



KUTZTOWN UNIVERSITY

Department of Human Resources

Policies and Procedures Manual

DEPARTMENT OF HUMAN RESOURCES

Policies and Procedures Manual

HUMAN RESOURCES
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Workers Compensation procedure

I. Introduction

This procedure describes the workers compensation process at Kutztown University.

II. Definitions

- A. **Workers Compensation:** Benefits available for Kutztown University employees including student employees injured while performing job requirements.
- B. **Panel Physician:** Listing of medical facilities for treatment within the first 90 days of injury. Treatment within the first 90 days of injury with a facility not on panel list may not be reimbursed under Workers Compensation.
- C. **Incident Only Claim:** Injury that does not result in medical treatment or lost-time.
- D. **Medical Claim:** Reportable injury that requires medical attention.
- E. **Lost Time Claim:** Reportable injury that causes employee to miss one or more shifts.
- F. **Indemnity Claim:** Lost-Time claims that result in injured employee missing more than 7 days (including weekends) from work.

III. Procedures and Requirements

- A. **Work-Related Injury:** Injury is reported to direct supervisor who then inputs employee demographics, date and time of incident, body part(s) injured and explanation of how injury occurred via [W.C. Submission Form](#) located on university's secure server. Upon submission, supervisor can print a copy of the submission and an email notification is generated to Human Resources and University Environmental Health & Safety.
 - a. **Incident Only Claim:** Submitted claim is reviewed and completed in H.R. Incident Only memo along with copy of completed claim mailed to employee. If claim does develop into a Medical or Lost-Time claim, further steps are required. These claims are not submitted to Workers Compensation Administrator.
 - b. **Medical Claim:** claim with claim number is mailed to employee. Claims that require medical attention are electronically reported to Workers Compensation Administrator by Human Resources. Upon submission a claim number is assigned; the claim number will be requested by treating panel physician for billing to Workers Compensation Administrator. Medical Claim memo along with a copy of completed claim with claim number is mailed to employee.

- c. **Lost-Time Claim:** Claims for which medical attention is sought resulting in the employee missing one or more shifts. Claim is reportable on annual Accident & Illness Prevention Program report. Lost-Time claims of more than 7 days become Indemnity Claims.
 - d. **Indemnity Claim:** Claims that cause injured employee to be disabled more than 7 cumulative days. Payroll completes a Statement of Wage form for wages earned during the 52 weeks prior to date of injury and faxes to Workers Compensation Administrator who calculates claimant's average weekly wage and workers compensation payable amount. If disability lasts 8 to 13 cumulative days, workers compensation is payable only for day 8 through day 13. If disability lasts 14 cumulative days or more, workers compensation is payable for the entire period of disability.
- B. Injury Leave Election for AFSCME & SPFPA Employees ONLY:** If employee is eligible for indemnity benefits, a calculation is performed by Payroll indicating difference between employee's normal net pay and the workers compensation indemnity benefits. Human Resources sends a leave election letter and form to employee to make an election.
- a. Paid injury leave (accrued sick, annual or personal leave) which results in pay that is approximately equal to the difference between workers compensation indemnity benefits and net salary. One full day of leave is charged for each day absent.
 - b. Injury Leave without Pay which results in employee accepting only workers compensation indemnity benefits (no additional salary will be paid). This is the only option for employees who do not earn leave. No leave accruals earned and employee is in inactive status for retirement credit and tuition waiver.
 - c. Medical/hospital, supplemental health benefits, and group life insurance benefits continue if you currently have them and continue to pay any required employee premiums. Disabilities lasting 1 cumulative year within 3 years of date of injury will cause loss of employer benefits.
- C. Paid Work-Related Disability Leave for Faculty, Coaches, OPEIU, SCUPA and Management Employees:** Employee receives full salary with no leave charged for absences of 7 days or less.
- a. Full salary paid by university with no leave charged for absences of 7 days or less.
 - b. Absences between 8 and 14 days: Full pre-disability net paid by university for 7 days and full pre-disability net paid by workers compensation/ university between 8 and 14 days.
 - c. Absences over 14 days: Full pre-disability net paid by workers compensation and university back to day 1.
 - d. Employee earns one-third leave accruals and remains in active status for retirement and seniority credits and tuition waivers.
- D. Unpaid Work-Related Disability Leave for non AFSCME & SPFPA:** To be used when employee's one year eligibility (365 days) has expired and the employee has elected to NOT use paid leave.

- E. **Student Worker Injury while performing on-the-job duties:** Supervisor should report these injuries to Benefits Manager.

- F. **Monitoring of claims:** Human Resources in conjunction with Workers Compensation Administrator continue to monitor claims through return to full duty.
 - a. Reports injured employee status and upcoming medical appointments to Department for workforce planning.
 - b. Works with Department for return to modified duty.
 - c. Rehab nurses assigned to monitor claims.

HUMAN RESOURCES

Student Employment procedure (active students)

I. Introduction

This procedure describes the student employment process at Kutztown University.

II. Definitions

- A. **Student employee:** An individual whose primary purpose is to study at Kutztown University, and who may also be employed by the university in a student job.
- B. **Student job:** A position which is only available to Kutztown University students.

III. Procedures and Requirements

A. Student Eligibility:

- a. **Current Students:** In order to be eligible to work in a student position at Kutztown University, an individual must be a student enrolled and actively attending classes at Kutztown University. For employment during the regular academic year, the student must be enrolled and actively attending classes. For employment during a break between semesters (winter) or between academic years (summer), the student must either a) be actively enrolled in class(es) during the break period, or b) be enrolled during the semester prior and subsequent to the break. In the case of transfer students and incoming freshmen who want to work during the summer prior to their first fall semester, the student must be admitted to the university and have paid the Advance Registration Deposit (ARD) and not have cancelled it. Students who have not yet been able to register because of holds on their records will be reviewed on an individual basis.
- b. **Rationale:** Positions that are available exclusively to students are eligible for exemption from FICA taxes. The individual must meet the IRS definition of student. Our eligibility rules meet the IRS definition of student eligible for FICA exemption.

B. Restrictions:

- a. A student employee should not work for or directly in the chain of command with a parent, guardian or immediate family member. This complies with the state Public Official and Employee Ethics Act, as well as BOG Policy 2012-01: Conflict of Interest. Exceptions will be reviewed in compliance with the process outlined in the BOG policy.
(http://www.passhe.edu/inside/policies/BOG_Policies/Policy%202012-01.pdf)

- b. **In no event** may a student work prior to the employment application being received in Human Resources and an I-9 form being on file in HR.

C. Hiring Process:

- a. Student identifies job opportunities on campus. Upon accepting an offer of campus employment, the student presents the campus employer with the work authorization card.
- b. Student completes employment paperwork in Human Resources. Upon completion of required paperwork (including I-9, W-4, address and direct deposit forms), the student will be issued a work authorization card. This card tells the hiring department that the student is authorized to work on campus.
- c. The campus employer submits an online application on behalf of the student.
- d. The Financial Aid office receives the application and verifies enrollment and any eligibility for work study awards, etc. After noting the amount of any work study award and coding the job accordingly, Financial Aid forwards the application to Student Payroll.
- e. Student Payroll matches the application up with the paperwork and enters the student employee's information into SAP. This information uploads to eTime, the student time entry system.
- f. The student employee enters hours worked into eTime and signs them on or before midnight of the Friday of the pay period end.
- g. The campus employer reviews and approves the hours entered by noon of the Monday following pay day.
- h. Hours entered, signed and approved by each deadline will be paid on the Friday pay day following (two weeks later).

HUMAN RESOURCES

Student Employment procedure (international students)

I. Introduction

This procedure describes the student employment process at Kutztown University.

II. Definitions

- A. **Student employee:** An individual whose primary purpose is to study at Kutztown University, and who may also be employed by the university in a student job.
- B. **Student job:** A position which is only available to Kutztown University students.

III. Procedures and Requirements

A. Student Eligibility:

- a. **Current Students:** In order to be eligible to work in a student position at Kutztown University, an individual must be a student enrolled and actively attending classes at Kutztown University. For employment during the regular academic year, the student must be enrolled and actively attending classes. For employment during a break between semesters (winter) or between academic years (summer), the student must either a) be actively enrolled in class(es) during the break period, or b) be enrolled during the semester prior and subsequent to the break. In the case of transfer students and incoming freshmen who want to work during the summer prior to their first fall semester, the student must be admitted to the university and have paid the Advance Registration Deposit (ARD) and not have cancelled it.
- b. **International Students:** International students must meet the same eligibility requirements as students who are citizens. If the international student does not have a social security number, they must follow a process to apply for one. More specific information is listed on the Student Payroll website:

<http://www.kutztown.edu/about-ku/administrative-offices/human-resources/payroll/student-employment-and-payroll.htm>
- c. **Rationale:** Positions that are available exclusively to students are eligible for exemption from FICA taxes. The individual must meet the IRS definition of student. Our eligibility rules meet the IRS definition of student eligible for FICA exemption.

B. Restrictions:

- a. A student employee should not work for or directly in the chain of command with a parent, guardian or immediate family member. This complies with the state Public Official and Employee Ethics Act, as well as BOG Policy 2012-01: Conflict of Interest. Exceptions will be reviewed in compliance with the process outlined in the BOG policy.
(http://www.passhe.edu/inside/policies/BOG_Policies/Policy%202012-01.pdf)
- b. **In no event** may a student work prior to the employment application being received in Human Resources and an I-9 form being on file in HR.

C. Hiring Process:

- a. Student completes employment paperwork in Human Resources. Upon completion of required paperwork (including I-9, W-4, address and direct deposit forms), the student will be issued a work authorization card. This card tells the hiring department that the student is authorized to work on campus.
- b. Student identifies job opportunities on campus. Upon accepting an offer of campus employment, the student presents the campus employer with the work authorization card.
- c. The campus employer submits an online application on behalf of the student.
- d. The Financial Aid office receives the application and verifies enrollment and any eligibility for work study awards, etc. After noting the amount of any work study award and coding the job accordingly, Financial Aid forwards the application to Student Payroll.
- e. Student Payroll matches the application up with the paperwork and enters the student employee's information into SAP. This information uploads to eTime, the student time entry system.
- f. The student employee enters hours worked into eTime and signs them on or before midnight of the Friday of the pay period end.
- g. The campus employer reviews and approves the hours entered by noon of the Monday following pay day.
- h. Hours entered, signed and approved by each deadline will be paid on the Friday pay day following (two weeks later).

HUMAN RESOURCES

Student Employment procedure (graduating students)

I. Introduction

This procedure describes the student employment process for graduating students at Kutztown University.

II. Definitions

- A. **Student employee:** An individual whose primary purpose is to study at Kutztown University, and who may also be employed by the university in a student job.
- B. **Co-op Intern:** A non-represented classification used for those miscellaneous hourly temporary positions as may be required.
- C. **Student job:** A position which is only available to Kutztown University students.

III. Procedures and Requirements

A. Student Eligibility:

- a. **Graduating Students:** In some instances, a department may request to extend a graduating student employee past the date of graduation. If the student will not be attending class(es) during the break after graduation and will not be enrolled for the semester following graduation, the student may remain on student payroll for 1 full pay period after graduation. In the case where graduation falls in the middle of a pay period, the student may continue on student payroll for the remainder of that period and one full period following. In no case should the extended student employment period exceed 4 weeks. In its request, the department should detail the reason for the request (such as to complete a project currently underway), list the student's particular skill set that makes it impossible to find another student to complete the project in question, and the operational impacts if the graduating student's employment is not extended. The request should be sent via email to the Student Payroll Technician and the Payroll Manager as soon as the department is aware that the extension will be necessary, but no later than 4 weeks prior to graduation.
- b. **Co-op Intern:** There may be some situations where hiring the graduating student on the faculty/staff payroll may be appropriate. If the graduate is to be employed longer than the extended period approved on student payroll, the proposed job duties must be reviewed by Human Resources staff to see if the co-op intern classification is appropriate or if the duties more closely align with an

existing PASSHE job classification. If that is the case, the position would need to be paid at the designated level and would possibly be subject to posting/advertising, background checks and/or other collective bargaining agreement requirements. In no event should the co-op intern employment be expected to last longer than 6 months. Requests for co-op interns should be initiated through the standard position requisition process.

B. Restrictions:

- a. A student employee should not work for or directly in the chain of command with a parent, guardian or immediate family member. This complies with the state Public Official and Employee Ethics Act, as well as BOG Policy 2012-01: Conflict of Interest. Exceptions will be reviewed in compliance with the process outlined in the BOG policy.
http://www.passhe.edu/inside/policies/BOG_Policies/Policy%202012-01.pdf
- b. **In no event** may a student or co-op intern work prior to the employment application and/or required approvals being received in Human Resources and an I-9 form being on file in HR.

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