



Student Employee Handbook

2021-2022

auxiliary Services

Dear Student Employee,

Welcome to Auxiliary Services, State University College at Oswego, Inc. As a student employee, you join a group of over 700 SUNY Oswego students in helping provide various non-academic services on campus. Included are the College Stores, Fallbrook Recreation Center, Resident Dining, Retail Dining and Catering, washers and dryers, student health insurance, and vending. Auxiliary Services also funds various cultural and social events on campus.

Auxiliary Services recognizes that as a student your primary goal while attending SUNY Oswego is to receive a quality education. In appreciation of this we try to provide students with valuable work experience while earning money to offset the expenses of college.

While working in your unit your primary role is that of an employee. While in that role you are entitled to certain rights and entrusted with certain responsibilities. The intention of this handbook is to highlight these rights and responsibilities. If you have questions concerning the handbook feel free to stop by my office in room 507 Culkin Hall for clarification.

Auxiliary Services values the input of its student employees and encourages them to share their thoughts and ideas with management. We hope that by maintaining open lines of communication, we will reap benefits in student employee satisfaction and increased productivity.

Whether you are a new student on campus or a returning one, Auxiliary Services welcomes you. We look forward to a fruitful year at SUNY Oswego.

Stephen McAfee
Interim Executive Director

This handbook originated in 1988. It is revised annually after consideration of recommendations from student employees and representatives of management who work closely with students on a daily basis.

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WHAT ARE YOUR RESPONSIBILITIES?

Responsibilities of Student Employees

As a student employee, you maintain a dual role in the college community. Your primary role is, of course, being a student. However, when you assume the responsibility of an employee of Auxiliary Services the role becomes one of service to the college community. All Auxiliary Services employees strive to maintain our corporate core values:

Customer Service:

When at work, have a smile for all.
Take pride in what you do.

Teamwork:

All of our customers are important.
Co-workers are also customers.

Financial Stability:

Respect the time clock.
It is your responsibility to work or cover via a sub.



Lake Effect Cafe - Penfield Library

It is for these purposes that the following policies guide these student employee work responsibilities.

Orientation Period

Auxiliary Services believes that the relationship between the Corporation and you is a mutually supportive one. To this end, you will have an orientation period lasting the first three shifts. During this time you can become familiar with the employment expectations and practices of your position. You will be provided with the necessary support to help you become a satisfied and productive member of our team. Your employment will be continued after the end of this period unless problems have arisen that we have been unable to resolve. Should you elect to end your employment during this period, such a decision will not hinder you from being employed by Auxiliary Services in the future, provided you have followed the notice and replacement procedures.

The policies and guidelines described in this handbook are effective from the start of your orientation period.

On-The-Job-Training

Knowledge, communication, and experience are the best teaching tools we can provide. For you to succeed we must provide these things for you.

Our management staff, group leaders, and hourly staff will show you the particulars of your position. They will be glad to answer any questions you may have. It is your responsibility to engage in the training process. Actively seek info, observe and ask questions.



Pathfinder Dining Center

Work Schedule

You should be punctual in arriving for work and prepared to undertake your assignments. You may be scheduled up to and work no more than 20 hours per week during the fall and spring semester while school is in session. Any time you work a shift of four or more consecutive hours you will be entitled to one paid ten-minute break, to be scheduled by your supervisor.

Attendance is important in providing excellent customer service. You are responsible for all shifts for which you are scheduled, including those shifts at the beginning and end of any semester. Should an absence occur or if a replacement is necessary, the following procedures should be followed:



Fusion Cafe - Shineman Center

Resident Dining and Retail Dining and Catering:

If you are unable to work a scheduled shift due to illness or for another reason, you are required to find a qualified replacement from the approved substitution list maintained by your work location.

- If you know in advance that you will need a sub for an upcoming shift, find a sub and complete the sub form in your unit.
- If your absence is unexpected due to illness or other emergency, it is still your responsibility to find a qualified replacement and

CALL your supervisor a minimum of one hour in advance of your shift start time with your sub's name. If you are unable to work your scheduled shift or find a qualified replacement, this will result in a written coaching report (page 10) for each occurrence. A total of three coaching reports in a year will result in job termination. If you find a sub, a coaching report will not be issued. Coaching reports will be maintained by your manager for 12 months from the date written.

College Stores and Accounting and Administration Office:

In these areas there are no defined substitution lists. If you are unable to work a scheduled shift due to illness or for another reason, you are responsible for contacting your supervisor a minimum of one hour in advance of your scheduled shift. If you are unable to work your scheduled shift this will result in a written coaching report for each occurrence. A total of three coaching reports in a year will result in job termination. Coaching reports will be maintained by your manager for 12 months from the date written.

Tardiness

Coming to work on time is an important part of your job responsibility. Student Employees who are more than six (6) minutes late more than three (3) times per semester will be entered into our constructive coaching process (page 9). Repeated tardiness may result in termination.

Appearance and Attire

The success of Auxiliary Services depends on its employees and the service they provide to our customers. Professional appearance, behavior, and image are crucial to that success. It is very important that all employees represent themselves appropriately to those who depend on our services. Each division will provide guidelines governing appropriate personal dress and grooming.

For special events or assignments you may be required to wear special dress as directed by management. Students inappropriately dressed will be asked to return home immediately to change on their own time.

Name Tags

All student employees are required to wear their name tags whenever working.



Littlepage Dining Center

Sanitation and Hygiene

Smoking is prohibited in ALL areas, due to health regulations, company policy, and our status as a non-smoking campus. In addition, health regulations and company policy prohibit eating, chewing tobacco, and gum chewing in customer service and production areas.

All persons who work in areas where food is prepared or served are required by New York State Health Law to follow proper handwashing procedures as well as use gloves, hats or hair nets, and beard nets, if applicable, as restraints to minimize contact with food and food contact surfaces.

Conduct

The management and staff are here to provide consistently superior service to the college community; we maintain high standards in serving our customers and everything you do should reflect those standards. Student employees are not expected to answer for or interpret Auxiliary Services' policies. Student employees are advised to check with their management representative concerning any question or problems that may arise with a customer.

The following list should clearly illustrate the general manner in which you are expected to conduct yourself:

- Attend to customers promptly and courteously. Be cheerful and understanding of their problems and needs.
- Be aware of the impression you present to customers, both in dress and manner.
- Have a thorough knowledge of the food products, services, and merchandise in your department.



Littlepage Dining Center

Title IX

The Title IX Coordinator is responsible for monitoring overall Title IX implementation for the institution and coordinating compliance with all areas and departments covered under Title IX and other laws that regulate prevention and response to sexual and interpersonal violence. The Title IX Coordinator will meet with the complainant to explain the available options and processes and investigate the complaint. Inquiries concerning the application of Title IX and its implementing regulation may be referred to the Title IX Coordinator or to the Office of Civil Rights. If the Institution's Title IX Coordinator finds an Auxiliary Services employee in violation of this policy, Management reserves the right to terminate employment.

Reporting: Members of the college community who experience or observe sexual or interpersonal violence should immediately report their experience or observation to: Lisa Evaneski, Title IX Coordinator, 405 Culkin Hall, Lisa.evaneski@oswego.edu, (315) 312-5604

Members of the college community may file a complaint as directed above and/or with the Office of Civil Rights, using [OCR's online complaint form](#), or via mail: Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, Telephone: (646) 428-3800, Fax: (646) 428-3843, E-mail: OCR.NewYork@ed.gov

Reports of discrimination that happen off campus may also be reported to the college or to the OCR.

Pursuant to State University of New York policy, SUNY Oswego's Non-Discrimination policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment including the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments Act of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law.

Federal Legislation: Sections 503 and 504 of the Rehabilitation Act, 1973; Title VI of the Civil Rights Act of 1964; Title VII as amended by the Equal Employment Opportunity Act of 1972; Title IX of the 1972 Education Amendments

New York Legislation: New York's Human Right Law; Governor's Executive Order 40.1 (1980); State University of NY Board of Trustees.

Safety - Right to Know

Care and diligence are necessary while you are working. Your health and safety are of primary concern. You will be made aware of all safety procedures and concerns in your work area. A "Right To Know" reference book that contains Material Safety Data Sheets on each chemical used in operations is provided in your unit. Please observe these safety rules and work with safety in mind. Auxiliary Services will comply with NYS/Federal/OSHA/CDC guidelines to provide a safe work environment and follow infectious disease protocols.

Cut Resistant Gloves



College Store Artville

Cut resistant safety gloves are available in all dining operations. Students are expected to wear this glove on their hand when using sharp knives.

Accidents

You must report all accidents **immediately**, no matter how minor, to the management representative on duty. An incident report will be completed.

Medication

If you are taking a prescribed medication that may make you drowsy or otherwise affect your performance, you should inform a management representative prior to your shift.

Allergies

If you have allergies to chemicals or food, please inform your supervisor.

Personal Emergencies

In case of an emergency, you must notify a member of the management staff as soon as possible. Emergencies are defined as a health-related situation requiring immediate medical attention or a family emergency. In case of an emergency health-related situation, a return to work notice may be required to ensure the employee's safety.

Personal Belongings

We discourage you from bringing any personal and valuable belongings to work. Auxiliary Services' insurance policy does NOT cover the loss, theft, or damage of these items.

Resignation

Auxiliary Services student employees are a vital part of our organization and without them we cannot provide the services we have committed to the campus community. A voluntary resignation by a student employee must be made in writing with seven calendar days' notice. If you resign during the two weeks prior to exams, you may not be eligible for employment references and future employment with Auxiliary Services.



Cutting Board - Campus Center

HOW DO I GET PAID?

Time Cards/Sheets

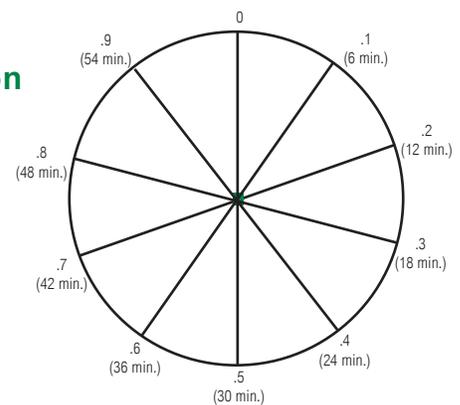
You will be provided with a time card/sheet. This is a record of the hours you worked. You are responsible for entering the time worked. No one else may enter your hours worked. Entering someone else's hours worked or having someone else enter your time worked may result in termination of employment. You may not take the time card/sheet out of the work area. If your time card/sheet is damaged, missing, or an error has been made, or if you have forgotten to punch in or out, contact a management representative immediately. It has been and continues to be the policy of Auxiliary Services to pay on the basis of time indicated on a work schedule and as recorded by the time clocks. An employee may work hours in addition to their scheduled hours of work only with the specific authorization of a management representative. The following is a clarification of that policy:

Work time is calculated in 1/10 of an hour segments. You must be punched in for the entire 1/10 hour to be paid for that segment. If you are not punched in for any part of the 1/10 hour segment, you will not be paid for any of that 1/10 hour.

Example #1: Scheduled hours are 1 p.m. until 3 p.m.
If an employee punches in at 1:03 p.m. and punches out at 3:03 p.m.
the employee will be paid for 1.9 hours (from 1:06 p.m. until 3 p.m.).

Example #2: Scheduled hours are 1 p.m. until 3 p.m.
If an employee punches in at 12:58 p.m. and punches out at 2:58 p.m.
the employee will be paid for 1.9 hours (from 1 p.m. until 2:54 p.m.)

Payroll Conversion Clock



Payment of Wages

Your wages are calculated by multiplying the hours worked times your hourly rate. Wages are paid biweekly on Friday. A schedule of payroll periods and pay days is on page 11 of this handbook, posted in all buildings, as well as on the Student Employment section of the Auxiliary Services web site www.oswego.edu/auxserv.

All student employees are able to view/print their paystubs through the secure website my-estub.com, regardless of whether or not you are on direct deposit. For students with paper checks, you will not receive an earnings sheet attached to your pay check. The information will be available when you sign on to my-estub.com using log-in information provided by the Accounting Office. Any questions or problems with [my-estub](http://my-estub.com), contact the Accounting Office (315-312-3669) or email staspay@oswego.edu.

Paychecks are distributed on paydays after 10 a.m. Any timecard without a printed label needs the student's correct last **4 digits of their student ID**. If your I-9 and tax forms are complete, your paycheck will be distributed at your work site during academic pay periods (Lakeside, Cooper, Littlepage, Pathfinder, Commissary, College Store, Accounting & Administration Office); Mackin checks will be in 506 Culkin on pay day, then the work location beginning the Monday after; Retail Dining & Catering checks are distributed from the Catering Office in room 230 Hewitt. Paychecks not picked up at the location the Thursday before the next pay date will be returned to 506 Culkin and mailed to the address listed on the paycheck. Distribution of paychecks during recess periods will be posted prior to the pay date. In the event that you want someone else to pick up your check, you must provide your management representative with written permission. If you work at more than one location, one paycheck will be issued and distributed at the primary work location per payroll records (if unsure of that location, please check with the Accounting Office).

The last paycheck or two of each semester will automatically be mailed to the address on your paycheck. If you do not want your check mailed, you will be notified of other options available to you prior to the pay date. Email notices regarding payroll will come from STASPAY@oswego.edu. Please read these.



Campus Catering

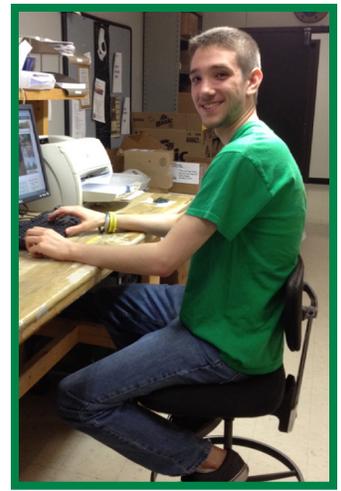
Tax Forms

It is essential that you complete both your state and federal withholding forms with your permanent address, as that is where your W-2 will be mailed. If you have not provided the Accounting Office with your tax forms by the time payroll has been submitted (the Tuesday following the end of the pay period), your pay will be processed with the tax election of single status, claiming 0 allowances. The check that is generated will be held in 506 Culkin Hall on pay day and you will need to show proper identification and complete your tax forms to pick it up. If you do not complete your tax forms and provide proper identification to satisfy your I-9 form by the Sunday following the pay day, Auxiliary Services must terminate your employment. Without completed tax forms, we have no way of reporting your earnings to the federal and state agencies, which we are required to do by law.

Example:

Pay period is 8/23/21 - 9/5/21 and is paid on 9/17/21.

You have until 9/20/21 to complete your tax paperwork and provide proper ID to satisfy your I-9 form in full in order to continue working.



College Store Textbooks

If you have any questions regarding these forms or withholding procedures, they should be directed to the Auxiliary Services Accounting Office located in 506 Culkin Hall.

I-9 Form

To comply with the Immigration Reform and Control Act of 1986, Auxiliary Services must verify, document, and maintain a record of your eligibility to work in this country. As a result, you will be asked to complete an I-9 form and present certain documents that will satisfy these requirements. If you have not completed your I-9, you must pick up your check in 506 Culkin Hall. If you are unable to provide the necessary documents by the end of the second pay period you work in, Auxiliary Services must terminate your employment. All questions regarding I-9s should be directed to the Accounting Office in 506 Culkin Hall.

Direct Deposit

Direct payroll deposit (the paycheck is electronically deposited into the student's bank account) is available. Access to paycheck stubs is available at www.my-estub.com. A user identification and temporary password will be provided to each student. Forms are available at work locations, 506 Culkin, or on the Student Employment section of the Auxiliary Services web site www.oswego.edu/auxserv. Contact the Accounting Office (315-312-3669) or email staspay@oswego.edu for additional information.

Garnishments

Your wages can only be garnished if Auxiliary Services has received a court order.

Verification of Wages

All inquiries regarding wage information should be directed to the Controller (315-312-2263).



Lakeside Dining Center

W-2

W-2s will be sent to the permanent address indicated on your paycheck. Please remember to make sure you have the appropriate address on your paycheck. W-2s will be sent by January 31st of each year.

FICA

Students performing services for an auxiliary not-for-profit organization operating on a college campus at which they are enrolled and regularly attending classes are exempt from social security and Medicare (FICA) withholding.

HOW MUCH DO I GET PAID?

Wages

We follow the SUNY Board of Trustees policy regarding minimum wage for student employees on SUNY campuses. All student employees will earn a starting wage of \$12.50 per hour, the current minimum wage.

Spread of Ten

Any student employee who works a split shift in the same dining location, i.e., Catering, Lake Effect, Cooper Dining Center, etc., in which the starting time of their first shift and the ending time of their last shift exceeds ten (10) hours. Any shifts activating the Spread of Ten must be approved by a manager.



Cooper Dining Center

Tips

Auxiliary Services compensates its student employees at or above minimum wage. In keeping with our philosophy to provide the highest quality food and services to the college community at the lowest possible price, tipping is discouraged. We realize that customers or guests like to show their appreciation for good service through tipping. All tips received at an event must be given to the manager on duty. These will be pooled and distributed through a scholarship fund. Eligibility for the scholarship fund will be posted.

Group Leader

You may wish to apply for the position of group leader. To be considered for a group leader position, you must have worked for Auxiliary Services at least 150 hours and have a minimum cumulative GPA of 2.3. **This position is one of leadership and service. You will be responsible for helping train, direct, and guide other student employees in accomplishing their duties.** The valuable work experience gained while employed as a group leader will complement your academic studies and be a noteworthy addition to your resume when you graduate.

Group leaders will earn a starting wage of \$12.70 per hour, \$.20 per hour in excess of the current minimum wage.

Any student appointed to a group leader position at any time during the period beginning with the fall semester through the end of the spring semester will be paid the group leader rate for all hours worked for Auxiliary Services. This will include hours worked at different locations and/or for different divisions. Group leaders are generally appointed until further notice. All other student employees working during the summer will be paid at the rate they have attained.

Newly appointed group leaders will be required to complete a 20 working day probationary period. The group leader's supervisor will be responsible for monitoring when this probationary period has been completed.

Group leaders will be provided with an annual training program. The purpose of this training will be to assist selected students in developing the technical and leadership skills necessary to be successful group leaders. Attendance is required for all student employees who will be group leaders during the fall semester.



Laker Express - Campus Center

Graduate Assistant

As Auxiliary Services continues to evolve and grow to meet the changing needs of the Oswego State University campus, our employees as well as Auxiliary Services' employment needs change. To this end, the position of a graduate assistant has been added to the Student Employee Handbook. To be eligible for employment under this heading, a student would need to be accepted and/or enrolled in a graduate degree program at SUNY Oswego. The individual in this position would need to complete their degree within a two-year period. The person in this job will be responsible for completing projects as assigned by the divisional director. Hourly compensation will be the same as for a group leader. In addition, Auxiliary Services will pay 50% of the graduate assistant's tuition. A limited number of these positions will be available. The number of these positions, based on need, will be determined by the divisional director.

ARE THERE ANY BENEFITS?

Meal & Discount Benefits

Information regarding these benefits for students employed by Resident Dining, Retail Dining and Catering, Accounting and Administration, and the College Stores Divisions will be posted in their respective work locations.

Scholarships

William R. Tucker Scholarship:

- Deferred from recipient's tuition next fall
- Minimum 2.8 cumulative gpa
- Sophomore or Junior at SUNY Oswego, enrolled full-time
- Submit appropriately word-processed application available on line
Deadline: March 15, 2022

Craig D. Traub Student Employee Scholarship

- Awarded to 16 recipients during the Spring semester
- Minimum 3.0 cumulative gpa
- Current employee of Auxiliary Services, worked a minimum of 120 hours at time of application (Seniors encouraged to apply)
- Submit appropriately word-processed application available on line
Deadline: March 15, 2022

Disability-Workers' Compensation

As a student employee you have Disability coverage in the event outside health concerns interrupt your employment and Workers' Compensation coverage in case of a work-related injury. You must contribute to the disability premium rate of 1/3 of 1% of your gross wages via payroll deduction or current legal maximum. In no case will the amount of this contribution exceed \$1.20 per biweekly pay period. There is no employee contribution to Workers' Compensation coverage. Questions regarding these programs should be directed to the Controller.

Unemployment Insurance

Student employees may receive Unemployment Insurance benefits, subject to New York State Unemployment eligibility criteria. Anyone with questions regarding New York State Unemployment Insurance should contact the Controller.

Paid Family Leave:

Paid Family Leave (PFL) is a mandatory benefit in New York. PFL is taken to care for/bond with someone else. There are three main categories of qualifying events for the which employees may take paid leave:

- To provide care for a family member (i.e. spouse, domestic partner, child, parent, grandparent, grandchild) with a qualifying health condition;
- To bond with a child after birth, adoption, or to welcome a child into foster care within 52 weeks from the date of birth, event or placement;
- To cope with a military exigency leave event.

The maximum length for all PFL-qualifying events from the first day of paid leave is a maximum of 12 weeks (capped at 60 days for intermittent leave), in a consecutive 52-week period. Employees must provide their employer with at least 30 days advance notice before the planned paid leave if the qualifying event is foreseeable. If a 30-day advance notice is not practicable, notice must be given as soon as practicable. For more information on this benefit or to file a claim, contact the Controller.

WHAT IF THERE IS A PROBLEM?

Problem Solving

Student employees are encouraged to share their ideas with group leaders or management staff. We know in your daily routine you may encounter problems or have questions that need to be answered.

If you have any concerns, first discuss them with a management representative. If you are unsatisfied with the result of this discussion, you may contact your divisional director for further consideration. If you have not found satisfaction after discussing your suggestions or problems with your divisional director, you may then discuss the situation with the Executive Director, whose decision is final.

The desire and responsibility of each level of management are to try to address each problem or suggestion effectively. By maintaining open lines of communication we hope that our customers and organization will benefit.

Constructive Coaching

Auxiliary Services has a commitment to a progressive discipline process that encourages you to learn from any mistakes that may occur. Your management representative or group leader will make you aware if you are abridging the policies and guidelines identified in this handbook. Through mutual discussion and agreement you and a management representative will develop a course of action to correct these issues. If you have been told of an infraction and it occurs again, and if the infraction is deemed acute enough, you will be given a written coaching notice. If a second written coaching notice is warranted in the same semester, it can be cause for dismissal. We hope that ongoing performance appraisals and verbal coaching will be adequate to correct any work-related concerns.

Termination

Due to the nature of student employment, it must end. Under ideal circumstances that would be at the time of your graduation. However, there are circumstances for which either party may seek to terminate the relationship. In the case of work-related difficulties, attempts will be made to remedy the specific behaviors. There are times however, where immediate termination is the most prudent action. Auxiliary Services retains the express right to discipline and discharge employees for just cause. Only a unit manager has the right to discharge a student employee.

Miscellaneous

Personal Cellular Phones

While at work, employees are expected to refrain from using or handling cellular phones. Personal calls during the workday can interfere with customer service and employee productivity. Employees are asked to make or receive calls on personal cellular phones for personal business on non-work time where possible and to ensure that friends and family members are aware of Auxiliary Services' policy. Please notify your manager or Divisional Director if you encounter a circumstance where you or a family member has a diagnosed medical condition that requires monitoring on a personal cell phone.

Personal Listening Devices

While at work, personal listening devices are not acceptable while serving customers or while in the presence of customers; in jobs that require communication; while driving vehicles; in the kitchens/dishrooms. Use of the devices might be acceptable in the College Store while cleaning books that are purchased at buyback or from a wholesaler, or while pulling pre-pack books.

Social Media

For the purpose of this statement, "social media" shall refer to social networks, blogs, microblogs, wikis, and yet to emerge social technologies. Staff who utilize social media are encouraged to share their knowledge, remain professional, and enjoy the experience. This policy will not be applied or construed in a manner that violates or improperly interferes with employee rights under Section 7 of the National Labor Relations Act.

When engaged in social media conduct yourself in a manner consistent with Auxiliary Services core values of Customer Service, Teamwork and Financial Stability. Also take responsibility for the content you post, post responsibly and protect your personal privacy. Treat others as you wish to be treated, do not engage in any conduct that would not be acceptable in our workplace. Always use your best judgement; anticipate the impact of your communication when posting.

Official social media and networking sites for Auxiliary Services will provide relevant and current information and be maintained by designated individuals.

Theft Policy

Auxiliary Services strives to keep its prices as low as possible by keeping costs down. One way in which this is done is by preventing losses through theft. All Auxiliary Services' employees should notify a management representative immediately if they believe a situation involving theft exists. Auxiliary Services reserves the right to prosecute any student employee or customer engaged in unlawful conduct.

Parking

Students are required to comply with campus guidelines regarding parking. Parking in approved student lots is required.

Meetings

From time to time there may be group meetings and sessions to explain policies and new procedures. If your attendance at these is required, you will be paid for your time.

Communication

All work areas have specified areas where policy changes and new procedures are posted. These areas will be pointed out to you. Please check these regularly. If you have any questions regarding any information presented, please ask a management representative for clarification.

Employment Information

Equal Employment Opportunity

In our campus environment, we will be working, studying, and living with people of diverse backgrounds. This diversity enriches all of us. It is our responsibility to be sensitive and understanding of these differences so that we can make the most of our experiences. Auxiliary Services is dedicated to the principles of Equal Opportunity in Employment. In doing so, the corporation maintains full compliance with all federal, state, and local statutes pertaining to these policies. In addition, the corporation asserts that it will:

- Disregard race, creed, color, sex, age, religion, national origin, disability, veteran's status, or sexual preference as a factor in the recruitment, hiring, and promotion of any of its employees.
- Use only job-related criteria and qualifications for the basis of its employment decisions and in the application of its policies.
- Encourage the appropriate representation of women, minorities, and the disabled in the population employed by Auxiliary Services.

Eligibility for Employment

Any student who maintains full-time status is eligible for employment with Auxiliary Services. Full-time status means maintaining a minimum of 12 credit hours as an undergraduate or 9 hours as a graduate student. Last semester senior students with a minimum of 300 hours working for Auxiliary Services will also be considered full-time maintaining at least 9 credit hours for the semester. During the summer this definition will mean having maintained or maintaining full-time status for the previous, present, or the upcoming semester. During the summer, students from other schools may be considered once all eligible SUNY Oswego students who have applied have been employed.

Application for Upcoming Semester

All student employees desiring to work the upcoming semester following the present semester are required to complete a Student Employee Application. The application should be completed and submitted to the building manager as soon as your class schedule for the upcoming semester is set. All present student employee applications will be considered on a first-come, first-serve basis when establishing work schedules for the upcoming semester.

Payroll Dates

<u>Payroll Period</u>	<u>Date Paid</u>	<u>Payroll Period</u>	<u>Date Paid</u>
06/14/2021 - 06/27/2021	07/09/2021	12/13/2021 - 12/26/2021	01/07/2022
06/28/2021 - 07/11/2021	07/23/2021	12/27/2021 - 01/09/2022	01/21/2022
07/12/2021 - 07/25/2021	08/06/2021	01/10/2022 - 01/23/2022	02/04/2022
07/26/2021 - 08/08/2021	08/20/2021	01/24/2022 - 02/06/2022	02/18/2022
08/09/2021 - 08/22/2021	09/03/2021	02/07/2022 - 02/20/2022	03/04/2022
08/23/2021 - 09/05/2021	09/17/2021	02/21/2022 - 03/06/2022	03/18/2022
09/06/2021 - 09/19/2021	10/01/2021	03/07/2022 - 03/20/2022	04/01/2022
09/20/2021 - 10/03/2021	10/15/2021	03/21/2022 - 04/03/2022	04/15/2022
10/04/2021 - 10/17/2021	10/29/2021	04/04/2022 - 04/17/2022	04/29/2022
10/18/2021 - 10/31/2021	11/12/2021	04/18/2022 - 05/01/2022	05/13/2022
11/01/2021 - 11/14/2021	11/26/2021	05/02/2022 - 05/15/2022	05/27/2022
11/15/2021 - 11/28/2021	12/10/2021	05/16/2022 - 05/29/2022	06/10/2022
11/29/2021 - 12/12/2021	12/24/2021	05/30/2022 - 06/12/2022	06/24/2022

Auxiliary Services

Work Locations and Contacts

(315) 312 -

RESIDENT DINING SERVICES PHONE:

Commissary 2331
Cooper 4205
ID & Meal Plan 2588
Lakeside 4115
Littlepage 3629
Pathfinder..... 4220
Registered Dietitian..... 3284

RETAIL DINING & CATERING PHONE:

Marano Campus Center Food Court3311
Catering2992
Crossroads2750
Refresh.....3616
Lake Effect Café (Penfield)..... 1033
Fusion Cafe (Shineman).....6509
Wall Street Market (Rich Hall) 1032

COLLEGE STORE PHONE:

Arville 2261
Bookland 2260
Marano Campus Center..... 5900
College Cut..... 5547

ACCOUNTING AND ADMINISTRATION PHONE:

Controller.....2263
Executive Director2106
Student Payroll3669

www.oswego.edu/auxserv

Student Payroll related questions/concerns email: staspay@oswego.edu