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NATIONAL  
LOUIS  
UNIVERSITY

# **FEDERAL WORK-STUDY (FWS) STUDENT EMPLOYEE HANDBOOK**

Dear National Louis University 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, National Louis University 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.

National Louis University has become an employer to a very diverse and widespread population of staff, faculty and students. With locations distributed among campuses within Illinois, in other states and across international boundaries, this Student Employee Handbook has been created to provide consistent and common guidelines to the NLU team.

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 Interests at National Louis University. We also encourage you to visit the NLU website at <http://community.nl.edu> 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.

## The NLU Mission

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

## Federal Work-Study Student Employment

This handbook is intended to be a reference tool for student employees, the University departments and agencies 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](mailto:fws@nl.edu).

This handbook does not constitute a contract of employment, between the student and NLU, the supervisor and NLU or the Off-Campus Agency 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.

Per the Illinois Unemployment Insurance guidelines, any work positions that are paid and classified as student employment, such as Federal Work-Study, College Employment, Graduate Assistant and Harrison Fellow, etc., are not eligible for unemployment compensation, once the position has ended. Participation in the Federal Work-Study program does not constitute bona fide National Louis University 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: Federal Work-Study Employment**

## **What is Federal Work-Study?**

Federal Work-Study (FWS) is a federally funded employment program for eligible undergraduate and graduate students who demonstrate a financial need. It provides funding for part-time employment for eligible students in either on-campus positions or at approved community service organizations off campus. FWS is awarded on a first come first serve basis. NLU participates in the Federal Work-Study Program and places eligible students in on-campus positions and approved off-campus community service positions. Students are awarded Federal Work-Study funds based on their financial need, available funds, and job availability. 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 SFO must sometimes revise awards for students who received additional resources. Therefore, there is no guarantee of a permanent FWS placement or a student's work eligibility. Both employers 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](http://www.fafsa.gov). NLU 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 (6 hours for undergraduate students and 3 hours for graduate students) each eligible term employed under FWS.

## **Terms and Conditions**

Adhere to all University policies noted in the Student Guide Handbook which can be found here: <http://www.nl.edu/student-services/studentguidebook/>.

Eligible student employees will be awarded \$1,500.00 per eligible term with a maximum of \$6,000.00 for the year. When hired, student employees must submit all required hiring documents to the Student Finance Office via email at [FWS@nl.edu](mailto:FWS@nl.edu) or fax at 847.947.5443. All required 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](mailto: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 (6+ quarter hours for undergraduate students, 3+ semester hours for graduate students) you are ineligible to work.

Review the Guidelines for Student Workers here:

<http://www.nl.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 to be 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, therefore 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.

## **Conflicts of Interest**

Student employees of National Louis University may not engage in any activity, practice or conduct which 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**

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

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 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](http://www.EmergencyClosings.com).

### **Employee Attire**

National Louis University 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 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 receive a review and a response without retaliation against the employee voicing the complaint. This policy applies to both faculty and staff. However, if a faculty member has a complaint of an academic nature, they must follow the Faculty Appeals process which can be found in the Faculty Guidebook, section 111.

### **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 the 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.

### **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 20 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.

Student employees may also work during breaks in between terms and during the summer if they are registered at least half-time at NLU for the next term of attendance 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 you 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 work day. The 30 minute unpaid meal break should be scheduled midway through the work day. 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**

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. E-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 NLU's Community's website at [www.nl.edu/community](http://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 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

### **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.

### **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. When this occurs, a *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.

## **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. 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 (6 hours for Undergraduate & 3 hours for Graduate)
- Failure to maintain good academic standing and satisfactory 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 additional funds from other federally funded programs which result in an over award
- The current position is being eliminated
- Student owes a debt to NLU

## **Transfers and Promotions**

Student employees who have been in their current position for at three months may apply to another position. When this occurs, a *Request for Transfer/Separation form* and the *Student Employee Evaluation form* must be completed and submitted to the Student Finance Office.

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**

National Louis University 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 on the National Louis University community website (<http://community.nl.edu>).

### **Acceptable Use of Information Technology**

National Louis University 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. 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 National Louis University Acceptable Use of Information Technology Policy can be found on the National Louis University community website (<http://community.nl.edu>).

### **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 National Louis University Americans with Disabilities Act Policy can be found on the National Louis University community website (<http://community.nl.edu>).

### **Anti-Harassment and Complaint Procedure**

National Louis University 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 National Louis University Anti-Harassment and Complaint Procedure can be found on the National Louis University community website (<http://community.nl.edu>).

### **Lactation and Breastfeeding**

In accordance with State laws and the National Louis University Hours of Work Policy, nursing mothers will be allowed to utilize their break or meal time each day to express milk. National Louis University will make a reasonable effort to provide a private area for nursing mothers, upon request. A complete copy of the National Louis University Lactation and Breastfeeding policy can be found on the National Louis University community website (<http://community.nl.edu>).

## **Solicitation, Distribution and Posting of Materials**

National Louis University 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 National Louis University. A complete copy of the National Louis University Solicitation, Distribution and Posting policy can be found on the National Louis University community website (<http://community.nl.edu>).

# Section Three: Safety and Health

## **Drug and Alcohol Free Workplace**

National Louis University is committed to maintaining a drug and alcohol-free workplace. National Louis University 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.

## **Smoking on University Premises**

National Louis University 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, rest rooms, stairwells, libraries, laboratories, etc.

## **Violence in the Workplace**

National Louis University strives to maintain a work environment that is free from intimidation, threats (direct or implied) or violent acts. The University maintains a zero tolerance 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**

National Louis University maintains a Workers' Compensation insurance policy for 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 National Louis University Worker's Compensation Policy can be found on the National Louis University community website at (<http://community.nl.edu>).

# Section Four: Compensation

## **Classification of Employees**

The Office of Human Resources at National Louis University 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 National Louis University 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 less 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 continuing basis. These employees are eligible to participate in NLU's benefit program as outlined in related policies and benefit plan documents, or as required by law.

### **Part-Time Employees**

A: An employee scheduled to work greater than 20 but less than 30 hours per seven day workweek on a continuing basis. These employees are entitled to limited employee benefits.

B: An employee scheduled to work less than 20 hours per seven day workweek on a continuing basis 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 National Louis University has established a Wage Guideline, which will govern all aspects of student employee compensation. The starting hourly wage for student employees is \$11.00. 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.

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, Graduate Assistant and Harrison Fellow, etc., are not eligible for unemployment compensation, once the position has ended. Participation in the Federal Work-Study program does not constitute bona fide National Louis University 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.

### Returning Student Wage Guidelines

When a student employee returns for a consecutive year, the recommended wage increase is 50-cents per hour. The student employee is eligible for another 50-cent pay increase based on the performance evaluation from the student’s supervisor.

The supervisor in conjunction with the FWS Coordinator uses these categories as a guideline to determine the job title and wage rate, while keeping in mind the total allocated budget cannot be exceeded.

### University Wage Guidelines

LEVEL I	\$11.00 PER HOUR	Entry level, no specific skills required, low level of responsibility. Student employee performs routine, repetitive tasks under close supervision.
LEVEL II	\$11.25 PER HOUR	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	\$11.50 PER HOUR	Specific skills required. High level of responsibility. Student employee performs a variety of duties using independent judgment and discretion with minimal supervision. Student has required knowledge and, if necessary, license or certificate.
Peer Tutor or Community Service Tutor/Mentor	\$12.50 - \$14.00 PER HOUR	Specific skills required. High level of responsibility. Student employee performs a variety of duties using independent judgment with minimal supervision. Student has required knowledge and, if necessary, license or certificate.
Returning Student		When a student returns for a consecutive year in the same position, the recommended wage increase is 50-cents per hour. The student is eligible for another 50-cent pay increase based on the performance evaluation from the student’s supervisor.

The job title and initial hourly wage are determined by NLU and the supervisor using the above categories as a guideline.

# Contact Information

## Student Finance Office

Phone: 1.888.NLU.TODAY option 3

Email: [StudentFinance@nl.edu](mailto:StudentFinance@nl.edu)

Main Fax: 847.465.5894

## Student Employment Contact

Lucreshia Head:

Email: [FWS@nl.edu](mailto:FWS@nl.edu)

Phone/ E-Fax: 847.947.5443

## 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](mailto:ktybor@nl.edu)

Phone/E-fax: 847.947.5439

Beata Perkowska-Payroll Coordinator

Email: [BPerkowska@nl.edu](mailto:BPerkowska@nl.edu)

Phone/E-fax: 847.947.5451

Nathan Amos

Email: [NAmos@nl.edu](mailto:NAmos@nl.edu)

Phone/E-fax: 847.947.5506

## 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. [Meet the Human Resources Team](#). We are also available at other Chicago area campuses on a weekly basis.

Email: [HR@nl.edu](mailto:HR@nl.edu)

Phone: 847.947.5275

## University Contact Information and Hours

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

# Employee Handbook Acknowledgement

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.

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Student Employee's Signature

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Student Employee's Printed Name

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Student Employee's NLU ID #

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Date