related purposes

A student employee can be terminated immediately without advance notice for:

- Student defaults on a student loan
- Student withdraws from the University or doesn't register or attend a term

- Student drops below half time (six + hours for undergraduate & three +hours for graduate)
- Failure to maintain good academic standing and [Satisfactory Academic Progress](#)
- Working without being authorized
- Falsification of timesheets
- Acts of racial discrimination or sexual harassment
- Inappropriate disclosure or use of confidential information
- Theft
- Being at work under the influence of alcohol &/or illegal substances
- Student receives outside assistance or additional funds from other federally funded programs which results in an over award
- The current position is being eliminated
- Student owes a debt to NLU
- Not following University policies or the Standards of Student Conduct in the Student Guidebook.

Transfers and Promotions

Student employees who have been in their current position for at one month may apply to another position. When this occurs, the student employee must complete a *Request for Transfer/Separation form and the Student Employee Supervisor Review/Survey form. The Supervisor must also complete the Student Employee Evaluation form* and submit it to the Student Finance Office.

The student must give their current supervisor a two weeks' notice if they are planning to change positions.

When a student employee is promoted to a new position, an updated job description is required to see if the new position warrants a pay increase.

Section Two: Compliance

Affirmative Action, Diversity and Equal Employment Opportunity

NLU is committed to conducting its recruitment, employment and contract opportunities without regard to race, color, age, sex, pregnancy, religion, gender, sexual orientation, ancestry, national origin, disability, military status, unfavorable military discharge other than dishonorable, marital status, or any other characteristic protected by Federal, State or local law. A complete copy of the National Louis University Affirmative Action, Diversity, and Equal Employment Opportunity Policy can be found here: [Human Resources Policy and Procedure.](#)

Acceptable Use of Information Technology

NLU provides resources to the University community (which includes all prospective students, students, staff, faculty, board members, alumni, and administrators) through its Information Technology and Services. The use of Information Technology and Services must be consistent with the mission, goals, and objectives of the University.

University community members are responsible for their activities and accountable for their individual conduct while using University Information Technology and Services. A complete copy of the NLU's Acceptable Use of Information Technology Policy can be found here: [Human Resources Policy and Procedure](#).

Americans With Disabilities Act (ADA)

The Americans with Disabilities Act prohibits discrimination against a qualified individual with a disability in job application procedures, hiring, compensation, training, advancement, and any other term, condition, or privilege of employment. This law also requires employers to provide reasonable accommodations for individuals with disabilities. A complete copy of the NLU Americans with Disabilities Act Policy can be found here: [Student Rights & Information](#).

Anti-Harassment and Complaint Procedure

NLU is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal, state and local law, the University prohibits any member of faculty, staff, administration, student body or visitors to campus, whether guests, patrons, independent contractors, or clients, regardless of gender, from harassing any other member of the University community. Reports of harassment will be met with appropriate disciplinary action, up to and including termination from the University. A complete copy of the NLU's Anti-Harassment and Complaint Procedure can be found here: [Student Rights and Information](#).

Lactation and Breastfeeding

In accordance with State laws and the NLU Hours of Work Policy, nursing mothers will be allowed to utilize their break or meal time each day to express milk. NLU will make a reasonable effort to provide a private area for nursing mothers, upon request. A complete copy of the NLU's Lactation and Breastfeeding policy can be found here: [Student Rights & Information](#).

Solicitation, Distribution, and Posting of Materials

NLU prohibits the solicitation, distribution, and posting of materials on University property by students, staff, guests, and all other visitors of the University, with the only exceptions to this policy being activities supported and/or sponsored by NLU. A complete copy of the NLU's Solicitation, Distribution and Posting policy can be found here: <https://nl.edu/student-services/student-affairs/student-rights-and-information>.

Section Three: Safety and Health

Drug and Alcohol-Free Workplace

NLU is committed to maintaining a drug and alcohol-free workplace. NLU prohibits the consumption of alcohol during work hours, and the manufacture, possession, use, or distribution of illegal drugs at any time on University premises. Violations of the Drug and Alcohol-Free Workplace policy may result in immediate corrective action, up to and including termination.

The University does, however, reserve the right to serve alcohol during University-sponsored events to those of legal age. Authorization to serve alcohol at University-sponsored events must be obtained in advance from the Vice President for Operational Services.

A complete copy of the NLU's Drug and Alcohol-Free Workplace Policy can be found on the NLU's website (<https://nl.edu/student-services/student-affairs/student-rights-and-information/>).

Smoking on University Premises

NLU maintains a smoke-free environment. Smoking is prohibited within all University buildings. This smoke-free policy covers all areas within University-owned or operated buildings and floors, including, but not limited to: cafeterias, elevators, private offices, general office space, lounges, lobbies, classrooms, hallways, restrooms, stairwells, libraries, laboratories, etc.

Violence in the Workplace

NLU strives to maintain a work environment that is free from intimidation, threats (direct or implied), or violent acts. The University maintains a zero-tolerance policy for any violence in the workplace. Violence includes physically harming another person, shoving, pushing, intimidation, coercion, threats of violence, as well as the carrying of or use of weapons. Any object, regardless of its nature or intended purpose, is considered a weapon when used in a threatening or violent manner. Violations of this policy will result in corrective action, up to and including termination.

Workers' Compensation

NLU protection of the University and employees in case of work-related injuries and/or illnesses. Workers' Compensation provides payment for medical expenses and/or a portion of lost work time if an employee incurs an injury or develops an illness as a result of his or her employment. Workers' Compensation also provides disability benefits and benefits to dependents in case of death. Each workers' compensation event and subsequent determination of benefits is made by the Worker's Compensation insurance carrier and is different based upon the surrounding circumstances, as well as, similar situations that may or may not have the same outcome. A complete copy of the NLU's Worker's Compensation Policy can be found here: <https://nl.edu/student-services/student-affairs/student-rights-and-information>.

Section Four: Compensation

Classification of Employees

The Office of Human Resources at NLU will determine the exempt or non-exempt status for employees using tests utilized by the U.S. Department of Labor according to the provisions of the Fair Labor Standards Act (FLSA). Additionally, employees of NLU will be classified as full-time (those working 30 hours per week or more), part-time (those working less than 30 hours per week), and temporary (those employed for a specified period of fewer than 6 months).

Exempt Employees

Exempt employees are paid a salary and are not eligible to be paid for hours that are worked beyond their scheduled workweek. Exempt, as that term used to describe employee classification, means exempt from overtime pay requirements of the FLSA. The workweek for exempt employees varies in accordance with staffing needs and operational demands, but not less than 37.5 hours per week unless specifically approved and scheduled as such.

Non-Exempt Employees

In accordance with the FLSA, non-exempt employees are paid for every half-hour worked. Non-exempt employees are paid at a premium rate of one and one-half times their regular rate for all hours worked in excess of forty hours in a single workweek. Scheduled hours may vary by location and position. Prior approval for all overtime by an employee's immediate supervisor is required. Unauthorized overtime, while paid, will be subject to disciplinary action up to and including termination.

Full-Time Employees

An employee scheduled to work 30 or more hours per seven-day workweek on a continuous basis. These employees are eligible to participate in NLU's benefits program as outlined in related policies and benefit plan documents, or as required by law.

Part-Time Employees

An employee scheduled to work at least 30 hours per week is a part-time employee. Part-time employees are entitled to limited employee benefits. A work-week is seven days starting Sunday of the week through Saturday.

An employee scheduled to work less than 30 hours per work-week is not entitled to employee benefits.

Temporary Employees

An employee hired for a specific period of time. Temporary employees are not entitled to any health and welfare benefits but will receive overtime pay if employed in a non-exempt position.

Compensation

The Student Finance Office at National Louis University has established a Wage Guideline that will govern all aspects of student employee compensation. The starting hourly wage for student employees is \$17.00. Students will be paid bi-weekly. Student employees are not eligible for fringe benefits such as sick leave, vacation pay or holiday pay.

The Internal Revenue Service (IRS) regulations exempt student employees from paying FICA taxes (Social Security and Medicare Taxes) if they are at least a half-time undergraduate or graduate student, not considered a career employee and school breaks are not longer than five weeks. Students who do not meet all three requirements will be taxed in accordance with federal law.

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any eligible

authorized student employed under FWS student employment must be paid for all hours worked.

University Contact Information

Student Finance Office

Phone: 1.888.NLU.TODAY option 3

Email: StudentFinance@nl.edu

Main Fax: 847.465.5894

Student Employment Contact

Alfreda Walton:

Email: FWS@nl.edu

Phone/ E-Fax: 847.947.5868

Payroll Department

The Payroll Office is located at the Wheeling Campus and is open from 8:30 AM to 4:30 PM Monday through Friday.

Krystyna Tybor-Payroll Manager

Email: ktybor@nl.edu

Phone/E-fax: 847.947.5439

Beata Perkowska-Payroll Coordinator

Email: BPerkowska@nl.edu

Phone/E-fax: 847.947.5451

Nathan Amos-Payroll Coordinator

Email: NAmos@nl.edu

Phone/E-fax: 847.947.5506

Doaa Kolta- Payroll Coordinator

Email: dkolta@nl.edu

Phone/E-fax: (847. 947.5617)

Human Resources Department

The Office of Human Resources is located at the Wheeling Campus and is open from 8:30 AM to 4:30 PM Monday through Friday. We are also available at other Chicago-area campuses on a weekly basis.

Email: HR@nl.edu

Phone: 847.947.5275

University Contact Information and Hours

<http://www.nl.edu/contact/>

Student Employee Handbook Acknowledgement

You may opt to complete the online version of this form at <https://www.nl.edu/financialaid/financialaidresources/workstudy/fwsacknowledgement/>.

I hereby acknowledge that I have received a copy of National Louis University's *Employee Handbook*. I will familiarize myself with the material in this handbook and my work conduct is expected to be in conformance with its contents. I will take responsibility for seeking clarification of any information that I am uncertain about from either a member of the Office of Human Resources or my supervisor. I understand that my employment is at-will and that nothing in this handbook changes that relationship, and that National Louis University may change, rescind, or add to any policies, benefits, or practices described in this handbook with or without prior notice.

Student Employee Signature

Student Employee Printed Name

Student Employee NLU ID #

Date