



STUDENT EMPLOYMENT

at Appalachian State University

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at Appalachian State University

A HANDBOOK FOR STUDENTS AND SUPERVISORS OF:
Federal Work Study
Summer Federal Work Study
Department-Funded Student Employment

Updated December 17th, 2020

This manual is intended for new and current students/faculty/staff of Appalachian State University as an overview of the Student Employment Program at Appalachian State University. The goal of this document is to give a broad overview of the Student Employment process. This document will be reviewed annually for policy changes.



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INTRODUCTION

As a student employee at Appalachian State University, you should be familiar with the policies and procedures established by the Office of Student Employment to ensure you have a positive work experience. This handbook has been created as a reference for student employees.

Appalachian State University's Office of Student Employment has created this student employee handbook to describe, in summary form, the personnel policies and procedures that govern the employment relationship between Appalachian State University and its student employees. **The Office of Student Employment reserves the right at any time to modify, change, suspend, or cancel all or any part of the policies, procedures, and programs contained in this handbook.** The Office of Student Employment will, at its discretion, make changes and develop new or revised policies, procedures, and programs, and it will notify members of the university community as soon as possible. Changes will take precedence over the contents of this handbook.

We hope that the information outlined in this handbook will increase your understanding of the important role you play as a student employee.

OFFICE OF STUDENT EMPLOYMENT

General Information

The Office of Student Employment is focused on helping students at Appalachian State University identify job opportunities through different services offered. The job opportunities offered to students include part-time opportunities on and off-campus; as well as potential opportunities through the Federal Work Study Program and the Student Temporary Work Program.

Mission Statement of the Office of Student Employment

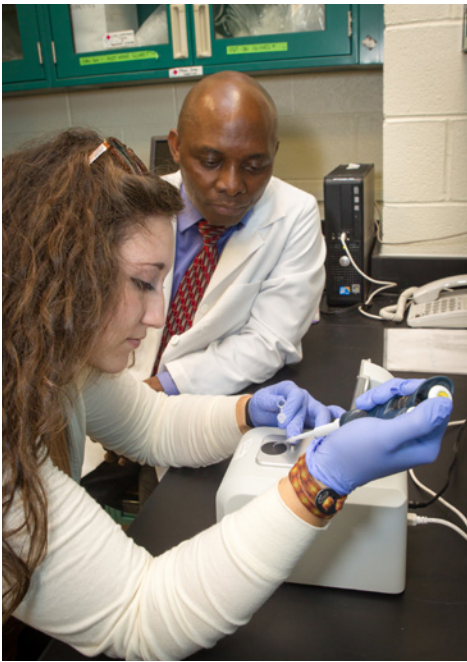
It is the mission of the Office of Student Employment to assist students with finding meaningful work opportunities that will allow them financial assistance while in school, as well as, obtain practical experience in jobs related to their academic studies, interests, and talents.

Where is the Office of Student Employment Located?

The Office of Student Employment is located in room 389 of the John E Thomas Building located on the West side of campus. For detailed campus maps visit: <https://maps.appstate.edu/>

Do I Need an Appointment?

Appointments are required and should be made through [Handshake](#), the university's career services platform. Once logged in with your AppState credentials from the homepage of Handshake select "Career Centers" then "Appointments" to arrange on-boarding or inquiry appointments with Student Employment staff. If you are an international student please call the [Office of Human Resources](#) to schedule an on-boarding appointment.



TYPES OF STUDENT EMPLOYMENT

Federal Work Study Program

Gain experience while financing your education through the Federal Work Study program. Students demonstrating financial need may find employment at a variety of on and off-campus locations. Eligibility is determined through the Financial Aid Department.

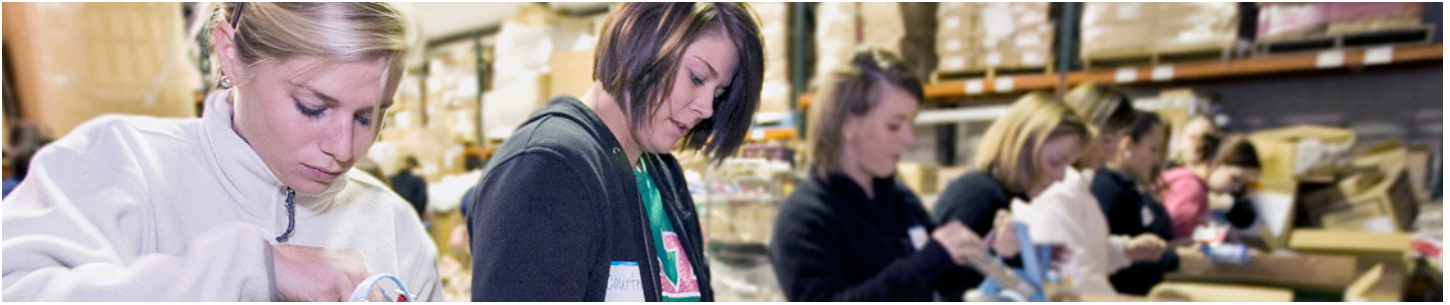
Summer Federal Work Study

Summer Work Study allows students who are wanting to continue their work study position through the summer, to be able to work during the summer semesters. Summer Work Study is awarded to students for the summer semester with a maximum award of \$500 for summer session one and an award of \$500 for summer session two.

Department-Funded Student Employment

Each department has an operating budget to where they can employ part-time temporary students through operational funds. Department-funded student employment is funded by each department's own budget and managed by each individual department/area. No financial aid award is required.





WORK STUDY PROGRAM

What is the purpose of the Federal Work Study Program?

- * To provide a broad range of job opportunities which provide leadership, transferable skills, and personal growth for student employees.
- * To provide students with employment opportunities in jobs that are vital to the operation of the University.
- * To foster student professional development through a variety of employment experiences.

What is the Federal Work Study Program?

Federal Work Study provides employment opportunities for students demonstrating financial need and is awarded as part of the student's Financial Aid package. Applications are made through the Financial Aid Office by completing a FAFSA (Free Application for Federal Student Aid) form. It is suggested that interested students file the FAFSA by the priority deadline as the work study funding and positions are limited. Federal work study students are paid twice monthly according to hours worked. These earnings are not credited to the student's account to pay for institutional charges, but are paid directly to the student.

How does Work Study Work?

Students must apply and qualify each year by completing the Free Application for Federal Student Aid (FAFSA) by the priority application date and have financial need as determined by a federal formula. Federal and Appalachian State University financial aid guidelines must be followed. Students must follow through with the process to ensure that they satisfy all financial aid requirements before funds are awarded.

- * Students cannot be awarded need-based financial aid in excess of their financial need, which is determined by their financial aid cost of attendance and the FAFSA results. This requirement may cause a Federal Work Study or award to be reduced after the student has been appointed.
- * Students must accept their Federal Work Study (FWS) award, apply for posted positions, and be offered a job before they can begin to work.
- * Students must enroll and maintain active enrollment in at least 6 Appalachian State University credits each term, to be eligible to work and earn FWS funds up to the maximum award amount.
- * FWS positions can be on-campus or qualifying community service jobs. Community service jobs must be approved annually.
- * Students must continue to meet all eligibility requirements throughout both fall and spring semesters. This includes maintaining 6 hours active enrollment in Appalachian State University classes and meeting the financial aid satisfactory academic progress requirements after fall grades.
- * Hiring departments receive an FWS Spending Authority Allocation from the Office of Student Employment to hire FWS awarded students.
- * Earnings cannot exceed a student's FWS award amount.



Work Study Award Levels

Federal Work Study is awarded to students for fall and spring semesters with a maximum award of \$2,000. Students may also be awarded work study for the summer sessions as well. The maximum summer award is \$500 for summer session one and \$500 summer session two. Federal and institutional funds are combined to fund the program. Federal and institutional guidelines apply.

Community Service Positions via Work Study

Appalachian State University strives to work within the community. There are opportunities for work study students to be employed by non-profit organizations.

HOW TO FIND A JOB

Students from Appalachian State University have many tools they can utilize to seek job opportunities. These include the following:

Handshake

Local businesses and on-campus employers are encouraged to advertise their part-time or temporary positions on Handshake. Jobs may include hospitality, restaurant, retail, seasonal, and other customer service positions. Check back often as postings are added often. [Sign in with your AppState credentials to search Handshake postings.](#)

Largest Campus Employers

For currently enrolled students looking for on-campus employment, this list of the largest campus employers is the best place to start. [Visit their websites](#) to learn more about each department, as hiring processes may differ. Some departments may require students to fill out an application in person, while others will allow a student to submit electronically. Students are invited to apply for multiple departments. Consider looking up their website for more detail.

Odd Jobs Google Group

Join our Odd Jobs Google Group and receive information on local job opportunities including yard work, moving help, and child care positions. As with the Job Board, you must contact the employer directly. Be sure to act quickly, as these jobs don't last long!

Career Development Center

The Career Development Center is another avenue that students may take advantage of. The Career Development Center offers services to students to help identify their professional development skills.



EMPLOYMENT RELATIONSHIP

All student employment relationships with the University are At-Will. Either party is free to terminate the relationship at any time, for whatever reason, with or without notice, provided there is no violation of applicable state or federal law.

Hiring Procedure

Once you are hired, you are not authorized to begin work until all necessary paperwork is complete. If you have worked on-campus before, your current forms will be reviewed for any necessary updates. If you have not been employed on-campus before, you will need to complete the new hire packet found on the [Career Development & Student Employment website](#). Complete the packet and report back to the Office of Student Employment with proper documentation to be verified as an employee. The proper documentation can be found on our website and is also outlined below.

Bring ALL of the following documents:

1. Student Temporary Authorization (to be completed with your supervisor)
2. Section 1 of Form I-9 (Employment Eligibility Verification) and supporting documents for employment verification. [See DHS website for the complete list of documents.](#)
3. State Tax Form (NC-4)
4. Federal Tax Forms (W-4)

Please note the following:

- * Acceptable documents for employment verification must be an original and unexpired. No copies of these documents will be accepted.
- * If you have not completed numbers 1 or 2 on the list provided above, the Office of Student Employment will be unable to process you as an employee and you will be turned away until required documents are provided.
- * If you come to be processed and have not yet filled out items 3 and 4 we can give you these forms to fill out on site, however processing time will increase if you do not arrive with these items completed ahead of time.

Student Duties and Responsibilities

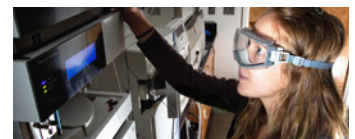
Student applicants/employees have the following responsibilities:

- * Complete resume before applying for a position. Seek help from the Career Development Center for resume assistance.
- * Apply for available job opportunities for which eligible/qualify
- * Seek assistance from the Office of Student Employment, Career Development Center, Office of Student Financial Aid and University Scholarships, Office of Disability Resources & Office of Human Resources when needed
- * Once hired
 - * Provide appropriate [employment verification documentation](#) (Photo ID, Social Security Number, U.S. birth certificate, valid U.S. Passport/Passport Card, etc.) BEFORE work begins to the Office of Student Employment
 - * Attend any student employee training or orientation that is required by the department/supervisor.
 - * Be present for all assigned shifts unless your supervisor approves the time off.
 - * Be dedicated and willing to learn.

Supervisor Duties and Responsibilities

The hiring department and/or hiring supervisor is responsible for

- * Creating a job description and advertising the position on Handshake.
- * Following all employment guidelines and policies.
- * Treat all student employees with the same respect and have the same expectations of everyone.
- * Ensuring student employees complete all necessary paperwork for employment BEFORE they report to work. (See [Career Development & Student Employment Website](#) for examples and forms).
- * Selecting student candidates on Handshake and initiating interviews.
- * Communicating appropriate work behaviors and expectations.
- * Establish clearly defined work schedule and hold student employee accountable for abiding by the agreed upon schedule.
- * If applicable, monitoring FWS expenditures to ensure:
 - * Student is not earning more than their award.
 - * Department is not spending more than their Spending Authority Allocation for FWS set by the Office of Student Employment.
- * Customer service and business etiquette guidelines including dress code.
- * Follow workplace safety and security protocols.
- * Provide ongoing training by taking time to train and develop your student employees according to the [NACE Career Competencies](#), regarding attitudes, and habits including perseverance, time management, business etiquette, quality service practices, and how to handle difficult situations.
- * Help students connect their student work experience to future career goals.
- * Correct inappropriate behavior as soon as possible. Explain why the behavior was inappropriate or incorrect and how to remedy the situation. Try to resolve any problems pertaining to job performance or working relations at the time of the incident.
- * Report any knowledge of alleged prohibited conduct within 72 hours to the [Office of Title IX Compliance](#).





STUDENT EMPLOYMENT POLICIES

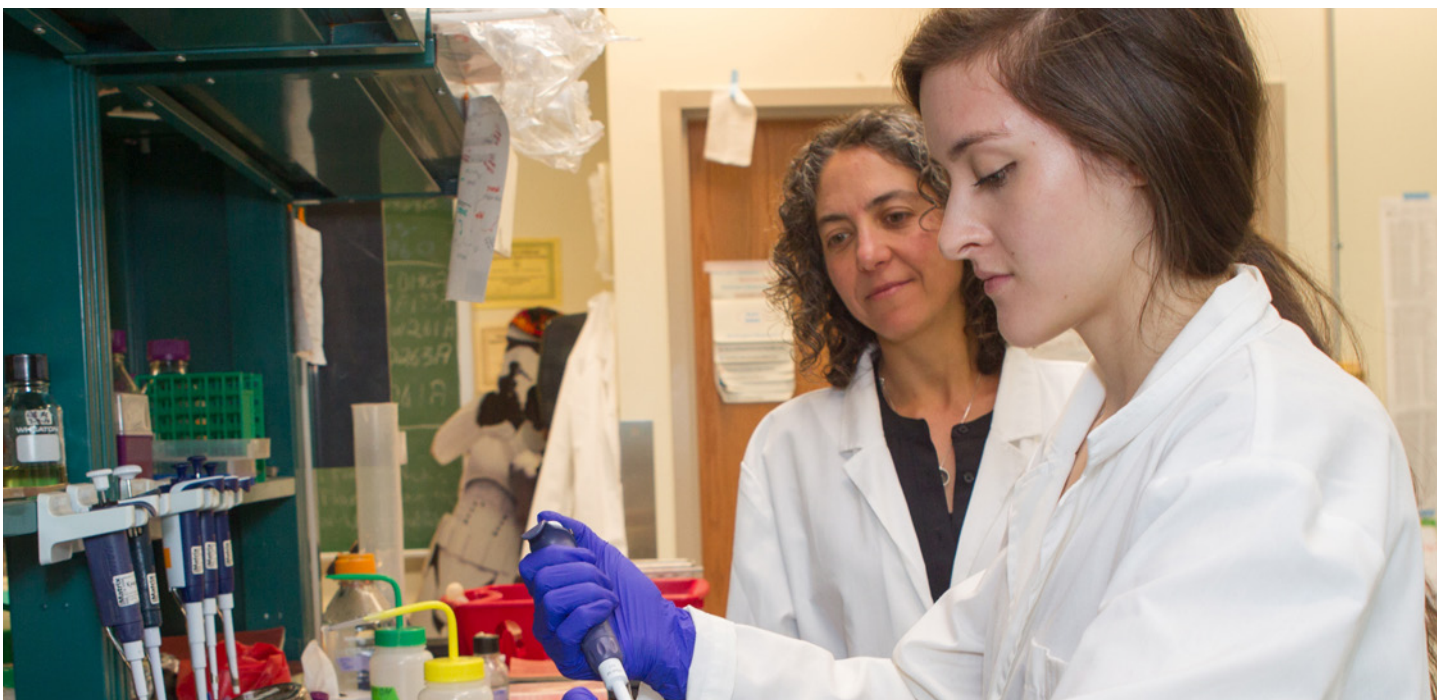
How do I Qualify for Student Employment?

If you are currently enrolled as a student at Appalachian State University, you qualify for student employment opportunities. During a period of non-enrollment (such as winter break or summer) students must show enrollment from the immediate previous semester and be pre-registered for the upcoming semester in order to continue qualifying for student temporary employment with the university. Lack of enrollment with Appalachian State University may result in immediate termination and not guarantee the individual for non-student temporary employment.

When Can I get a Position for the Academic Year?

Employment opportunities are constantly being updated throughout the year on [Handshake](#), Largest Campus Employers, and Odd Jobs Google Group. If students find that they are in need of a job, they should check these sources for available positions. Students that need further assistance should contact the Office of Student Employment.





PAYROLL

Role of Payroll Department

Payroll is responsible for:

- * Managing the payroll process.
- * Ensuring compliance with all applicable employment laws, regulations, rules, and policies.
- * Maintaining and providing payroll-related data to employees, benefits providers, leadership, and governmental regulatory agencies.
- * Distributing payroll expenses timely and accurately.

Timesheets

Once the student begins working, the time worked must be certified in order to be eligible for payment. This begins with each student completing a biweekly timesheet recording the number of hours worked each day of the pay period, and the supervisor verifying the accuracy of the time worked.

The student's timesheet responsibilities include:

- * Recording their hours worked on a daily basis.
- * Being honest about hours actually worked.
- * Submitting timesheet for approval at the end of the pay period.

The supervisor's timesheet responsibilities include:

- * Provide guidance to students on how to properly fill out timesheet.
- * Verifying the time reported is the actual time worked.
- * Submit timesheets to the payroll department for processing.

Direct Deposit

Student employees are paid on a semimonthly pay schedule. Student employees are required to participate in the [Direct Deposit program](#). To enroll in the direct deposit option, fill out your personal direct deposit information underneath the employee tab on your AppalNet account.



How Many Hours can I Work Each Week?

Students at Appalachian State University work approximately 10-20 hours a week, and it is highly encouraged that student employees do not work more than 20 hours a week. Anything above the 20 hours, research shows that after this point academic standing decreases.

When is Payroll Processed?

Student employees are paid on a semimonthly basis for a two week documented pay period. Timesheets must be submitted to supervisors before the payroll deadline; which is on the 15th and the last working day of each month. Paychecks are delivered via direct deposit. Enrollment for direct deposit is accessed through the employee tab on AppalNet.

What Happens if I Fail to Submit my Hours or Submit them Late?

If you fail to submit hours, you will be required to fill out a paper timesheet that must get approved by your Supervisor and Vice Chancellor/Dean. This may delay your payment. If you have any questions, contact the Payroll Department.

Are my Earnings Applied Toward my Tuition?

No, neither Student Employment or Federal Work Study payments are applied to your tuition.

What if I Need to Close my Account or Change My Direct Deposit Information?

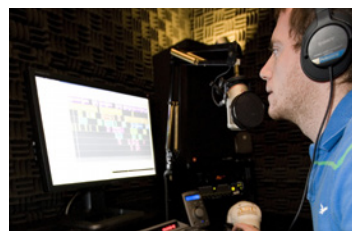
Students can change their direct deposit information on AppalNet or they may contact Payroll for any additional questions.

Are Work Study Earnings Taxed?

Student earnings including Federal Work Study earning are subjected to be taxed. It is recommended that students have a conversation with their parent/guardians about tax information when filling out NC-4 and W-4 tax forms before being processed as an employee.

What Should I Do if My Permanent Address Changes?

If your permanent address changes, contact the Office of Student Employment or Payroll to update.





WORK STUDY FAQ/INFORMATION

How Much Can I Earn During the Summer?

Federal Work Study awards for summer sessions are \$500 per session. Student employees can work up to 40 hours a week during the summer. For student temporary employment, earnings will depend upon availability of departmental funds.

What Happens if I Earn My Maximum Work Study Award?

Congratulations! The Office of Student Employment highly encourages departments to use departmental funds to continue student's employment. If funds are not available, work will end.

I Did not Earn My Entire FWS Award, Will it Carry to the Next Year?

Federal Work Study is awarded based off of information provided in the FAFSA application. Due to awards being based off of each academic year, funds not depleted will not be carried forward into the upcoming academic year.

Will My Work Study Award Maximum Increase Each Year?

Work Study awards are based off of financial need and determined by the Office of Financial Aid. Currently the maximum award given to FWS Students is \$2000 per academic year. (Summer allocation is \$500 per session)





EMPLOYMENT CONCERN

Inclement Weather

Under adverse weather events or emergency situations when reduced or suspended campus operations are in effect and it is deemed that campus is not safe to operate under normal conditions the following guidance will be given regarding student employees. In an effort to keep campus clear of hazards, free of traffic for safety purposes and to efficiently bring campus back to normal operating conditions student employees can be permitted to physical work locations under the following conditions:

Condition 1 (Reduced Operations): Student employees who are working in an area or a department that will remain operational during condition 1 may report to physical work locations if they feel they can safely do so. Student employees must remain under the supervision of non-mandatory or mandatory employees while completing work performed. Student employees cannot be required to report to physical work locations and student employees cannot be penalized for not reporting to physical work locations by their supervisor, area or department if the student expresses they do not feel safe doing so.

Condition 2 (Suspended Operations): Student employees working in areas or departments deemed non-mandatory operations ([by university policy 602.26, section 4.1.1](#)) cannot report to physical work locations. Student employees working in areas or departments deemed operationally mandatory (by policy section 4.1.1) may report to physical work locations if they feel they can safely do so under the following conditions:

- * Student employees working in areas or departments deemed operationally mandatory must remain under the supervision of mandatory employee(s) while completing work performed. The decision for student employees to report to physical work locations within operationally mandatory areas or departments will need to be discussed individually with one's supervisor under these conditions.
- * Student employees working in areas or departments deemed operationally mandatory cannot be penalized for not reporting to physical work locations.

Condition 3 (Closure): student employees are not permitted to report to physical work locations during condition 3 operations in any non-mandatory or mandatory areas or departments.



May I Change Positions During the Academic Year?

Students may change positions during the year, however they must apply for any available positions.

May I Have More than One Student Employment Position?

Students may hold more than one temporary position, as long as it does not affect academic performance. However, students are only allowed to have one work study position.

Will I Be Evaluated Based on Job Performance?

It is highly encouraged for students and supervisors to sit down each semester to discuss student's job performance. The Office of Student Employment recognizes that this feedback is valuable for both the student employee and the employer.

How Do I Ensure My Continued Student Employment Eligibility Each Year?

Based on job performance, students are encouraged to continue their employment from one year to the next. Many departments encourage returning student employees and oftentimes will increase hourly pay for returning students.

Is Work Available Over the Summer/Winter Breaks?

Students are able to work during breaks, however it should be noted that they are not required to work during this time.

May I Work During Holidays?

Student Temporary Workers that work on university recognized holidays will receive premium pay for hours worked during this time. Federal Work Study Students that work on university recognized holidays but will also receive premium pay thus reducing the amount of allocation faster; however this is not encouraged. Refer to the Office of Human Resources website for updates to [university recognized holidays](#).

Do Student Employees Receive Benefits?

As a Student Temporary Employee, students do not qualify for benefits.

Is there a Dress Code?

Proper dress code attire is determined by the supervisor and the hiring department.

What if I Need to Schedule Time Off?

Students must be in communication with their supervisors to determine time off. Departments may adopt more specific time off policies but should be in writing, made available and clear communicated to employed students.

Confidentiality

Student workers often times may work with sensitive materials. Students should use their best judgment in maintaining confidentiality. Individual departments along with supervisor guidance should implement their own confidentiality agreement for the student to adhere to.



WORKERS COMPENSATION

In the event of a job-related injury or illness, the following represent the responsibilities of the employer.

- * Ensure that the injured employee receives immediate and appropriate medical attention.
- * Direct the employee to one of the authorized primary care facilities listed below, unless it is a life-threatening injury.
- * If able to do so safely, employees should transport themselves for treatment. If they are not able to do so, contact Watauga Medics at 9-911 for emergency transportation to Watauga Medical Center Emergency Room. For non-emergency transport to FastMed Urgent Care or Watauga Medical Center ER, contact University Police at ext. 8000 or 2150.
- * Report the injury immediately to the Workers' Compensation Administrator, Carolyn Bosley, 828-262-6488.
- * Investigate all injuries as soon as possible after the incident occurs.
- * [Complete the required documentation](#) (Employee's Accident Report Form, Supervisor's Accident/Illness Investigation Form, Medical Records Release Form, and Witness Statement) and forward to the Office of Human Resources - Workers' Compensation within 24 hours of the incident or as soon as possible.
- * Correct unsafe conditions immediately.
- * Maintain weekly contact with injured employee to ensure their needs are met. Keep employee notified of any departmental changes while employee is out of work.
- * NOTE: Refer employees to the Office of Human Resources if they have questions regarding payment and/or continuation of employee benefits. Refer to the "Continuation of Benefits" section in the State of North Carolina Workers' Compensation Employee Handbook for additional information.
- * Identify and notify the Workers' Compensation Administrator of modified, transitional duty available in your department. Assign transitional duty work as soon as the employee is medically able to return to work.
- * Notify the Workers' Compensation Administrator if employee indicates a change in medical status or condition, or employee indicates absence is related to the injury.
- * Encourage safe work practices!

If you have questions about your claim call Carolyn Bosley at Human Resource Services, ext. 6488.

- * [Workers' Compensation Notice - Instructions to Employers and Employees](#) (PDF, 467 KB) (North Carolina Industrial Commission Form 17)
- * [Workers' Compensation Notice - Instructions to Employers and Employees, Spanish Version](#) (PDF, 472 KB) (North Carolina Industrial Commission Form 17)
- * [Workers' Compensation Employee Handbook](#) (PDF, 65 KB)



DISCIPLINARY/TERMINATION PROCESS

Disciplinary Procedures

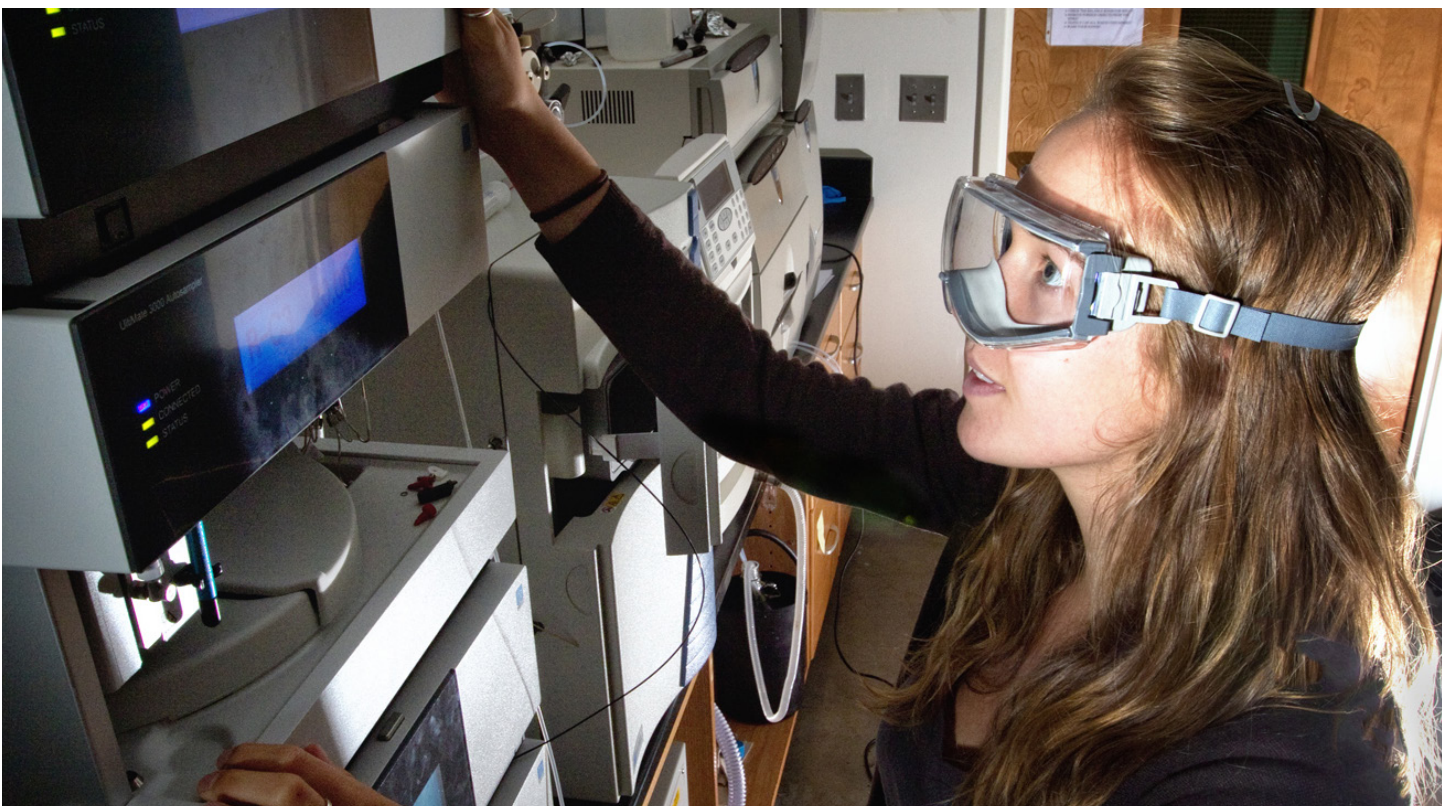
[The disciplinary procedure can be found on our website.](#)

Student Resignation

If a student decides to leave their current position and desires to find employment elsewhere they need to notify their supervisor of their intent.

Supervisor Request

Supervisors need to provide a termination of employment form to the Office of Student Employment as soon as a student's employment ends. This will be put into Banner and a notification will be sent to Payroll.





TITLE IX & INTERPERSONAL MISCONDUCT

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.”

- Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act

Due to the first Title IX cases being largely related to National Collegiate Athletic Association (NCAA) programs, a misconception exists that Title IX applies only to athletics in a college or university setting, if that institution receives federal funding. Title IX prohibits gender discrimination in all programs and activities of a university such as Appalachian State University. The law applies to all programs including, but not limited to academics, admissions, athletics, educational opportunities, employment, financial aid and housing, as well as all activities offered by the university.

“Mandatory Reporters” include any employee who has the authority to address sexual harassment, has the duty to report such conduct to the institution, or whom a student could reasonably believe has this authority or duty. Supervisors of student employees are considered “Mandatory Reporters” and are mandated to report to the Office of Title IX Compliance any known prohibited conduct within 72 hours.

Prohibited Conduct at Appalachian State University include:

- * Gender-Based Harassment, Discrimination, and/or Violence
- * Non-Consensual Sexual Contact
- * Non-Consensual Sexual Intercourse
- * Sexual Exploitation
- * Sexual Harassment
- * Relationship Violence
- * Stalking
- * Retaliation

For more information or to file a complaint of sex discrimination, including sexual harassment or sexual violence, please contact:

Ellen Grulke

Director of Title IX Compliance/Title IX Coordinator

123 IG Greer Hall

ASU BOX 32053

Boone, NC 28608

828-262-2144

grulkeep@appstate.edu

For more information about Title IX go to <https://titleix.appstate.edu/>



OFFICE OF DISABILITY RESOURCES (ODR)

Consistent with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the **Americans with Disabilities Act** of 1990 (ADA), it is the policy of Appalachian State University that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives federal financial assistance.

[ODR](#) is the designated office to assist eligible students, faculty, staff, and visitors with disabilities by determining access needs and coordinating academic adjustments or workplace accommodations. Under Section 504 and the ADA, accommodations are determined individually and are intended to minimize the effects of the impact of specific limitations caused by a disability in order for a qualified individual to have equal access to programs, services, and activities.

Equal opportunity is the foundation for success; however, it does not ensure that an individual with a disability must, or will achieve an identical result or level of achievement as persons without disabilities. An accommodation removes barriers and provides the ability to participate in or benefit from equally.





FURTHER INFORMATION

For more information about the Student Employment procedures and policies, please contact the Office of Student Employment at (828) 262-4099, or by email at studentemployment@appstate.edu.

Whom to Contact if you have a Question

Office of Student Employment

287 Rivers Street
Room 389, John E. Thomas
P.O. Box 32032
Boone, NC 28608
Phone: (828) 262-4099
Fax: (828) 262-2834
Email: studentemployment@appstate.edu
Website: careers.appstate.edu/student-employment

Office of Human Resources

330 University Hall Drive
ASU Box 32010
Boone, North Carolina 28608
Phone: 828-262-3187
Email: human-resources@appstate.edu
Website: hr.appstate.edu

Office of Student Financial Aid and University Scholarships

287 Rivers Street
Room 265 John E. Thomas Hall
ASU Box 32059
Boone, NC 28608-2059
Phone: (828) 262-2190
Email: financialaid@appstate.edu
Website: financialaid.appstate.edu

Career Development Center



APPALACHIAN STATE UNIVERSITY

EXPLORE • BUILD • PURSUE

John E. Thomas Hall, 369
828-262-2180
careers.appstate.edu
careercenter@appstate.edu

Appalachian
STATE UNIVERSITY



Appalachian State University is committed to providing equal opportunity in education and employment to all applicants, students, and employees. The university does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation. The university actively promotes diversity among students and employees.