Rollins Earn And Learn Calendar 2017 – 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July</strong></td>
<td><strong>Highly recommended</strong> Check ROL for “REAL” positions – you can prepare your applications.</td>
</tr>
<tr>
<td>August 1</td>
<td>The first date Rollins Earn And Learn positions may be posted for student viewing and applications via Handshake. Students may view and begin to apply starting August 1.</td>
</tr>
<tr>
<td>August 31</td>
<td>Rollins School of Public Health Career Fair</td>
</tr>
<tr>
<td>September 1</td>
<td>(October 2 if CDC hire) The earliest possible date REAL students might begin working (only if all hire processes have been completed and an e-mail from RSPH Human Resources with approval, the job start date, and timekeeping ID has been sent to: the student, the REAL program manager, and the supervisor)</td>
</tr>
<tr>
<td>September 30*</td>
<td>Last date job postings can remain up on Handshake for Fall hires.</td>
</tr>
<tr>
<td>October 7</td>
<td>Deadline for students to secure a position if starting in Fall. Students who have not been offered a position by this date will have the Fall award amount removed from their financial aid package.</td>
</tr>
<tr>
<td>November 1</td>
<td>Employers may begin posting positions for Spring</td>
</tr>
<tr>
<td>November 23-24</td>
<td>University Holiday (students are not allowed to work)</td>
</tr>
<tr>
<td>December 7-15</td>
<td>Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment).</td>
</tr>
<tr>
<td>December 15</td>
<td>Last day students may work during Fall semester</td>
</tr>
<tr>
<td>December 16- January 1</td>
<td>Winter Break (students are not allowed to work)</td>
</tr>
<tr>
<td>January 2</td>
<td>Spring work period begins – students continuing with the same position may resume working</td>
</tr>
<tr>
<td>January 2-7</td>
<td>Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment)</td>
</tr>
<tr>
<td>January 15</td>
<td>University Holiday. Students are not allowed to work.</td>
</tr>
<tr>
<td>February 24*</td>
<td>Last date job postings can remain up on Handshake for Spring hires</td>
</tr>
<tr>
<td>March 3**</td>
<td>Deadline for students to secure a position for Spring. Students who have not been offered a position by this date will have the Spring award amount removed from their financial aid package.</td>
</tr>
<tr>
<td>March 12-16</td>
<td>Spring Break (students may work up to 40 hours/week with supervisor approval)</td>
</tr>
<tr>
<td>May 1 – May 4</td>
<td>Students may work up to 40 hours/week (versus 20 hours/week during periods of enrollment).</td>
</tr>
<tr>
<td>May 4</td>
<td>Last day students may work during Spring semester</td>
</tr>
</tbody>
</table>

*For CDC Employers: The last date job postings can remain up on the ROL for Fall semester hires is September 23, and for Spring semester hires is February 17.

**For CDC Employers: The deadline for CDC employers to secure a student for a position starting in Fall semester is September 30 and for a position starting in Spring semester is February 24.
# CHAPTER 1: THE ROLLINS SCHOOL OF PUBLIC HEALTH EARN AND LEARN

**WHAT IS THE ROLLINS EARN AND LEARN**

**ROLLINS EARN AND LEARN ADMINISTRATION**

**STUDENT QUALIFICATIONS FOR ROLLINS EARN AND LEARN (REAL)**

**CAREER DEVELOPMENT**

**WORK OPPORTUNITIES**

**SECURING A ROLLINS EARN AND LEARN JOB**

**FORFEITURE OF SEMESTER AWARD/EMPLOYMENT**

**DECLINING THE REAL AWARD**

**WORKING REMOTELY/TRAVEL POLICY**

# CHAPTER 2: APPLYING FOR A POSITION IN ROLLINS OPPORTUNITIES LINK/HANDSHAKE (ROL)

**HOW TO APPLY FOR REAL POSITIONS ON ROL/HANDSHAKE**

**Important Notes About the Job Search**

# CHAPTER 3: AWARDS, WAGES, AND HOURS

**ROLLINS EARN AND LEARN AWARDS**

**REAL Award Amounts and Rate of Pay**

**EARLIEST START DATES**

**DEADLINES FOR SECURING A POSITION**

**LATEST END DATES**

**WORK HOURS**

**FALL BREAK AND SPRING BREAK AND EXAM PERIODS**

**PROHIBITED WORK DATES**

**PACING ROLLINS EARN AND LEARN AWARD EARNINGS**

**RECOMMEND HOURS PER WEEK FORMULA**

# CHAPTER 4: HIRING PROCESS

**REAL STUDENT EMPLOYEES ARE EMORY UNIVERSITY EMPLOYEES**

**WORKING WITH UNAPPROVED EMPLOYERS**

**WORKING WITH EMMORY UNIVERSITY (EMORY HEALTHCARE AND EMORY AFFILIATES)**

**WORKING WITH CENTERS FOR DISEASE CONTROL AND PREVENTION**

**WORKING WITH APPROVED EXTERNAL PARTNERS (NON-CDC)**

**REAL HIRE PROCESS FOR STUDENTS**

**INSTRUCTIONS FOR COMPLETING ONLINE EMPLOYEE ORIENTATION**
### Chapter 5: Kronos Timekeeping

- The Kronos Timekeeping System
- Kronos Email Authorization To Begin Working
- How Kronos Works
- Employee Timecard Approval
- Remove Timecard Approval
- Timecard Adjustment System Frequently Asked Questions
- Important Notes About Kronos
- Viewing Students Paycheck Online
- Payroll Schedule
- Accessing Hours Worked Online
- Clocking Transaction Report

### Chapter 6: Student & Employer Rights And Responsibilities

- Student Rights & Responsibilities
- Employer Rights & Responsibilities
- Professional Work Ethics

### Chapter 7: Program Policies

- Student Work Plan Document
- Student Performance Evaluations
- Program Evaluations
- Unpaid Wages And Terminations
- Voluntary Terminations
- Termination For Job Abandonment Or No-Shows
- Termination Upon Reaching/Exceeding The Semester Award/Earning Limit
- Involuntary Terminations
- Changing Rollins Earn And Learn Jobs
- Grievances
- Commitment To Equal Opportunity
- Benefits And Insurance
- Rollins Earn And Learn Contact Information
CHAPTER 1:
THE ROLLINS SCHOOL OF PUBLIC HEALTH EARN AND LEARN

What is the Rollins Earn And Learn?

The Rollins Earn And Learn is a program that offers eligible full-time MPH and MSPH students valuable opportunities to earn while they learn. The program provides funding for full-time master’s level public health graduate students to support their academic interests with applied public health experiences in federal, state, county and other government agencies, Emory University, Emory Healthcare, and Emory-affiliated programs, and for-profit and nonprofit organizations throughout Atlanta. The earnings are funded by both the Rollins School of Public Health and the approved partnering organizations. The program allows RSPH to continue its tradition of helping over 500 Rollins students find meaningful public health work opportunities. These integral experiences may fulfill practicum requirements, lead to thesis opportunities, and are win-win opportunities for all involved: the students, Rollins, partner agencies and the communities they serve.

RSPH Earn And Learn Administration

The RSPH Rollins Earn And Learn is administered by the RSPH Department of Student Services, Office of Enrollment Services, in coordination with the Office of Career Development, Human Resources, and the Emory Finance Division. Questions regarding the program may be directed to Natasha Simpson, REAL Program Manager, at real@emory.edu. Program information is also available on the website at: https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/index.html

Information about specific areas may be addressed to the following persons:

<table>
<thead>
<tr>
<th>Program Logistics</th>
<th>REAL Program Manager</th>
<th>404-712-0687</th>
<th><a href="mailto:real@emory.edu">real@emory.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistance with ROL/Handshake,</td>
<td>REAL Program Manager</td>
<td>404-712-0687</td>
<td><a href="mailto:real@emory.edu">real@emory.edu</a></td>
</tr>
<tr>
<td>Position Posting, or Recruitment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hire Process</td>
<td>REAL Program Manager</td>
<td>404-712-0687</td>
<td><a href="mailto:real@emory.edu">real@emory.edu</a></td>
</tr>
<tr>
<td>Timekeeping System</td>
<td>RSPH Human Resources</td>
<td></td>
<td><a href="mailto:rsphhrhelp@emory.edu">rsphhrhelp@emory.edu</a></td>
</tr>
<tr>
<td>Invoicing</td>
<td>REAL Program Manager</td>
<td>404-712-0687</td>
<td><a href="mailto:real@emory.edu">real@emory.edu</a></td>
</tr>
<tr>
<td>Taxes, W-2, Direct Deposit</td>
<td>Emory Payroll</td>
<td>404-727-6100</td>
<td></td>
</tr>
</tbody>
</table>
Student Qualifications for Rollins Earn And Learn (REAL)

- Must be enrolled full-time as a regular student pursuing a MPH or MSPH degree in the full-time program.
- Must maintain satisfactory progress as defined by the Rollins School of Public Health
- US Citizens and Permanent Residents must file the FAFSA form each year to be considered for a Rollins Earn And Learn Award. Eligibility is determined by the Office of Financial Aid and is based on when students submitted a completed FAFSA (and is awarded first-come, first-served).
- Student must work the maximum number of allowed hours per semester in order to earn the full award amount (the wages earned are taxable)
- Must have a Rollins Earn And Learn Award to be hired into REAL positions
- For work eligible 1st year (2nd semester only) preapproved eligible to work International Students and 2nd year preapproved eligible to work International Students, eligibility for awards will be determined by Rollins School of Public Health Student Services.

Note: First-time awardees must attend a mandatory Rollins Earn And Learn Orientation Sessions
Students will not be permitted to begin work unless students have attended one of these sessions.

Career Development

The desired and preferred outcome of the Rollins Earn And Learn position is that the opportunity will provide a meaningful, public health experience commensurate with the knowledge and skills of the student that could potentially fulfill practicum requirements or lead to thesis/special studies projects, as well as incorporate public health core competencies for entry-level professionals established by the Council on Linkages between Academia and Public Health Practices, adopted on May 3, 2010. The competencies identify skill set areas that are critical in developing effective public health professionals/leaders.

The specific areas include:
- Analytical/Assessment Skills
- Policy Development/Program Planning Skills
- Communication Skills
- Cultural Competency Skills
- Community Dimensions of Practice Skills
- Public Health Sciences Skills
- Financial Planning and Management Skills
- Leadership and Systems Thinking Skills

Possible job responsibilities for a Rollins Earn And Learn participant may include data collection and analysis, fieldwork, laboratory work, program planning or evaluation, outreach activities, programmatic support, policy analysis, and organizational tasks. Rollins Earn And Learn opportunities will generally be classified as Tier 1 with a few opportunities at Tier 2.
A copy of the Core Competencies with examples of responsibilities for each competency and level of professional development may be found at:

The Rollins Earn And Learn strongly urges students and employers to complete the Student Work Plan Document. Completion of this form will assist both parties in reaching professional development goals based on these competencies.

A copy of the REAL Student Work Plan Document may be found on the program website at:
https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/index.html

Work Opportunities

Through the Rollins Earn And Learn, eligible students may obtain opportunities throughout Emory University as well as a variety of approved for-profit, nonprofit, and government-based agencies. A listing of approved Employers can be found on the program website: https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/students/approved-employers/index.html

If a student identifies an employment opportunity with an organization that has not been approved, the organization representative(s) should visit the Employers section of our website to learn more about the Employer Approval Process of the Rollins Earn And Learn: https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/employers/index.html

The Rollins Earn And Learn is designed to encourage students to explore a variety of Public Health areas. While it is certainly not required for students to secure a position within their academic track or interests, doing so may be a better fit for thesis opportunities or for fulfilling practicum requirements.

Securing a Rollins Earn And Learn Job

Please understand that simply being awarded the Rollins Earn And Learn Award is not an indication that students will be placed in a job. Students will have to apply for positions using networking and ROL/Handshake (apply for positions on ROL/Handshake, interview, and complete the hiring process) in order to secure employment.

Employers will begin posting jobs for the upcoming academic year on August 1 so students are encouraged to begin applying for jobs early. Spring semester-only positions will be posted as early as November. We have reached out to a variety of Employers throughout the Atlanta metro area and of course within the Emory University system to ensure that our students have a diverse range of options when searching for Rollins Earn And Learn jobs.

While we cannot guarantee selection for particular jobs, students can certainly enhance their chances of securing a Rollins Earn And Learn job by ensuring the position is a good fit and by having a professional
resume and cover letter. For assistance resumes and cover letters, contact RSPH Office of Career Development at http://www.sph.emory.edu/careers/contact/index.html

The deadlines for securing a Rollins Earn And Learn position are as follows:

Fall Semester: Friday, October 7, 2017  
Spring Semester: Friday, March 3, 2018

Forfeiture of Semester Award/Employment

If students do not secure a position by these deadlines, the award will be removed from the financial aid package for that semester. Students are strongly encouraged to search and apply for jobs well in advance of these deadlines.

Declining the REAL Award

Students are permitted to decline their award for the Fall or for the Spring. For instance, if the Fall award is declined, the student will still be eligible to work in the Spring. If the total Rollins Earn And Learn Award is $5000 for the year ($2500 Fall and $2500 Spring), the student will be eligible to work in the Spring and earn up to $2500. Students must either accept their award or notify RSPH Student Services about a decline by October 7 in order to keep the award. The fall award is not transferrable to the Spring semester and the 2017-2018 award is not transferable to 2017-2018.

Multiple Positions/Employment

Students are allowed employment in only one position funded through the Rollins Earn And Learn at a given time. Additionally, students may not use the award for more than one position in a given semester. However, a student employee may hold both a Rollins Earn And Learn position and a non-REAL position simultaneously.

Working Remotely/Travel Policy

The Rollins Earn And Learn is designed to give students a chance to hone their career skills in a real-world work environment through direct interaction with working professionals. It is not study time or independent research time. Students may not work from home unless the position is specifically designed to be set up as a virtual position with functions outside the immediate Atlanta area (positions will be considered on a case-by-case basis).

Please Note: CDC policy does not allow for our students to work remotely and/or on the weekends.

Students are NOT permitted to travel out of Georgia or the U.S. as Rollins Earn And Learn student employees.
1. Go to https://rsph.joinhandshake.com/login. Enter your Emory email address and click “Continue.”

2. Enter the password that you have set and click “Log In.”
3. Once you have successfully logged in:

- Click Jobs and Internships on the left hand navigation bar
  There will be a list of job postings available (which will include both REAL and non-REAL positions).

**To search for all REAL Positions:**

- You MUST type in “REAL 2017” in the search box. This will populate all REAL Positions that employers are recruiting for. All REAL approved positions will include this at the beginning of the Job Title.
- Review the details and qualifications for the job to make sure it is a good fit.
  - Tip: You can take notes at the bottom of the page if you would like to come back to this job at a later date
- If a position includes “POSITION FILLED,” in the Job Title then DO NOT APPLY – the position has already been filled.

- You may filter with the keyword “REAL 2017” to further confirm you are searching for all REAL positions.
• Click on the desired job post to obtain more information.

• You may select for a specific organization under “Employer” tab on the left hand side. For example, if you are interested in seeing all REAL positions that are available at the CDC, then search/select for “Centers for Disease Control and Prevention (CDC).”

• If you are ready to apply click Apply located on the right side of the screen
Select the documents you would like to upload from your document library or upload documents directly from your computer

Apply

Choose from existing documents

After applying, Handshake will review your application. Your application is attached to your profile, so make sure your profile is up-to-date. You will be notified when a decision has been made.

If you do not see your document in the list above it is probably because you haven't approved the pdf version of it yet or it had a PDF conversion error.
The following documents are required: Resume

Upload a document

Haven't uploaded a document yet? Do it quickly right here.

<table>
<thead>
<tr>
<th>Document type</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume</td>
<td>Choose File</td>
</tr>
</tbody>
</table>

Files uploaded here must be a PDF. To upload other document types please use your document library.

Apply
Important Notes about the Job Search

1. Apply for many REAL positions to increase the chance for an interview or a job offer.
2. If students do not meet the required qualifications for a position, students will not be asked to interview.
3. Keep accurate records about employer contacts and appointments.

NOTE: After students have submitted application materials to an Employer, the Employer will determine which students they would like to contact individually to set up an interview. Employers will not always update R.O.L. to inform applicants of the status of the position. It is common that employers will only contact you if you are selected for an interview.
a. Remember to follow-up. Likewise, should you meet with the employer, remember to send a “thank you” note to the employer.

4. If students need assistance with the job search, please see RSPH Office of Career Development staff as soon as possible or make an appointment with the REAL Program Manager in RSPH Student Services.

5. Be sure to do homework about the employers before applying and to prepare for interviews.

6. Many students identify opportunities through networking with fellow professionals; students should not rely solely on the positions posted in the Rollins Opportunities Link, but take advantage of chances to develop jobs when the opportunity presents itself. If the employer is not on the Approved Employer List, we can work with them to apply for approval.

7. Focus not only on positions with a specific employer or population but also consider the types of Public Health competencies involved.

8. Taking many credits beyond the full-time amount will restrict the number of hours students may work per week or availability to work in the schedule the employer prefers.

9. Be sure to factor in transportation time to and from work. For assistance in navigating campus shuttles see: http://transportation.emory.edu/shuttles/ or the MARTA buses and subway train schedules, see: http://itsmarta.com.
CHAPTER 3
AWARDS, WAGES, AND HOURS

Rollins Earn And Learn Awards
The amount of the Rollins Earn And Learn awards may vary due to the availability of funds and the Cost of Attendance for the student. The typical awards for 2017 - 2018 are $5000/year, or $2500/semester. To check the award amount, please view financial aid information on OPUS or contact the REAL Program Manager in the Department of Student Services at (404) 712-0687 or real@emory.edu.

NOTE: While the Rollins Earn And Learn Award is classified as a grant, it is earned as students work at the rate of $12 per hour (should they secure a REAL position). In other words, the funds are disbursed to students through University payroll during the semester based on the number of hours worked and are not automatically applied to reduce the tuition balance.

Please remember to discuss the following with the employer upon being hired:

- The amount of the Rollins Earn And Learn Award per semester.
- Any subsequent changes to the Rollins Earn And Learn Award.

Students may earn 100% of the award. For instance, if a student has been awarded $2500 for the semester, the student may earn $2500 total in earnings before taxes. The $2500 award per semester is the maximum any student may earn and the award is not transferable to another semester. Rollins Earn And Learn positions are taxable positions.

The HOURLY rate of pay for all Rollins Earn And Learn students is $12.00/hour.
Rollins Earn And Learn Job Duration: Days and Hours Permitted

Earliest Start Dates

Rollins Earn And Learn students may begin working ONLY after the student and the employer hire processes have been completed, the hire data is processed, and an authorization to begin working is sent via e-mail from the RSPH Human Resources staff. This e-mail message will include the earliest approved position start date and the KRONOS timekeeping system ID with instructions for use.

If students have been awarded RSPH funds for the Fall semester, students may begin working as early as September 1, 2017 as long as all Emory Human Resources hiring requirements have been fulfilled and students have received an approval e-mail to begin work from Human Resources.

One Exception:

• Students hired by the Centers and Disease Control and Prevention for the Fall semester will be approved to begin working no earlier than October 2, 2017. This is CDC policy.
• Furthermore, CDC policy does not allow for our students to work remotely and/or on the weekends.

Students with a Spring semester award continuing with the same employer may resume working on January 2, 2018. Students may not work from December 16, 2017 through January 1, 2018.

IMPORTANT NOTE: Despite the start dates listed above, please note that students may never begin working under any circumstances until the student’s hiring information has been entered into the HR system AND a hiring approval email from RSPH Student Services has been received. This is a State and Federal compliance issue.

Deadlines for Securing a Rollins Earn And Learn Position

Fall Semester: Friday, October 7, 2017
Spring Semester: Friday, March 3, 2018

If students do not secure a position by these deadlines, the award will be removed from student’s financial aid package. Students are strongly encouraged to search and apply for jobs well in advance of these deadlines.
**Latest End Dates**

Rollins Earn And Learn students, assuming they have award money remaining, may work until Friday, December 15, 2017 for the Fall semester and Friday, May 4, 2018 for the Spring semester.

*The Department of Student Services reserves the right to modify the program start and end dates as needed. In the event of a change to these published start and end dates, students and supervisors will be notified as soon as possible.*

**Work Hours**

During periods of enrollment, Rollins Earn And Learn students are permitted to work a **maximum of 20 hours in one week (Sunday AM – Saturday PM)**. Periods of enrollment encompass all times when classes are in session. During periods of non-enrollment (Fall and Spring break exam periods), students may work a maximum of 40 hours per week among all Emory jobs. **Under no circumstances may a student work more than 40 hours per week ACROSS ALL POSITIONS at Emory University***.

*Please Note: International Students may never work more than 20 hours/week across ALL POSITIONS at Emory University.*

**Fall Break and Spring Break and Exam Periods**

Rollins Earn And Learn students may work during the Fall break (October 9 – 10, 2017) and the Spring break (March 12 – 16, 2018) and during exam periods. Please notify your supervisor IN ADVANCE if you do not plan to work during these times.
Prohibited Work Dates

- Rollins Earn And Learn students may not work from December 16, 2017 through January 1, 2018.
- Rollins Earn And Learn students may NEVER work on a University holiday.
  - The Emory University holidays for the 2017 – 2018 academic year are:
    - September 4, 2017 (Labor Day)
    - November 23, 2017, and November 24, 2017 (Thanksgiving)
    - January 15, 2018 (Martin Luther King Day)

Pacing Rollins Earn And Learn Award Earnings

Although students may work up to 20 hours per week during periods of enrollment and 40 hours per week during periods of non-enrollment, working the maximum hours each week will cause a student to exhaust the entire award for the year very rapidly. Awards are designed to enable students to work 12-13 hours per week for the entire semester. Once a student exhausts his or her award for the semester, the student will be immediately terminated from the Rollins Earn And Learn program for the semester. The employer is responsible for 100% of earnings above and beyond the Rollins Earn And Learn award maximum. The supervisor has the option to rehire the student as a regular student employee (100% organizationally/departmentally funded), or to cease employing the student all together.

Supervisors and students will be notified:

Supervisors and students will be notified:

1) When a student comes within fifty (50) hours, twenty (20) hours, and zero (0) hours remaining and
2) When a student has exceeded the award maximum for the semester, and must be immediately terminated from the program.

The email notifications are sent as a courtesy only and should not be relied upon to track a student’s earnings. It is ultimately the responsibility of both the student and the supervisor to track the Rollins Earn And Learn award earnings.
**Recommended Hours per Week Formula**

This formula is intended to help supervisors and students in determining an appropriate work schedule. The formula determines the average number of hours a student should work per week during a given semester, provided the student intends to work through the end of the semester AND EARN THE FULL AWARD AMOUNT.

**Our Example:**

A student is awarded $5000/year or $2500/semester, is hired at the beginning of the Fall semester (thus has not earned any of the award yet), intends to only work for the rest of the regular Fall semester and earns $12.00/hour.

<table>
<thead>
<tr>
<th>Enter the amount of the Rollins Earn And Learn award</th>
<th>$2500 fall award</th>
</tr>
</thead>
<tbody>
<tr>
<td>and divide by</td>
<td>÷</td>
</tr>
<tr>
<td>the HOURLY pay rate</td>
<td>$12.00 per hour</td>
</tr>
<tr>
<td>which equals</td>
<td>=</td>
</tr>
<tr>
<td>The MAX number of hours the student can work this semester.</td>
<td>208.00 total hours</td>
</tr>
<tr>
<td>Take the above number and divide by</td>
<td>÷</td>
</tr>
<tr>
<td>the number of weeks remaining in the semester at the time of hire</td>
<td>12 weeks</td>
</tr>
<tr>
<td>which equals</td>
<td>=</td>
</tr>
<tr>
<td>the average number of hours the student should work per week</td>
<td>17.3 hours per week</td>
</tr>
</tbody>
</table>
CHAPTER 4
HIRING PROCESS

Rollins Earn And Learn Students are Emory Employees

Because Rollins Earn And Learn student employees are hired through Emory University and are considered Emory University employees, they are subject to all University personnel policies and procedures. Please refer to Emory University’s Resources for Employees which includes policies and procedures at: http://www.hr.emory.edu/eu/employees/index.html

All Rollins Earn And Learn students, whether working off-campus with an approved organization or with an Emory-affiliated program, are hired by Emory and are considered Emory employees. All students and Employers must complete the hire process prior to the start of work at an organization.

What if my preferred employer is not on the list of approved employers for the Rollins Earn And Learn?

An agency or organization must be on the approved list of employers in order for students to work there and use Rollins Earn And Learn funds. If an employment opportunity is available from an organization that has not been approved, the organization representative(s) should be advised to contact the REAL Program Manager at real@emory.edu.

Employer Hire Process for REAL Positions with Emory University or Emory Healthcare:

1) ROL/Handshake Job Posting (required)
2) RSPH Student Hire electronic forms submission (required)
   a. This includes the electronic format of the REAL Hire Form and Health and Safety Questionnaire (required)
3) REAL Student Work Plan Document (not required, but highly recommended)

For assistance with submitting hire forms, please contact Natasha Simpson in RSPH Student Services at: real@emory.edu.

NOTE: After completing the hire process, students must wait to receive a confirmation email from RSPH Human Resources with the KRONOS timekeeping system ID number. Upon receiving this e-mail, students are permitted to begin working on the date indicated in the message. Students may not begin working until that date. This is a State and Federal compliance issue.
Employer Hire Process for REAL Positions with Centers for Disease Control and Prevention:

1) ROL/Handshake Job Posting (required)
2) CDC REAL Hire Form with CDC required signature approvals (required)
3) Health and Safety Questionnaire (required)
4) E-Qip (required)
5) Copy of PHS-6012 CDC Obligation Document (one per student hire required)
6) REAL Student Work Plan Document (not required, but highly recommended)

Step-by-step instructions for the CDC can be found here: [http://intranet.cdc.gov/od/hcrmo/html/hr/emory_rollins.html](http://intranet.cdc.gov/od/hcrmo/html/hr/emory_rollins.html) and completed employer forms should be submitted to CDCWorkStudyPro@cdc.gov. After review, those forms will then be forwarded to the REAL Program Manager.

**NOTE:** After completing the hire process, students must wait to receive a confirmation email from RSPH Human Resources with the KRONOS timekeeping system ID number. Upon receiving this e-mail, students are permitted to begin working on the date indicated in the message. Students may not begin working until that date. *This is a State and Federal compliance issue.*

Employer Hire Process for REAL Positions with Approved External Partners (non-CDC):

1) ROL/Handshake Job Posting (required)
2) REAL External Hire Form (required – electronic submission)
3) Health and Safety Questionnaire (required – electronic submission)
4) Memorandum of Understanding for REAL (required)
5) REAL Student Work Plan Document (not required, but highly recommended)

Completed hire forms must be submitted through the RSPH Student Hire system. Again, for assistance, please contact the REAL Program Manager in Student Services at real@emory.edu.

**NOTE:** After completing the hire process, students must wait to receive a confirmation email from RSPH Human Resources with the KRONOS timekeeping system ID number. Upon receiving this e-mail, students are permitted to begin working on the date indicated in the message. Students may not begin working until that date. *This is a State and Federal compliance issue.*
Rollins Earn And Learn Hire Process for Students Requires Two Steps

1) **Human Resources Orientation Hiring Module for Students:**
   [https://apps.hr.emory.edu/Orientation](https://apps.hr.emory.edu/Orientation)

2) **Completion of Section II of the Form I-9: Employer Review and Verification of Identity and Employment Eligibility.**
   a. Students must bring their I-9 official documents to one of the scheduled times to show an ORIGINAL acceptable form of ID and employment eligibility documents to a Human Resources representative for verification and scanning in person. This is a legal requirement.
   b. A listing of ORIGINAL acceptable forms of ID can be found by visiting the following site: [http://uscis.gov/files/form/i-9.pdf](http://uscis.gov/files/form/i-9.pdf) (see Page 4 for the list)

**Human Resources Orientation Hiring Module for Students**

New Hire Orientation is a web-based application used by Emory University to orient all employees and complete forms necessary to complete the hiring process. Go to: [https://apps.hr.emory.edu/Orientation](https://apps.hr.emory.edu/Orientation)

These required online documents include:
- The **I-9 Employment Eligibility Form**, complete Section I online & Section II in person
- The **W-4 Federal Withholding Form**
- The **G-4 Form for State Withholding**
- The **Direct Deposit Authorization Form**
  The Direct Deposit form allows University Payroll to deposit earnings directly into a savings or checking account. **If students have any questions regarding taxes, W-2 forms, or direct deposit, please contact the Emory University Payroll Department at 404-727-6100.**
Instructions for Completing Online Employee Orientation (step 2 of the hire process)

1) Visit https://apps.hr.emory.edu/Orientation and log-in using Emory ID and Password.

Note: Be sure to complete the process, you must continue until you see a completed indicator. This may be all check marks or a completion summary at the end of the online employee orientation.
2) The Online Orientation includes electronic hiring forms such as the I-9, W-4, and G-4. Students will need to bring original forms of I-9 identification to an RSPH HR representative (on the 8th floor of GCR) as soon as they have accepted an offer for a REAL position. Acceptable forms of identification are available on page 4 of the USCIS I-9 website (http://uscis.gov/files/form/i-9.pdf).

In the Online Orientation, students will also be requested to enter a bank routing and account number so that their paychecks may be direct deposited into an account of their choosing. Once the orientation and hiring are complete, students may view their paychecks, update their tax forms, and change their direct deposit settings at any time at Emory’s HR Web Self Service site (https://hrprod9.emory.edu/psp/hrprod9/?cmd=login).

Click Continue.

3) Students will now Verify Personal Information. It is important that students update and complete ALL Fields of this form then click Confirm.

4) Click on the I-9 Employment Form under Required Documents and read the instructions carefully.
NOTE: Students will need to provide I-9 documentation after completing Section I of the I-9 form as part of this online process. Section II is completed in person with a Human Resources Representative.

Click Next.
Students are directed to the I-9 Form. Read the instructions carefully and complete the form:

- **Employee Information and Verification** - Although this information populates automatically, double check to be sure that all of the information is correct.
- **Select Students Citizenship Status** - Citizen of the United States or Lawful Permanent Resident. If Lawful Permanent Resident, please include Alien # and I-94 arrival/departure record expiration date.

Click **Continue**.

**NOTE:** Students should notice checkmark for the document students just completed, the I-9 Employment Form. This indicates that Section I of the document was completed appropriately. (Section II is completed in person with a Human Resources representative at one of the scheduled sessions.) Checkmarks appear as students complete the other online documents.
5) The next screen will prompt students to complete the W-4 Form. Read the instructions carefully and complete the form:

- **Items 1-4**: Verify Personal Information (First Name, Last Name, Social Security Number, and Home Address).
  - Select Marital Status
- **Items 5-7**: Indicate the number of Allowances and any Exemptions. For assistance with calculating the number of allowances, click the link to the IRS Withholding Calculator.
- **Employee Electronic Signature**: Check the box.

Click **Submit**.
6) The next document students will see is the G-4 State Withholding Form.
   • Sections 1a-2b- Verify Personal Information.
   • Exempt Status- If this applies; select. If it does not, leave it unchecked.
   • Section 3- Select Marital Status.
   • Section 4- Indicate the number of Dependent Allowances.
   • Section 5- Provide any Additional Withholding requests and the amount.
7) Students are now being directed to complete the **Direct Deposit** form. Please read the directions carefully.

Click Next.

8) Students will then be led to complete the **Direct Deposition Information**. Please have banking account information readily available when completing this form.

Click **Submit/ Next**.
9) Students will be prompted to complete other verification/agreements including the Safety Questions, Human Resources Agreement, and Student Instructions. Students should have green checkmarks for all of the documents students completed.

Students should have already presented student’s I-9 documents to a Human Resources member, but if students have not, students must do so immediately to avoid delays.

Be sure to select LogOut in the upper right corner before exiting to keep data secure!
CHAPTER 5
KRONOS TIMEKEEPING

The Kronos Timekeeping System

Kronos Workforce Central is a web-based timekeeping system used by the University and administered by the University Payroll Department. The RSHP Human Resources Department serves as the timekeeper for all Rollins Earn And Learn students. Questions regarding Kronos should be directed to RSHP Human Resources rsphhrhelp@emory.edu.

The Kronos Email

After hire data has been processed the student will receive an email with the timekeeping instructions and ID. This email includes: authorization to begin working, the job start date, information on how to use the Kronos system, and the student’s 9-digit Kronos timekeeping ID number. Students may not begin working until they receive the KRONOS email from Rollins Human Resources.

How Kronos Works

Before using the system, the employee must have received authorization from the timekeeper to begin using the system, as well as a 9-digit Kronos ID number and instructions for use. The 9-digit Kronos ID number is comprised of the employee’s 7-digit Emory Empl ID number plus a 2-digit record number. An employee will have more than one Kronos ID number if working more than one job and the last 2 digits will distinguish the IDs, and will determine which budget(s) are charged for the hours worked.

The Kronos system is a phone-based clocking system. Employees must call a certain phone number at the beginning and end of each shift to clock in and out. The Employer/timekeeper may then monitor these clocking transactions through the Kronos website.

Rollins Earn And Learn employees, as Emory biweekly employees, must clock all work hours into the Kronos system and be paid an hourly wage in accordance with the pay rate set in an employee’s HR job record.

For on-campus student employees, the system is used as follows:

1) The employee calls 2-6666 from an on-campus phone line. The student should call from a campus phone line designated by the supervisor. Clocking calls are traceable by the timekeeper.
2) The Kronos system will ask the student to enter the 9-digit Kronos ID on the phone keypad.
3) Then the system will ask for a clock code.
   - Enter 1 to clock in for a shift
   - Enter 3 to leave for lunch (if applicable)
   - Enter 4 to return from lunch (if applicable)
   - Enter 9 to clock out from a shift
4) The student will hear a confirmation and a thank you message if it was properly recorded. Do not hang up before the thank message is completed or the time will not be recorded.

For off-campus student employees, the system is used as follows:

1) The employee calls 404-712-9350 from an off-campus phone line. The student should call from a phone line designated by the supervisor. Clocking calls are traceable by the timekeeper.
2) Students may not clock in and out from cell phones without pre-approval.
3) The Kronos system will ask the student to enter the 9-digit Kronos ID on the phone keypad.
4) Then the system will ask for a clock code.
   • Enter 1 to clock in for a shift
   • Enter 3 to leave for lunch (if applicable)
   • Enter 4 to return from lunch (if applicable)
   • Enter 9 to clock out from a shift
5) The student will hear a confirmation and thank you message if it was properly recorded. Do not hang up before the thank you message is completed or the time will not be recorded.

If students make a mistake during telephone entry of students information, simply hit the * or asterisk button twice on the keypad or hang up before students hear the thank students message.

The Kronos system rounds employees’ time up or down to the nearest 15-minute increment. For example, 8:07am will round to 8:00am, while 8:08am will round to 8:15am.

:01 to :07 minutes round down to :00, and :08 to :14 minutes round up to :15
:16 to :22 minutes round down to :15, and :23 to :29 minutes round up to :30
:31 to :37 minutes round down to :30, and :38 to :44 minutes round up to :45
:46 to :52 minutes round down to :45, and :53 to :59 minutes round up to :00 (in the next hour)

An automatic 1/2 hr meal break will be set up for all REAL students. KRONOS will deduct a ½ hour unpaid lunch once students work 6.5 consecutive hours. If taking a break outside normal time, the student will have to call Kronos and use clock code 3 to go to lunch and code 4 to return from lunch.

Employee Timecard Approval

Emory requires biweekly employees to review and approve all timecards after each pay period using the Timecard Adjustment System. The Timecard Adjustment System will prompt biweekly employees and their managers to certify the following:

• Biweekly employees will be prompted to certify the accuracy of their clock times, adjustments and lunch periods. The following statement will appear for each timecard approval:

By clicking approve, I certify that (1) this timecard accurately reflects all the hours I have worked each day during the pay period, (2) I have received all lunch/meal breaks each work day within the pay period covered on this timecard, (3) I have had an opportunity to make any necessary corrections to this timecard before I approved it, and (4) I am making this declaration freely and voluntarily. I understand that I may be subject to disciplinary action up to and including termination for submitting any inaccurate information on my timecard.
**Approve Timecard**

1) **Click My Approvals > Approve Timecards.** The Timecard Approvals page will appear.

2) Review the totals for each timecard to ensure accuracy. To view or edit the timecard, click the **View/Edit** button.

<table>
<thead>
<tr>
<th>Period</th>
<th>Approval By</th>
<th>REG</th>
<th>SD2</th>
<th>SD3</th>
<th>SWK</th>
<th>HPR</th>
<th>OTHER</th>
<th>OVT</th>
<th>TOTALS</th>
<th>View/Edit Timecard</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/21/2017-10/04/2017</td>
<td>28:25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>28:25</td>
<td></td>
</tr>
</tbody>
</table>

3) Turn on the check box for the timecard(s) that you want to approve. To select all timecards on the page, click the **Select All** button.

4) **Click Approve Selected.** The approval certification statement will appear.

   ![Employee Approval](image)

   **By clicking approve, I certify that**
   - This time card accurately reflects all the hours I have worked each day during the pay period,
   - I have received all lunch/meal breaks each work day within the pay period covered on this time card,
   - I have had an opportunity to make any necessary corrections to this time card before I approved it, and
   - I am making this declaration freely and voluntarily. I understand that I may be subject to disciplinary action up to and including termination for submitting any inaccurate information on my time card.

5) Read the Timecard Approval Statement.

6) **Click Approve.** The timecard details will be removed from Timecard Approval list.

   a. After you complete the timecard approval you will receive an email confirming your approval.
   b. You cannot make any adjustments your timecard unless you remove the approval (see Remove Timecard Approval instructions). You will need to re-approve your timecard after changes are saved.
   c. Only your supervisor and departmental timekeeper have the ability to adjust your timecard. If this occurs, you will receive an email notice regarding the change(s) and will be prompted to review and re-approve your timecard.
Remove Timecard Approval

It may become necessary to remove the timecard approval in order to make additional adjustments.

1) Click My Approvals > Approve Timecards. The Timecard Approvals page will appear.

2) Click the Approved Timecards button. A list will display timecards that can have the approval removed.

3) Click the View/Edit button for the applicable timecard. The timecard for the pay period you’ve selected will appear.

4) Click Remove Approval. The following prompt will appear:

   Are you sure you want to remove this Approval?

5) Click OK. The timecard approval will be removed. After you remove a timecard approval:

   a. You will receive an email notice confirming that the timecard approval has been removed.
   b. You may make any adjustments that are needed. You will need to re-approve your timecard after the changes are saved.
Timecard Adjustment System Frequently Asked Questions

• **What is ETAS?** - The Emory Timecard Adjustment System (ETAS) is an online application used by biweekly employees to submit timecard adjustments, and review and approve timecards. Please note that employees must use the KRONOS phone system to record time worked. Excessive use of the Timecard Adjustment System to record daily shifts could be considered as system abuse and could lead to disciplinary action up to and including termination per University Policy 4.62 Standards of Conduct.

• **Why do I need to review and approve my timecard?** - The review and approval of your employee timecard is an important step in ensuring that the time reported is accurate and that you are paid correctly. Timecard errors can result in over or under payments as well as erroneous charges to department smartkeys.

• **When should I approve my timecard?** - Normally, the deadline is on the Monday after each pay period closes, but may vary due to the holiday schedule.

• **Can I approve my timecard after the deadline?** - Yes. The timecard information will remain in your Timecard Approval list until you complete the approval process. Please note that you will receive an email reminder each day until the timecard approval process has been completed.

• **Can I edit my timecard after the deadline?** - No. If you need to edit a timecard that has been signed off, you must submit all adjustments to RSPH Human Resources via email, copying your supervisor, at hrhelp@sph.emory.edu.

• **Can I delegate this task to someone else?** - No. Each employee must approve his/her own timecard each pay period.

• **Can I approve my timecard at the beginning of the pay period?** – No. Timecard approvals may not be completed until the end of each pay period.

• **What happens if I am not able to approve my timecard by the established deadlines?** - If you are unable to approve your timecard by the deadline you will be paid for the hours reported on the timecard; however, you will receive an email reminder each day until the timecard is approved. Additionally, University Payroll will report unapproved timecards to Emory’s Senior Leadership and audit department.

• **Who do I contact if I have additional questions?** - Please feel free to contact RSPH Human Resources at hrhelp@sph.emory.edu or the Emory University payroll department at (404) 727-6100.
Important Notes about Kronos

NOTE: After completing the student hire process, students must wait to receive a confirmation email from RSPH Human Resources with the job start date and KRONOS timekeeping system ID number. Upon receiving this e-mail, students are permitted to begin working on the date indicated in the message. Students may not begin working until that date. This is a Federal compliance issue.

- Please keep Kronos IDs confidential. Under no circumstances may one employee clock for another.
- Only students who have off-campus assignments will have the ability to record hours off-campus.
- If a student clocks into Kronos but forgets to clock out (or vice versa), an auto-generated email containing a link to the Timecard Adjustment System will be sent to the student’s Emory email address. Please-remember to check Emory email accounts daily. If students forget to clock both in and out for a shift, students will not receive an error email.
- Only students working at actual off-campus locations will be given access to the off-campus Kronos clocking number. Students who are unable to call into Kronos from an on-campus number due to a special circumstance should update their timekeeping record through the Timecard Adjustment System found at https://apps.hr.emory.edu/timecard/
- Under almost all circumstances, students should be clocking in and out from their shift from their place of employment. Kronos clocking calls from home phones, cell phones, or any phone not within the approved department may indicate possible abuse of the timekeeping system.
- Abuse of the Kronos system, such as attempting to falsely report hours worked, is a serious offense and may lead to disciplinary action up to and including the termination of a student’s employment. Please make every effort to fully understand the system and ask questions when necessary to avoid disciplinary action.
- If students hang up before students hear the “thank you” message, the time will not be recorded.
Viewing Students Paycheck Online

Login to HR Web at http://leo.cc.emory.edu. Enter Employee Self Service to view paycheck data or change State or Federal Withholding or direct deposit information. Be aware that RSHP Rollins Earn And Learn awards are calculated using the student’s gross pay, not the net (take-home) amount.

Payroll Schedule

Go to: https://www.finance.emory.edu/home/payroll

Student Hours Tracking

Supervisors receive an email notification each pay period of the hours worked by their REAL student(s) and are required to certify this information. REAL students and supervisors will be notified via email when a student’s remaining balance of hours to work reaches 50 hours, 20 hours, and 0 hours.

If the earnings students are tracking do not match the KRONOS numbers, please contact the REAL Program Manager immediately at real@emory.edu or 404-712-0687 to investigate the discrepancy.
See picture below for viewing hours for a specified range of dates (this is found under Reports).
Accessing Hours Worked Online

The best way to track hours worked in a pay period or a semester is through the **Emory Timecard Adjustment System**, accessible at [https://apps.hr.emory.edu/timecard/](https://apps.hr.emory.edu/timecard/).

Student may also review their hours worked online by visiting the following link: [https://www.finance.emory.edu/home/payroll/time_and_attendance/reports.html](https://www.finance.emory.edu/home/payroll/time_and_attendance/reports.html). Students must select the Reports Tab, then click on the Clocking Report Option. On the next screen, the student should enter their 9-digit Kronos ID and a range of dates, and then a complete clocking report will display. **It is recommended that students who work for external organizations print out the clocking report and provide it to their supervisor on a weekly or biweekly basis.**
Reporting

Clocking Transaction Report
- Clocking Transaction Report - provides a detailed listing of employee clocking history by date. It includes the clock in and out time, total hours per day, and the telephone number used to record the transaction.

Current Pay Summary
- Current Pay Summary Report - provides the total hours processed for the current or prior pay cycle.

Prior Pay Summary
- Prior Pay Summary - provides a pay summary for total hours processed from previous pay cycles.

Leave Accrual Report
- Leave Accrual Report - provides the leave balance for employees sick, vacation, and floating holidays.
CHAPTER 6:
STUDENT & EMPLOYER RIGHTS AND RESPONSIBILITIES

Student Employee Rights and Responsibilities

Each Rollins Earn And Learn Student Employee has the right to the following:

- Information about the award amount and pay rate.
- A specific job description including the supervisor’s expectations and standards.
- A clearly defined work schedule and the average number of hours of work to expect per week.
- Adequate training to perform assigned tasks.
- A safe and sanitary working environment.
- Regular supervision and review of work performed.
- A clear explanation of how to use the Kronos system and the procedure for being paid.
- Instructions on how to report an unexpected absence from a scheduled work shift.
- A procedure for stating concerns related to the job or supervisor.

Each Rollins Earn And Learn Student Employee is responsible for the following:

- Become familiar with information regarding the terms of the award and with general policies.
- Understand the specific job responsibilities including the supervisor’s expectations.
- Perform assigned tasks in an efficient and timely manner.
- Arrange a mutually agreeable work schedule with the supervisor, and work the assigned hours regularly.
- Notify the supervisor immediately if a scheduled work period must be missed.
- Accurately document work hours.
- Track Rollins Earn And Learn earnings and monitor remaining award.
- Inform RSPH Student Services immediately of changes in financial situation, of a possible change to a new Rollins Earn And Learn job, or of any suspected irregularity in Rollins Earn And Learn earnings or awards. The email address for the REAL Program Manager is real@emory.edu.

Employer Rights and Responsibilities

Each Rollins Earn And Learn Employer has the right to the following:

- To have assigned tasks completed efficiently and correctly by the student employee.
- To have student employees record their time properly.
- To expect student workers to adhere within reason to a regular work schedule.
- To be notified immediately if a student must miss a scheduled work shift.
Each Rollins Earn And Learn Employer has responsibility for the following:

- To provide adequate orientation and on-the-job training to student employees. **RSPH relies on the supervisor to communicate all policies and procedures to student employees.**
- To clarify the required hours of work and expected duration of job to students.
- To set expectations for the quality and quantity of work.
- To explain all office and department policies which are applicable to students.
- To ensure students are hired and terminated through the proper HR procedure through RSPH Student Services.
- To ensure no students begin working prior to receiving approval from RSPH Human Resources, or continue working past the point of termination.
- To discuss and document any performance issues with student employees.
- To ensure, in coordination with the timekeeper, that proper payroll and clocking processes are followed to ensure students are paid in the appropriate manner.
- To complete one Employee Evaluation for each student per year.
- To monitor the Rollins Earn And Learn awards of student employees to make certain students do not exceed the awards, and to terminate students in a timely manner once awards are exhausted.
- To maintain open communication with RSPH Student Services, timekeepers, and students.

**Professional Work Ethics**

The Employers who partner with RSPH to provide meaningful Public Health work experiences to students have the strong potential to steer a student’s professional direction. Thesis, practicum, and full-time job opportunities can result from maintaining a positive, professional relationship with the Employer. **Also keep in mind the likelihood that students will ask a supervisor for recommendations in the future so this work experience is very important in building the resume and career.** Thus, adhering to a set of professional values ensures that student behavior and approach reflect positively on students and the Rollins School of Public Health.

In an effort to help students optimize professional relationship and the job experience, please review the following professional standards. Please be advised that these are minimum standards:

1. **Dress professionally.** Student attire for interviewing should always be business professional. Once students have secured the position, have a discussion with the supervisor about appropriate work attire. Even if the attire is casual, be sure to look neatly arranged. No ripped jeans, revealing or tight clothing, tank tops, etc. should ever be worn to any job assignment. Students never know when a supervisor may want students to accompany him/her to meetings or when a surprise visit from an executive may occur.

2. **Limit computer/technological use to the assignments that have been given.** While at work, students should be focused and completely dedicated to the work that has been assigned. Do not work on homework/class assignments, check personal emails (i.e. Gmail) or visit online social networking sites such as Facebook or Twitter. Students should absolutely not send or reply to text messages or personal phone calls during work hours. Of course the exception is if students need
to take a personal call for emergency purposes. Please be advised that agencies and organizations can track emails, websites visited, and other computer-usage history and have grounds to terminate for misuse.

3. **Be punctual.** The foundation of trust building is reliability. Arrive at the job site at the agreed upon times. Supervisors should be able to depend on consistent, timely arrival.

4. **Give a supervisor as much notice as possible when students have to be absent, leave early, or come in late.** Employers rely on students to commit to the schedule to which students have agreed. If students have a doctor’s appointment, exam, academic related-commitment, etc. students should discuss a possible absence with the supervisor, *at a minimum*, two weeks prior to the day of the expected absence. Also, discuss in advance with the supervisor how such information needs to be communicated.

5. **Be respectful in managing all tasks.** Students should be aware that many jobs will occasionally require students to perform administrative tasks that come with all job opportunities and Rollins Earn And Learn jobs are no exception. Please shape expectations accordingly and be respectful when accepting *all* tasks. All work activities are important to the productivity and goals of the organization and no one is above completing certain tasks.

6. **Be honest about the job search.** If students are interviewing for multiple job opportunities, it is okay to openly share this information with prospective Employers that you are waiting to hear from other Employers about possible job assignments. Sharing this information would not exclude students from consideration and it helps the Employer to frame their expectations.

7. **Honor the Commitment made to work the full semester.** When students accept a position, please understand that a commitment has been made to work for that Employer for at least one semester. What this means is that once you accept an offer for a REAL position, the expectation is that:
   - You discontinue searching/applying for other REAL positions and
   - If an employer reaches out to you for an interview, that you are honest about already having secured a REAL position elsewhere and therefore cannot interview for a REAL position with them.

We do not want to set a precedent where our REAL students are accepting offers and then switching or backing out—this impacts employer relations, the time organizations have spent interviewing students, etc.

A student always has the option to find a new REAL position in the Spring semester should they find/decide that they will not be continuing in their Fall semester REAL position.

8. **Share concerns/issues with the supervisor.** If students are having problems or issues, schedule a time to meet with the supervisor to have a discussion about students concerns. Do not simply resign because of a perceived offense or hurt feelings. More often than not, an open discussion about the issues can lead to an amicable agreement or help students to draw a different conclusion. Conflict management is something everyone has to face so please keep that in mind before walking away from an opportunity. If students are unable to resolve the issues, please
make an appointment as soon as possible to see the REAL Program Manager at real@emory.edu; 404-712-0687.

9. **Uphold confidentiality.** Confidential information should not be disclosed. If students are working with records containing others’ personal information or other classified data, students are not to share or discuss that information for non-work related purposes. Some Employers may require students to sign a confidentiality agreement which students should review very carefully.

10. In addition to these minimum standards, each student should initiate a discussion with their supervisor to discuss office protocol and job expectations.
REAL Student Work Plan Documents

We strongly urge all supervisors and students to complete a REAL Student Work Plan document. This work plan document (found by clicking here), will enable supervisors to set expectations. This document should be completed together, outlining the public health competencies involved and the tasks and the deliverable related to both.

Student Performance Evaluations

The work experience that a student gains through part-time employment is a valuable asset in skill development and career/life planning. It is important for each supervisor to send evaluations to RSPH Student Services (real@emory.edu). Performance evaluations are beneficial to students as a student, the current Employers, and to post-graduation Employers. The form will be e-mailed to all students and supervisors at mid-semester.

An evaluation must be completed either at the time of termination or at the end of the academic year, whichever is first. The Employer will share the evaluation with students and both should sign the evaluation. The joint signature is a method of indicating that the student has reviewed the supervisor’s comments. All evaluations will be submitted to RSPH Student Services and will then be placed in students personnel file.

Program Evaluations

In order to facilitate program improvements, the Rollins Earn And Learn will conduct yearly online program evaluations. Students and Employers will be sent separate online evaluations. The data will be used solely for internal administrative purposes at the Rollins School of Public Health.

Unpaid Wages and Terminations

Any student employee who resigns or is terminated must receive any unpaid wages which are due.

Voluntary Terminations

If a student leaves a Rollins Earn And Learn position, advance notice must be provided via e-mail to the REAL Program Manager at (real@emory.edu), as well as to the Employer.
Termination for Job Abandonment or No-Shows

If students are hired and students do not report to work within a reasonable period of time, and the Employer is not able to contact students, it is safe for the Employer to assume students do not intend to work for that Employer/department. No-shows will be terminated within two weeks of non-contact. If students begin working but do not return to work or contact the Employer regarding absences, it is also grounds for termination of employment.

NOTE: Please keep in mind that this type of negligent behavior reflects poorly on students and the institution. If students are no longer able to fulfill an employment commitment, please follow professional protocol in communicating departure. Remember that Employers may lead students to thesis and practicum opportunities as well as full-time employment in the future. Employers also typically communicate with various colleagues in a number of other agencies/organizations which means it is always critical for students to leave positive impression in the mind of the Employer.

Termination Upon Reaching/Exceeding the Semester Award/Earning Limit

As a courtesy, emails are sent out to supervisors and students indicating when students are within $500 of exhausting semester award amounts or when students have reached or exceeded the award maximum altogether. While this should not be relied upon as the sole means for tracking, the “Award Reached or Exceeded” email does indicate that the student will be terminated immediately.

Involuntary Terminations

A student who has been terminated involuntarily by the Employer should be given two weeks’ notice in order to find a new job. In the case of extreme policy violations in which a student is terminated immediately, please report the circumstances to the REAL Program Manager in the Department of Student Services. An Employee Evaluation form should be completed at the time of termination.

Changing Rollins Earn And Learn Jobs

When students accept a position, please understand that a commitment has been made to work for that Employer for at least one semester. What this means is that once you accept an offer for a REAL position, the expectation is that:

a. You discontinue searching/applying for other REAL positions and
b. If an employer reaches out to you for an interview, that you are honest about already having secured a REAL position elsewhere and therefore cannot interview for a REAL position with them.
We do not want to set a precedent where our REAL students are accepting offers and then switching or backing out—this impacts employer relations, the time organizations have spent interviewing students, etc.

**Students are permitted to change Rollins Earn And Learn jobs mid-year, provided a specific protocol is followed.**

1. As a professional courtesy, students should give notice to the original department two weeks prior to departure. *This notice should be given in person.* Next, an email needs to be sent to the REAL Program Manager at real@emory.edu, and the e-mail needs to confirm the last date to be worked in the position.
2. If students have a new position, students may NOT yet begin working in the new job at this point. Please e-mail the REAL Program Manager the supervisor contact information and the ROL job posting number for the new position.
3. Once the termination of the first position has been posted in the HR system, the new supervisor may begin the hiring process.
4. Students may begin working in the new department once the hiring process has been completed, and an approval email with the new KRONOS ID has been sent to the student and the new supervisor by RSPH Human Resources.
5. The new supervisor must ensure students begin using the appropriate KRONOS code for the new job.

The HR system is not set up to prevent managers from hiring a student into a second Rollins Earn And Learn job. When students intend to change Rollins Earn And Learn jobs mid-year, it is essential that a proper termination and rehire process are completed.

**Grievances**

In case of any misunderstanding or misinterpretation of University or RSPH policy:

1. The aggrieved student should make every effort to informally resolve the problem with the supervisor first.
2. If the grievance remains unresolved, the student may meet with the Department of Student Services and have the situation reviewed. In this instance, a meeting will be held at the Department of Student Services between the Program Coordinator, the student, and the departmental supervisor to mediate the grievance. A written record of the proceedings will be made, and copies will be sent to the student employee and the departmental supervisor.

**Commitment to Equal Opportunity**

Equal Opportunity Policy found at:
http://equityandinclusion.emory.edu/about/resources/policies/eoaa.html
Emory University is dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated above or prohibited under applicable law. Students, faculty, and staff are assured of participation in University programs and in the use of facilities without such discrimination. Emory University complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity and affirmative action. Emory University is committed to achieving a diverse workforce through application of its affirmative action, equal opportunity and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Inquiries regarding this policy should be directed to the Emory University Office of Equity and Inclusion, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone 404/727-9867 (V) 404/712-2049 (TDD).

Emory University is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request a reasonable accommodation, please contact the Office of Access, Disability Services and Resources at 404-7122-9877 (V), 404-712-2049 (TDD). Please note that one week advance notice is preferred.

**Benefits and Insurance**

**Rollins Earn And Learn student employees:**
- Do not accrue sick or vacation time.
- Do not receive paid holidays.
- Are not permitted to work on University holidays (department will be charged).
- Are compensated only for hours worked.
- Are covered under Worker’s Compensation for job-related injuries.
- Are not paid overtime (department will be charged).
- Should not work more than 20 hours per week during periods of enrollment.

**Rollins Earn And Learn employees are covered under the University’s auto insurance policy with the following stipulations:**
- Driver must have a valid driver’s license.
- Insurance company has the right to check any driver’s motor vehicle record.
- Insurance coverage is for personal and bodily injury only. Collision is not included, therefore any damages to a University vehicle will be charged to the department.
- To be insured while operating a University vehicle, the student must have the permission of the immediate supervisor to operate the vehicle.
If you need information or clarification on Rollins Earn And Learn policies, please contact the REAL Program Manager, Natasha Simpson, in the Department of Student Services at:

Email Address: real@emory.edu

Telephone Number: 404-712-0687

Mailing Address:
REAL Program Manager
Rollins Earn And Learn Program
Rollins School of Public Health, Emory University
1518 Clifton Road, Suite 164
Campus Mailstop 1518-002-1AA
Atlanta, Georgia 30322

Website: https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/index.html