Employment Procedures For Hiring Practicum/Counseling Intern Students

The purpose of these procedures is to establish an orderly and consistent process for the recruitment of qualified applicants for Southeastern Louisiana University. Selection of faculty and staff is one of the most important factors contributing to the success of Southeastern. It is the intent of these procedures to provide as much flexibility to the individual recruiting units as possible, as long as their recruitment is consistent with generally accepted management principles and legal guidelines. It is our hope that providing an outline of the hiring procedures and policies to be followed in the hiring process will make the process easier and more clearly defined.

EQUAL OPPORTUNITY

1. General Statement

It is Southeastern’s policy not to discriminate on the basis of race, color, creed, sex, national origin, age, or disability in its admission and recruitment of students, educational programs and activities, or employment policies. The University, in its relationship students, faculty, and staff, always treats with absolute fairness all those who apply for membership in the Southeastern community.


2. Equal Opportunity in Employment

The University takes affirmative action to ensure that the following are implemented at all levels of administration: recruit, hire, place, train, and promote all job classifications with regard to non-merit factors except where sex is a bona fide occupational qualification; identify and use existing talent and
potential through upgrading and promoting present employees (all promotions are based only on valid equal employment opportunity); and ensure that all personnel actions are administered without regard to race, color, religion, sex, age, national origin, veteran status, disability, or any other non-merit factor.

3. Equal Opportunity in Education

It is the policy of the University not to discriminate in its admission and recruitment of students. University policies affecting students are administered in a non-discriminatory manner with regard to the following: admission, recruitment, housing, and other facilities, access to course offering, counseling, financial assistance, employment assistance, health and insurance benefits and services, marital and parental status, athletics, and educational programs and activities.
THE HIRING PROCESS

THE APPLICANT POOL

For an applicant to be considered a qualified applicant, he/she must meet all minimum qualification requirements.

SCREENING APPLICANTS

The Human Development Department Head will determine which applicants are eligible for the practicum/counseling intern program.

RECOMMENDATIONS FOR EMPLOYMENT

Students accepted to the paid counseling intern program (CIs) will be hired as employees of the University on a semester-by-semester basis.

For each student new to the program, the Department Head will submit to the Human Resources Office a Recommendation for Employment (ROE), application, background check authorization, verification of personal references and SF-10. These students must attend an orientation session before beginning off-site duties.

Additional ROEs may be submitted as additional students are accepted into the program.

ROEs received by the Human Resources office after noon of the last Friday of the pay period will not be processed for the current pay period.

The dates of employment for CIs are the semester dates, beginning the first day of classes and ending the last day of finals. All student employees are terminated the last day of finals.

A new ROE indicating dates from the last day of finals until the first day of classes the next semester must be submitted to the Human Resources office to extend employment for this period. To be eligible for the extended period, CIs must be registered for classes for the following semester. Those not
registered for classes for the following semester are not eligible for employment.

For students returning for additional semesters, the Department Head will submit to the Human Resources office by the last day of finals of each semester an ROE listing the names of students selected to date as paid practicum/counseling interns for the following semester. Students will not be processed for pay and must not begin off-site duties until the ROE is received in the Human Resources office.

COUNSELING INTERN ORIENTATION

All new CIs must attend an orientation session to complete all required employment paperwork. Human Resources must view and copy the students' social security cards and drivers' licenses and international students' passports, visas, I-94s, I-20s, and work permits.

All new employees are required to utilize direct deposit for their payroll checks. Each must bring a voided check or a savings deposit slip and bank routing numbers for direct deposit.

CHECKOUT PROCEDURE

Exit check-out forms must be completed for every CI leaving his/her position, whether no longer eligible, resigning or graduating. Any Southeastern keys that may have been issued must be returned.

Students must certify their hours worked in TimeCentre.

If the checkout form is not completed and/or time is not certified, a hold will be placed on the CIs last paycheck and/or transcript.

MISCELLANEOUS INFORMATION

CIs are paid bi-weekly on an hourly basis. Time will be entered in TimeCentre by the Human Development timekeeper for hours noted on a time sheet approved by the CIs Tangipahoa school system supervisor.
Refer to the Payroll Calendar for bi-weekly pay dates.

CIs must certify their time at the end of each pay period.

Human Resources must be notified immediately when a CI resigns or is terminated before the end of the semester.
TIMELINE FOR PROCESSING PRACTICUM/COUNSELING INTERNS

On or before the last day of finals of each semester:

Submit a Recommendation of Employment (ROE) to the Human Resources Office listing the names of all students who will participate in the paid counseling intern program the following semester. Attach background check authorizations, applications, verification of personal references, and SF-10s for each new CI.

Submit a separate ROE to the Human Resources Office listing the names of all students who will continue to be paid between the last day of finals and the first day of the following semester. ROEs received after noon of the second Friday of the pay period will not be included in the current payroll. Hours worked during this time will be included on the next payroll.

Submit exit forms for students who will no longer participate in the counseling intern program. If an exit form is not received by the last day of finals, direct deposit will be canceled and checks held.

Before new CIs report to their respective schools:

ROEs must be received in the Human Resources Office and each new CI must attend an orientation session where employment paperwork will be completed and Southeastern policies and procedures will be presented.

At the close of each pay bi-weekly pay period:

CIs must certify their hours worked in TimeCentre.