

Working for Student Publications

Employment Details

Any full-time Oklahoma City University student may be hired to work on Student Publications, regardless of his or her major.

The hiring process

The first step in working for Student Publications is to fill out an application in the Mass Communications department. Once a student's application is complete, it will be reviewed by the adviser and at least one member of the editorial board. Upon review, a board member will contact the student and ask them to participate in an interview. The student will interview with a member of the editorial board and the adviser. Student Publications employees are chosen based on their academic and professional qualifications as well as their ability to work as a team with the rest of the staff.

Once a student's employment is approved, the second step in the process is to complete the paperwork required by the university's Department of Human Resources. This paperwork includes:

- A student employment application
- W-4 form
- Authorization for Automatic Deposits in the form of a canceled check,
- An original Social Security Card, and
- An I-9 Employment Eligibility Verification form (must present documents in support of eligibility, as specified on the back of this form).

These forms must be completed before the student begins working. Students are not eligible to be paid until they have completed the appropriate forms.

Before a student can be hired by Student Publications they must be able to prove that they have a Social Security Number. Students cannot begin working until they file Social Security and tax information with the university's Department of Human Resources. International students who plan to apply for a Social Security Number will not receive a letter from the

adviser stating that they have secured a Student Publications job until they have completed the necessary steps to qualify for student pay as listed in the following section.

Types of employees

The university has two types of undergraduate student employees:

1. **Student Term Workers:** students hired by a department and paid directly from that department's budget for a specific purpose and set time frame.

2. **Work Study Students:** students who have met specific qualifications and been awarded an allowance from the government or university.

Student Publications hires both types of students.

If a student has work study money, they first will be paid with all of those funds. After the work study money is gone, a student can be paid through the Student Publications budget if necessary. The salary for most Student Publications jobs exceeds student work study allotments.

Conditions of employment

Student Publications employees are hired for one-year terms. They cannot be paid until they have contributed three samples of their work to the publications. For example, writers will not be paid until three of the stories they have written are published. Student Publications employees are only eligible to receive pay for the work they've done during that academic year. Students will not be paid during a later academic year for work done during the previous year.

Student Publications employees may be terminated at any time during the semester for a variety of reasons. These reasons include those outlined in the "Student Publications Code of Ethics" portion of this manual. Students who resign from the Student Publications staff must submit an official resignation letter to the faculty adviser along with their final timesheets. Student Publications staff members who do not attend meetings or turn in

materials for more than one week without notifying an editor of a reason automatically will be terminated.

The primary job of any Oklahoma City University student is academics. Because of this Student Publications employees are prohibited from working more than a set amount per week. The amounts are:

- Full-time student – 20 hours a week
- Part-time student – 30 hours a week
- University breaks – 40 hours a week

Student Publications employees are paid semi-monthly. Each paycheck will include earnings for all work performed through the end of the previous payroll period. If a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the last day of work before the scheduled payday. Student Publications employees will receive all of their timesheets for the semester at the beginning of each semester. They also will receive a schedule of timesheet due dates and paydays. They are responsible for keeping track of their timesheets, and for turning timesheets in to the adviser by 5 p.m. on the day they are due. Any student who does not turn in a timesheet by the 5 p.m. deadline will not be paid during that pay period.

The timesheet must be an account of the hours worked for each week. The adviser may question at anytime the hours claimed by any Student Publications employee. All tasks must be attributed to an hourly rate. Deliberate falsification of a timesheet is grounds for dismissal. If a Student Publications staffer is unsure about the hourly rate to attribute to any task, they should ask the adviser.

Hourly pay rates for Student Publications employees are set by the adviser and approved by the editor at the beginning of the academic year. Hourly pay rates are based on those listed in the Student Employee Job and Wage Classification System. The rates range from \$5.15 to \$8.15 per hour.