



NATIONAL
LOUIS
UNIVERSITY

GRADUATE ASSISTANTSHIP (GA) PROGRAM STUDENT EMPLOYMENT HANDBOOK, June 2025

Office of Student Finance

Phone: 888.NLU.TODAY (658.8632), Ext. 5350

Fax: 847.465.5894

Email: FWS@nl.edu

Website: www.nl.edu



Dear National Louis University Graduate Assistant Student Employee,

It is a pleasure to welcome you as a new member of National Louis University Student Employee 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.

This Student Employee Handbook is being provided as a written guide for University policies and procedures. It addresses questions on such subjects as Attendance, Code of Conduct, and Conflicts of Interest at National Louis University. We also encourage you to visit the NLU website <https://nl.edu/student-services/student-affairs/student-rights-and-information/> where you can find a complete copy of the 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

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 over a 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 opportunities 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, which 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

Graduate Assistantship Student Employment

This handbook is intended to be a reference tool for student employees, the University departments, 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 or the supervisor 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 any individual's employment and contract at any time with or without notice.

Per the Illinois Unemployment Insurance guidelines, any work positions that are paid and classified as student employment, such as Federal Work-Study, College Employment, and Graduate Assistantship, etc., are not eligible for unemployment compensation, once the position has ended. Participation in a Student Employment Program does not constitute bona fide NLU employment status. Therefore, when you are no longer participating in the student employment program, you would not be eligible to request or receive unemployment compensation.

Section One:

What is the Graduate Assistantship (GA)?

The graduate assistantship is an institutional resource that provides graduate students with work opportunities as graduate assistants (GAs). It provides funding for part-time employment for eligible students in on-campus positions. GA positions are only available to enrolled graduate students to help finance their education. In exchange for working, graduate assistants receive a credit on their student account towards their tuition and fee charges. The graduate assistantship is awarded on a first-come, first-serve basis. Students are awarded GA funds based on their financial need, available funds, and job availability.

Although graduate students and [International students](#) are not required to complete the FAFSA, they must have either a valid Social Security Number for required IRS reporting or a [Taxpayer Identification Number](#) (TIN). Please refer to IRS [Publication 1915](#) (PDF) for a more detailed explanation of ITINs. International students should contact [Maria Lammy](#), the Principal Designated School Official (PDSO) at 312-261-3888 or email mlammy1@nl.edu for assistance with obtaining the required documents needed to get an SSN or ITIN.

The graduate assistantship is part of a student's financial aid package. Because Federal and State regulations prohibit students employed through a graduate assistantship to receive more financial aid than their cost of attendance, the Student Finance Office (SFO) must sometimes revise awards for students who receive additional resources, such as the assistantship. Therefore, there is no guarantee of a permanent graduate assistantship placement or a student's eligibility for the graduate assistantship until eligibility is reviewed by the Student Finance Office. Both the supervisor and the student employee will be notified immediately if the student must stop working.

Note: **Students are only eligible to receive one NLU resource per academic year. The only exception to this policy is students who are awarded one of our institutional, donor-fund, merit-based scholarships.**

Types of Graduate Assistantships

Non-Teaching Academic Support Graduate Assistantship: Non-teaching academic support graduate assistantship responsibilities may be administrative, scholarly, or research. Assisting faculty members with research activities related to grants, teaching assignments, and/or program development.

Non-Teaching Academic Support includes (but is not limited to):

- Assisting in classrooms or labs
- Assisting faculty and/or Departments
- Advising students
- Proctoring examinations
- Tutoring and program development and administration for Library and Learning Support

Administrative/Operational Assistantship: Administrative/operational GA responsibilities are administrative, technical, or student service in nature. Duties may **not** be predominately clerical in nature. Specific responsibilities will vary, but in general, an administrative assistantship. Students will assist in the administrative duties of the department, have independent responsibility for the delivery of student services (library and learning support and computer labs), have operational-level responsibilities for project administration, or perform duties that require professional skills or abilities.

Administrative/ Technical Support includes (but are not limited to):

- Administrative project management
- Monitoring instructional and service labs (computer, video, etc.)
- Student services
- Web and technology support for departments and programs

Graduate Assistant hours worked will be used at the end of the calendar year to determine the wages included on your 1098T as Non-taxable income to comply with [IRS Publication 970](#).

Eligibility Requirements

NLU staff are not eligible to participate in the Graduate Assistantship Program.

Completion of a FAFSA is not required, but if you are not planning to use financial aid to help pay your tuition, you must select a [Payment Plan Option](#) to pay the tuition amount that the graduate assistantship doesn't cover.

Although graduate and [International students](#) are not required to complete the FAFSA to participate in the Graduate Assistantship Program, they must have either a valid Social Security

Number for required IRS reporting or a [Taxpayer Identification Number](#) (TIN). Please refer to IRS [Publication 1915](#) (PDF) for a more detailed explanation of ITINs.

You should contact Maria Lammy, the Principal Designated School Official (PDSO) at mlammy1@nl.edu or 312-261-3888 for assistance with the required documents needed to obtain an SSN or ITIN.

Terms and Conditions

- Eligible students will be awarded \$1,800.00 per eligible term with a maximum of \$7,200.00 for the academic year.
- Students must be enrolled at least half-time for regular coursework at the graduate level that is required for degree completion. **Only courses being charged the full, per hour, graduate tuition rate are considered.**
- Once a plan is agreed upon, the student is expected to continue on that plan and comply fully with the terms of that plan during each term. If any change is needed, the student must notify the Student Employment Coordinator and their supervisor, before the term starts. **No changes will be made in the middle of a term.**
- Student employees must complete all required hiring forms and be authorized to work before beginning any work position.
- Student employees may not work more than twenty hours per week.
- You are expected to fulfill the work requirement on a regular schedule that has been approved by the supervisor on a term-by-term basis. Students who do not work the required number of hours each term as indicated by their plan will have their Graduate Assistantship award prorated to the number of hours actually worked.
- You cannot work during scheduled class time. Provide your supervisor with your course schedule when determining what hours you will work during the term.
- Review the Guidelines for Student Employees here:
<http://www.nl.edu/media/nlu/downloadable/financialaid/guidelines-for-student-employees.pdf>.
- Adhere to all University policies noted in the Student Guide Handbook, which can be found here:
<http://www.nl.edu/studentservices/studentguidebook/>.

Attendance

Student employees of NLU 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 to be unreported occurrences. Excessive tardiness or absenteeism will result in corrective action.

Animals in the Workplace

Due to insurance regulations, employees of NLU 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

NLU's intent is to maintain a professional work environment for all faculty, staff, administrators, students, and visitors, therefore; children are not permitted to accompany employees in the workplace.

Code of Conduct

Administrators and staff of NLU are expected to obey all laws when 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 ensure cooperation. Failure to conform to University Standards of Behavior may result in corrective action up to and including termination.

Conflicts of Interest

Student employees of NLU may not engage in any activity, practice or conduct that conflicts with the interests 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

NLU seeks to provide an environment that 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, or 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 notified 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 severe enough to result in immediate discharge from the University. Situations that 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 here Human Resources Policy and Procedure.

Emergency / Weather Closings

In the event of an emergency or extreme weather conditions, NLU may close one or more of its campuses. The closing of a campus in Illinois is the sole decision 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 <https://nl.edu/campus-safety/emergency-notification-system/>.

Employee Attire

NLU has a year-round “business casual” dress policy, which 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 allowed. 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. If 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 NLU 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 receive a review and a response without retaliation against the employee voicing the complaint.

Employment of Relatives

When filling vacant positions, NLU seeks to hire the most qualified candidate. Relatives of National Louis University employees will be considered for employment based on the qualifications. Relationships by family or marriage do not provide advantages or disadvantages 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 let them know how they are doing in their new role. Any action plans resulting from a performance review should be documented on the Corrective Action Form and revisited monthly to discuss any progress. Performance evaluations should be done twice a year in January and July.

Student Employee Supervisor Review/Survey

NLU truly cares about your experience and value your opinion and would like your feedback about your work experience.

General Gifts

To express the concern of NLU for employees in times of personal illness, death in the immediate family, or to share the joy at the birth or adoption of a child, the Office of Human Resources will be responsible for sending flowers. The Office of Human Resources is the sole designee for sending flowers on behalf of the University community.

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 the term.

GA student employees may only work during the terms in which they are registered at least half-time.

Break Periods

Employees who work more than 5 but less than 7.5 hours on a given day are required to take one 15 minutes 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 Conflicts of Interest policy will result in immediate corrective action, up to and including termination.

Indemnification Policy

NLU 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 cover 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

NLU'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 NLU who receives an inquiry from a media organization should refer to the inquiring party directly to the Vice President of Marketing and Communications.

Personnel Files

Personnel files are the property of NLU, 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

Each office administers time-reporting, attendance, and tardiness standards. The immediate supervisor will provide timely reporting for their specific locations and departments. GA student employees are required to complete and submit the monthly

timesheet to the Office of Student Finance for the previous month's hours worked by Friday of the first week of the new month. **For example, if you are submitting hours for the month of July, you must submit your timesheet by the first Friday in August.**

Monitor Earnings

While the Student Finance Office (SFO) monitors your hours, you should also keep track of the total award and remaining hours to fulfill your work commitment. Students forfeit any amount not earned by the end of the term (quarter or semester). Unearned awards cannot be carried over to the next term.

Monthly Timesheets

- Timesheets are due monthly for the prior month's hours worked by Friday of the first week of the new month. **For example, if you are submitting hours for the month of July, you must submit your timesheet by the first Friday in August.**
- A separate timesheet must be completed for each month.
- Actual hours worked must be entered each day worked.
- When signing the timesheet, the supervisor and student must retain a copy for their records.
- All hours entered should be entered in 15-minute increments. Therefore, enter time as follows:

Actual Time:	Enter Time as:
8:00 to 8:07 is 8:00am	08:00
8:08 to 8:15 is 8:15am	08:15
8:16 to 8:22 is 8:15am	08:15
8:23 to 8:30 is 8:30am	08:30
8:31 to 8:37 is 8:30am	08:30
8:38 to 8:45 is 8:45am	08:45
8:46 to 8:52 is 8:45am	08:45
8:53 to 9:00 is 9:00am	09:00

- Express total hours worked as decimals (15 minutes=.25, 30 minutes= .50 and 45 minutes =.75).
- Timesheets that are not signed by both the supervisor and student, changes on timesheets that are not initialed by the supervisor, and incomplete timesheets won't be processed.
- Students must report only the actual time worked; the student does not receive compensation for time traveled or expenses incurred working from a remote location.
- Submission of late timesheets from a previous academic year will not be processed.
- Students should not handle the timesheet after the supervisor has signed it. The supervisor must forward the signed timesheet directly to fws@nl.edu.

Monitoring your earnings:

- You and your supervisor are responsible for keeping track of your total award and hours. The supervisors must maintain a file for all student employees.

- When a student has worked all of the required hours for the term, the student must stop working immediately.
- When your GA commitment is fulfilled, the SFO will notify you and your supervisor via email, and you must stop working immediately.
- When signing the timesheet, the supervisor and student must retain a copy for their records.

Release of Employee Information

NLU 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 the information regarding [FERPA](#).

Staff Reduction

Should it become necessary to reduce staff at NLU, 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 for 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, gender-based, sexual or harassment of any kind
- Inappropriate disclosure or use of confidential information
- Theft
- Being at work under the influence of alcohol &/or illegal substances
- Student receives additional funds from other federally-funded programs that results in overfunding
- 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 three months 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 complete the *Student Employee Evaluation form* and submit it to the Student Finance Office. The student must give their current supervisor two weeks' notice if they are planning to change positions.

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.

A GA may work up to 20 hours per week, not to exceed their pre-established contract.

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

There are three levels of compensation for the Graduate Assistantship: 200 hours per term, 150 hours per term, and 100 hours per term. Only full-time students are eligible for a 200 or 150 hour per term compensation. Students must be at least half-time to be eligible for a 100 hour per term compensation. The enrollment level will be based on regularly priced courses.

1. Students fulfilling a 200 hour per term (20hrs/wk.) appointment will receive a \$3600 tuition credit per participating term, subject to available funding. Must be full-time.
2. Students fulfilling a 150 hour per term (15hrs/wk.) appointment will receive a \$2700 tuition credit per participating term, subject to available funding. Must be full-time.
3. Students fulfilling a 100 hour per term (10hrs/wk.) appointment will receive an \$1800 tuition credit per participating term, subject to available funding.

NLU's Office of Student Finance has established a Wage Guideline that will govern all aspects of student employee compensation. GA timesheets are processed at an hourly rate of \$18.00. Student employees are not eligible for fringe benefits such as sick leave, vacation pay, or holiday pay. GA student employees earn a tuition credit and do not receive a bi-weekly paycheck. GA timesheets are processed monthly as the work commitment is satisfied.

Graduate Assistant hours worked will be used at the end of the calendar year to determine the wages included on your 1098-T as non-taxable income to comply with [IRS Publication 970](#).

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 GA student employment must be compensated for all hours worked.

Please note: Per the Illinois Unemployment Insurance guidelines, any work positions that are paid and classified as student employment, such as Federal Work-Study, College Employment, and Graduate Assistantship, etc., are not eligible for unemployment compensation, once the position has ended. Participation in a Student Employment Program does not constitute bona fide NLU employment status. Therefore, when you are no longer participating in a student employment program, you would not be eligible to request or receive unemployment compensation.

Returning Student

The *Continued Placement GA Application* and the *Student Evaluation* forms are required when a student employee returns for a consecutive year. The supervisor must also complete the Authorization to Employ (ATE) online through HandShake as an accurate job description is required each academic year.

Graduate Assistantship Guidelines

LEVEL I	NOT ELIGIBLE FOR GA	Entry-level, no specific skills required a low level of responsibility. Student employee performs routine, repetitive tasks under close supervision.
LEVEL II	NOT ELIGIBLE FOR GA	Some skills required—moderate level of responsibility. Student employee performs a variety of duties under general supervision using some independent judgment and initiative.
LEVEL III	APPLICABLE FOR GA	Specific skills and knowledge required. High level of responsibility with prior work experience or education. Performs a variety of duties using independent judgment and discretion with minimal supervision.
LEVEL IV	APPLICABLE FOR GA	Specific high-level skills and knowledge required. High level of responsibility with prior work experience or education. Perform tasks involving a high level of difficulty and complexity using independent judgment with minimal supervision. Able to perform duties with little or no training and multitask with great attention to detail.

Graduate Assistantship Positions Are For Levels III And IV Only!

Levels I And II Are For Federal Work-Study Positions Only!

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

Samantha King -Payroll Coordinator Email:
sking31@nl.edu Phone/E-fax (847)-947-5821

Laurie Storm-Payroll Coordinator Email:
lstorm1@nl.edu Phone/E-fax (847)-947 5713

Regina Davis-Payroll Coordinator Email:
rdavis68@nl.edu Phone/E-fax (847-947-5751

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