REAL

Rollins Earn and Learn

Student and Partner Guidebook

Updated Fall 2021

EMORY | ROLLINS SCHOOL OF PUBLIC HEALTH

ROLLINS EARN AND LEARN (REAL)
Student and Partner Guidebook

For additional information or clarification on Rollins Earn and Learn policies, please contact the **Office of Admission and Student Services**:

REAL Program Manager, Lisa Parker
lisa.parker@emory.edu
404-712-0687

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

Office of Career Development
rsphcareerdev@emory.edu

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

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CHAPTER 1

THE ROLLINS SCHOOL OF PUBLIC HEALTH EARN AND LEARN PROGRAM

What is Rollins Earn and Learn (REAL)?

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 Applied Practice Experience (APE) 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 Office of Admission and Student Services in coordination with the Office of Career Development, Human Resources, and the Emory Finance Division. Questions regarding the program may be directed to the REAL Program Manager at **real@emory.edu**.

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

Program Logistics General assistance (position posting or recruitment) Hire Process Invoicing	REAL Program Manager	404-712-0687	real@emory.edu
Taxes, W-2, Direct Deposit	Emory Payroll	404-727-6100	
Timekeeping System	RSPH Human Resources		rsphhrhelp@emory.edu

Student Qualifications for 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 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.
- International students who are awarded REAL are considered Emory Employees, therefore, REAL Partners do not need to sponsor international students.

Types of Student Employment

Rollins Earn and Learn Student Employment (50% RSPH/50% Institutional Funding)

Rollins Earn and Learn employment is partially funded by the Rollins School of Public Health. For the academic year, 50% of an eligible student's wages (up to the student's award maximum) will be paid by RSPH, while the remaining 50% of wages (typically up to the award maximum) will be paid by the department or organization employing the student. Rollins Earn and Learn student employees may work either on campus or at select approved off-campus sites.

To be eligible for this award, students who are US citizens and permanent residents must apply for financial aid (by submitting a completed FAFSA) for that academic year. Some first year (second-semester only) International Students, and second year International Students may also be eligible for awards.

Multiple Employments

Students are allowed employment in only one job funded through the REAL program at a given time. Furthermore, students may not use the REAL Award for multiple positions in a given semester (e.g. use the award for the first half of a semester with one organization, and then use the remainder of the award with another organization for the second half of a semester). However, a student employee may hold a Rollins Earn and Learn Program job and a non-REAL (regular employment) job simultaneously.

Employment Opportunities

Through the Rollins Earn and Learn program, eligible students may obtain opportunities throughout Emory University as well as a variety of approved for-profit, nonprofit, and government-based agencies.

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 program.

Public Health Competencies & Guidelines for Job Development and Student Work Plans

The desired outcome of a Rollins Earn and Learn position is that the opportunity will provide meaningful applied public health experience commensurate with the knowledge and skills of the student.

The RSPH MPH/MSPH foundational competencies identify areas that are critical in developing effective public health professionals/leaders. **The areas include:**

- Evidence-based Approaches to Public Health
- Public Health & Health Care Systems
- Planning & Management to Promote Health
- Policy in Public Health
- Leadership
- Communication
- Interprofessional Practice
- Systems Thinking

Click **here** to view a copy of the REAL Student Work Plan Document on the program website.

Possible job responsibilities for a Rollins Earn and Learn participant may include data collection and analysis, fieldwork, laboratory work, program valuation, policy development and more.

The Rollins Earn and Learn Program 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. It includes tasks and deliverables and facilitates a conversation about expectations, reporting structures, communications structures, etc.

Approved Off-Campus Partners

The Rollins School of Public Health contracts with governmental agencies and nonprofit and for-profit organizations through a signed Memorandum of Understanding to offer Rollins Earn and Learn employment at off-campus locations. These organizations may post positions and recruit Rollins Earn and Learn students in the same manner as Emory departments. The Rollins School of Public Health hires these students as Emory employees for the partner organizations, provides Emory HR representation for the students, maintains time and attendance, and approves payroll for the students. Personnel at the partner organizations serve as the on-the-job supervisors for the students. Emory pays all student wages, and then invoices each organization for the 50% share (plus any earnings exceeding the award/earning limit) twice per year.

The Office of Admission and Student Services works in coordination with the organization's liaison/supervisor to ensure the success of the off-campus Rollins Earn and Learn position(s).
It is desirable that each organization designates one representative for the academic year to serve as Rollins Earn and Learn liaison. This person serves as Emory's key point of contact at the organization, administers the organization's Handshake account, and is responsible for training and disseminating information to the organization's supervisors of REAL students.

Approval Process for New External Partners/Employers

All Emory University, Emory Healthcare, and Emory-affiliated departments are approved to participate in the Rollins Earn and Learn Program. External partnering organizations must be pre-approved to participate in the program.

It is important that your organization be familiar with the general program overview information provided in this booklet or on the website, and that your organization understands that the employer will be invoiced for 50% of the student's gross pay which will not exceed $3,000.00 per year for the $6,000.00 award assignment, plus any earnings exceeding the award limit.

To be approved as an external partnering organization please provide:

1. A short description of your organization's mission, target clients, and a basic description of the opportunity to be offered to a RSPH student.
2. For non-profit organizations, a copy of your 501(c) 3 documentation substantiating your organization's non-profit status. This is not needed for government agencies.
3. For for-profit organizations, a copy of your federal tax ID number.

The above information may be submitted in PDF form via email (real@emory.edu) or in hard copy to:

Emory University, Rollins School of Public Health
Attn: Rollins Earn and Learn
1518 Clifton Road,
Mailstop 1518-002-1AA
Atlanta, GA 30322

Travel Policy

Students are permitted to travel out of Georgia or the U.S. as Rollins Earn and Learn student employees. For other questions or concerns relating to travel, please contact the REAL Manager at real@emory.edu.

Memorandum of Understanding (MOU)

As part of the contract process with each external/partner employer, each employment agency must sign a Memorandum of Understanding (MOU) between the organization and the Rollins School of Public Health.

The Memorandum of Understanding specifically addresses RSPH and employer responsibilities particularly as it pertains to each organization's responsibilities and payment processes. When an organization has decided to participate in the Rollins Earn and Learn and has received approval as external employer, please contact the REAL Program Manager, Lisa Parker (real@emory.edu) to receive a PDF of the MOU drafted for your organization and signed by a designee.

If approved, then a Memorandum of Understanding (MOU) will need to be signed and submitted—indicating that the organization and the supervisor understands its responsibility in the Rollins Earn and Learn Program and agrees to the conditions outlined in the document. The MOU will be sent to you with the notification of approval to participate in the program. The MOU must be returned before the organization may hire a student.

Working Remotely

The Rollins Earn and Learn program 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).

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 12Twenty (apply for positions on 12Twenty, interview, and complete the hiring process in order to secure employment.

Employers will begin posting jobs for the upcoming academic year around August 1st 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 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 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 in creating resumes and cover letters, contact RSPH Office of Career Development.

The (soft) deadlines for securing a Rollins Earn and Learn position are as follows:

- Fall Semester - October 31
- Spring Semester - March 4

Rollins Earn and Learn (REAL) Program

Student Work Plan Document (Optional)

The purpose of the work plan is to outline the public health competencies, assigned tasks, and deliverables associated with this opportunity as agreed upon by the student and the worksite supervisor. Upon completion of the work plan, the student, worksite supervisor, and Emory REAL each retain a copy of this document. If there are changes to the primary competencies or the worksite supervisor listed in this document, please notify the REAL Program Manager, at real@emory.edu or 404-712-0687 so that this form can be updated in the student's file.

I. Student Information	
Name:	Student ID:
RSPH Degree (circle): MPH MSPH	RSPH Dept./Program:
Email:	Cell Phone:
Address:	City, State, Zip:
Emergency Contact Name:	
Relationship:	Phone:

II. Supervising Organization Information	
Organization Name:	
Division/Department:	
Project:	
Address:	City, State, Zip:
Website:	Main Phone:
Worksite Supervisor Supervising Student	
Name:	Title:
Phone:	Email:

III.	Position Information

Position Type: Rollins Earn and Learn: **ROL Job Posting #** _____

Student Start Date: _____	**End Date: _____ Fall _____ Spring**

Before the end date of the position both the student and the supervisor will complete an evaluation of the program and the supervisor will provide performance feedback to the student

Max hours/week allowed by REAL: 20 hours/week during periods of enrollment; 40 hours/week across all University positions during fall break and spring break or exam periods

Population to be served/project to be supported:

Describe how student will interact with population to be served/project:

IV.	Position-Specific Student Tasks & Deliverables
	(List the <u>primary</u> tasks and deliverables that the student will accomplish during the position)

Tasks	Deliverables
Ex: Design a needs assessment	**Needs Assessment tool**

V.	Core Competencies for Public Health Professionals

<u>**Identifying Core Competencies**</u>: Use the following checklist to determine which core competencies will be covered during the position.

<u>Organization</u>: Please mark up to **5** (total) competencies that will be addressed during this position.

<u>Student</u>: Of these 5, choose **3** competencies you would like to strengthen.

ORG.	STUDENT	**Evidence-based Approaches to Public Health**
		Apply epidemiological methods to the breadth of settings and situations in public health practice
		Select quantitative and qualitative data collection methods appropriate for a given public health context
		Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software as appropriate
		Interpret results of data analysis for public health research, policy, or practice
ORG.	STUDENT	**Public Health & Health Care Systems**
		Compare the organization, structure, and function of health care, public health and regulatory systems across national and international settings
		Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community, and societal levels
ORG.	STUDENT	**Planning & Management to Promote Health**
		Assess population needs, assets, and capacities that affect communities' health
		Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
		Design a population-based policy, program, project, or intervention
		Explain basic principles and tools of budget and resource management
		Select methods to evaluate public health programs
ORG.	STUDENT	**Policy in Public Health**
		Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
		Propose strategies to identify and build coalitions and partnerships for influencing public health outcomes
		Advocate for political, social, or economic policies and programs that will improve health in diverse populations
		Evaluate policies for their impact on public health and health equity
ORG.	STUDENT	**Leadership**
		Apply principles of leadership, governance, and management, which including creating a vision, empowering others, fostering collaboration and guiding decision making
		Apply negotiation and medication skills to address organizational or community challenges
ORG.	STUDENT	**Communication**
		Select communication strategies for different audiences and sectors
		Communicate audience-appropriate public health content, both in writing and through oral presentation
		Describe the importance of cultural competence in communicating public health content
ORG.	STUDENT	**Interprofessional Practice**
		Perform effectively on interprofessional teams
ORG.	STUDENT	**Leadership and Systems Thinking Skills**
		Apply systems thinking tools to a public health issue

CHAPTER 2

AWARDS, WAGES, AND HOURS

Rollins Earn and Learn Awards

The amount of students' Rollins Earn and Learn awards may vary due to the individual student's financial need. The general award for the academic year is $6,000/year.

To check on the award amount of a student, please have the student provide you with their REAL verification form. REAL awards are protected by FERPA.

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.

It is the responsibility of the student to inform the supervisor if changes are made to the financial aid package. The student can also provide the employer with the most current amount of his or her award by making a copy of their financial aid award page in OPUS.

Students may earn 100% the award. If a student has been awarded $6,000 for the academic year the student may earn $6,000 total. REAL positions are taxable positions.

The $6,000 award per year is the maximum any student may earn before taxes and does not refer to the employer's 50% portion. The 50% REAL portion and 50% employer portion are used behind the scenes for accounting purposes.

While the Rollins Earn and Learn Award is classified as a grant, it is earned as students work at the rate of $15.00 per hour (should they secure a REAL position).

This means that 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.

When hiring students, please remember to discuss the following with the student:

• That you be notified if there are any changes made to the Rollins Earn and Learn award.

• To inform you if they have previously worked any Rollins Earn and Learn jobs in this academic year, and if so, how much of the Rollins Earn and Learn award they have already earned.
If a student is unsure how much has been earned, they should either review the Time and Attendance Report or contact the Department of Student Services.

Once a student exhausts their award for the semester, the student must be immediately terminated from the REAL Program. The employer is responsible for 100% of earnings above and beyond the 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.

Effective 6/1/2021, the rate of pay for all Rollins Earn and Learn students is $15.00/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 will include the earliest approved position start date and the KRONOS timekeeping system ID with instructions for use. Rollins School of Public Health will not pay for any work performed prior to the approval process.

If students have been awarded RSPH funds for the Fall semester, students may begin working as early **as the day after Labor Day 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.**

Exception to the above:

- Students hired by the Centers and Disease Control and Prevention for the Fall semester will be approved to begin working no earlier than the first Tuesday in October. This is CDC policy.

Rollins Earn and Learn students who have a Spring award and a continued position may resume work on the Monday after New Year's.

If a student has been awarded for the spring semester only, the student may begin working as early as the Monday after New Year's.

Under no circumstances may a student work more than 40 hours per week. The recommended number of hours per week is 10 hours per week ($3,000.00 total, @$15.00/hr = 200 hours per semester or depending on the start date, 13 - 14 hours per week).

Nontraditional work hours are permitted such as weekend work hours (with supervisor and organization approval).

Despite the start dates listed, 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.

Students are to notify their supervisors before or at the beginning of their working start dates of any religious observances they may practice and therefore, unable to work for those dates.

Prohibited Work Dates

Rollins Earn and Learn students **cannot** work on a University holiday, and thus never earn holiday premium pay.

The Emory University holidays for the academic year are:

- Labor Day
- Christmas Eve
- Christmas Day
- Thanksgiving
- Day after Thankdgiving
- New Year's Eve
- New Year's Day
- Martin Luther King Day

Suggested Deadlines for Securing a Rollins Earn and Learn Position

Fall Semester: October 31

Spring Semester: March 4

Students are strongly encouraged to search and apply for jobs well in advance of these deadlines.

Latest End Dates

REAL students, assuming they have award money remaining, **may work until the Saturday before graduation in the Spring semester.**

The Office of Admission and 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, REAL students, including international 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, Winter, and Spring break), students may work a maximum of 40 hours per week among all Emory jobs.*

Fall Break, Winter Break, and Spring Break

REAL students may work during the Fall break, Winter break, and Spring break. Please notify your supervisor in advance if you do not plan to work during these times.

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 12-15 hours per week for the entire semester. Once a student exhausts their 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 (including any holiday or overtime pay). 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.

Please keep in mind that **funds are awarded on a yearly basis.**

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 year**, he or she 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 earnings against the Rollins Earn and Learn semester award limit. Please remember that the student's Rollins Earn and Learn award is tracked based on gross earnings, before any deductions are taken from the paycheck.

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.

Our Example:
A student is awarded $6,000 per year or $3,000 per 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 $15.00 per hour.

	Our Example	Your Student Worker
Enter the amount of the student's Rollins Earn and Learn award	$3,000 fall award	
and divide by	÷	÷
the HOURLY pay rate	$15.00 per hour	
which equals	=	=
The MAX number of hours the student can work this semester	200 total hours	
Take the above number and divide by	÷	÷
the number of weeks remaining in the semester at the time of hire	13 weeks	
which equals	=	=
the average number of hours the student should work per week	15 hours per week	

CHAPTER 3

KRONOS TIMEKEEPING / TRACKING
HOURS WORKED

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 RSPH Human Resources Department serves as the timekeeper for all Rollins Earn and Learn students. Students receive training on Kronos policies and procedures in the Orientation Session. Questions regarding Kronos should be directed to RSPH Human Resources **rsphhrhelp@emory.edu**.

The Kronos Email

After hire data has been processed, the student will receive an email from the RSPH Human Resources Department, copying the student's supervisor and RSPH Student Services. 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. 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 and State compliance issue.

How Kronos Works

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.

Before using the system, the employee must have received authorization from RSPH HR 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 EmpIID 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 use a designated 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.

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 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 <u>off-campus</u> 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.
Students may not clock in and out from cell phones without pre-approval.

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 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.

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.

9/21/2017-10/04/2017											

Period	Approval By	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard	Select All
6/21/2015 - 7/04/2015		28.25							28.25	View/Edit	✔

Approve Selected

Employee Approval ✕

✔ 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.

Cancel   Approve

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

5. Read the Timecard Approval Statement.

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

- After you complete the timecard approval you will receive an email confirming your approval.
- 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.
- 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 reapprove 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.

9/21/2017-10/04/2017

Period	Approval By	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard	
09/21/2017-10/04/2017	Details	28.25							28.25	View/Edit	Remove Approval

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

> Are you sure you want to remove this Approval?
>
> Cancel   OK

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

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.

Important Notes about Kronos and Related Policies

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.

- 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.

- **If students hang up before students hear the thank you message, the time will not be recorded.**

- 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 remind your students 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.

- **RSPH Human Resources will require the supervisor to approve any modifications to a student employee time record.** Internal supervisors will be able to approve adjustments through a link in the message you receive when your student initiates a correction in the Timecard Adjustment System. You can approve changes through the duration of the pay period in which the error was made. External supervisors will be able to request changes to student timecards by sending an email to RSPH Human Resources at rsphhr@emory.edu. Additionally, all adjustments for prior pay periods must be handled via email to RSPH Human Resources at rsphhr@emory.edu.

- **Students must submit corrections for Kronos** errors or additional changes to their timekeeping record via the Emory Timecard Adjustment System prior to the end of the pay period for which work was performed. Unresolved clocking errors will be removed from the student's timecard to allow timely payroll processing for biweekly employees. Students must then report the removed time via email for retroactive processing. Supervisors must be copied on any e-mail messages sent from the student to the timekeeper group.

- It is important that the student and supervisor communicate closely to ensure the accuracy of Kronos records. Supervisors should review employees' time records before the timekeeper approves them for payroll. It is crucial to monitor timekeeping records closely.

- Rollins Earn and Learn students may only be paid REG (regular) hourly pay, or if necessary RET (retroactive) hourly pay. **Any other pay codes (including holiday, and overtime) should be corrected prior to the end of the pay period or it will be charged back to the departmental/organizations account in full.**

- Supervisors must review and approve all timecard adjustments for their employees on a biweekly basis. Any corrections must be entered into the Timecard Adjustment System before the timekeepers approve employee timecards on Payroll Monday (the Monday before pay day). The absolute deadline to enter adjustments via the self-service system is 12:00 pm on Payroll Monday. This deadline may be changed to an earlier time during holiday weeks.

- Please urge students to submit any corrections to their timecards via the Timecard Adjustment System as soon as possible and no later than the payroll deadline to ensure that the change has loaded in time for payroll processing. Please see the Emory University Payroll Schedule for the biweekly payroll process. Any questions regarding the payroll process or Kronos timekeeping should be directed to rsphhr@emory.edu.

- 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. The best way to avoid these complications is to remove any temptation from your workers. **Verify that students are actually reporting to work, and do not allow them to work unsupervised.** RSPH Student Services can execute the Kronos Punch Origin report to ensure clocking calls are coming from within your department. Supervisors should review their student employees' timecards for accuracy before allowing the timekeeper to approve them.

- **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.

- RSPH Human Resources will assist departments with retroactive payments to Rollins Earn and Learn students. These pay requests may need to be submitted to rectify occasional errors in an employee's paycheck. Retroactive payments should not be used to pay employees for large amounts of time or used in lieu of the Kronos system. Student employees are responsible for clocking all hours accurately into the Kronos system.

Viewing Students Paycheck Online

Login to HR Web. Enter Employee Self Service to view paycheck data or change State or Federal Withholding or direct deposit information. Be aware that RSPH Rollins Earn and Learn awards are calculated using the student's gross pay, not the net (take-home) amount.

Payroll Schedule

Review payroll information at Emory's Finance Division website.

Student Award /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.

Supervisors will receive a weekly Time Detail Report that provides a detailed listing of employee clocking history by date. The Time Detail report will be distributed weekly (Sundays) to REAL supervisors via email so they can review the recorded paid time of the students they supervise. As the supervisor, you will not need to take any action if you agree with the time the student employee worked; RSPH HR will assume the recorded work hours are accurate, and the timekeeping record will be approved for payment.

In the event that a supervisor disagrees with the hours that a student has recorded, the supervisor should immediately meet with the student employee to try to resolve the issue and once resolved, the student should submit any changes through the Timekeeping Adjustment System prior to the end of the pay period. If the supervisor and student employee are unable to resolve the timekeeping issue, the supervisor should send an email to rsphhr@emory.edu indicating the concern. Lisa Parker, REAL Program Manager real@emory. edu should be copied on this email. RSPH HR will meet with the student and supervisor to verify the hours the employee worked, the time for which the student should be paid, and any disciplinary action if appropriate.

Students inquiring about their hours should be directed to the Emory Finance Web site. Students must click the Time & Attendance button, then enter their Emory network ID and password. On the next screen, click on reports in left column, then clocking transaction report, which will allow the student to enter the 9-digit Kronos ID and a range of dates, and then will provide a complete clocking report.

One final means for students to track their award amounts is to simply login to HR Web, enter Employee Self Service, and view their paychecks. Be aware that Rollins Earn and Learn awards are calculated using the student's gross pay, not the net (take-home) amount.

If the student and supervisor encounter discrepancies in tracking, please utilize the above resources to try and resolve any problems.

Remember, it is the responsibility of both the supervisor and the student to track earnings and awards.

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**. _____

Student may also review their hours worked online. Students must select the
Reports Tab, then click on the Clocking Transaction 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.**

Timecard Approval Process for Supervisors

Emory requires supervisors to review and approve all employee 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.

• Managers will be prompted to certify that they have reviewed their biweekly employees' timecards for accuracy with the following statement:

By clicking approve, I certify that this timecard accurately reflects the total hours worked by the employee/student for the pay period covered on the timecard. I understand that I may be subject to disciplinary action up to and including termination for knowingly approving an inaccurate or false timecard.

Approve Timecards

1. Click **Approvals > Approve Timecards.** Timecards that require approval will be displayed for each employee by pay period.

2. Review the timecard totals for accuracy.
   a. To view or edit an employee's timecard, click the View/Edit button.
   b. Once a timecard has been approved, a blue Details banner will appear. Hover over the Details banner to view the approval details.

Period	Approval By	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard
6/21/2015 - 7/04/2015										View/Edit
6/07/2015 - 6/20/2015		40.00					40.00	0.25	80.25	View/Edit
6/21/2015 - 7/04/2015	Details	65.00						1.25	66.25	View/Edit

3. Turn on the check box next to the timecard(s) that you are ready to approve. To select all timecards shown on the page, click the Select All button.

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

Manager Approval   ×

✔ By clicking approve all, I certify that

The time cards accurately reflect the total hours worked by the employees/students for the pay periods selected. I understand that I may be subject to disciplinary action up to and including termination for knowingly approving inaccurate or false time cards.

Cancel   Approve All

5. Read the Timecard Approval Statement.

6. Click Approve All. The timecard details will be removed from the Timecard Approval list.

   a. After you approve a timecard, the employee will receive an email notice regarding the timecard approval.

   b. You cannot make any adjustments to a timecard unless you remove your approval (see Remove Timecard Approval instructions).

   c. Only the departmental timekeeper may adjust employee timecards after a supervisor approval. If this occurs, you will receive an email notice regarding the change(s) and will be prompted to review and re-approve the timecard(s).

Remove Timecard Approval

It may become necessary to remove a timecard approval in order to make additional adjustments. **To remove the approval:**

1. Click **Approvals > Remove Approvals**. The timecard details page will appear.

Period	Approval By	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard	
6/21/2015 - 7/04/2015	Details									View/Edit	Remove Approval
6/21/2015 - 7/04/2015	Details	65.00						1.25	66.25	View/Edit	Remove Approval
6/21/2015 - 7/04/2015	Details									View/Edit	Remove Approval
6/21/2015 - 7/04/2015	Details									View/Edit	Remove Approval
6/21/2015 - 7/04/2015	Details									View/Edit	Remove Approval

2. Click the **Remove Approval** button for the applicable timecard.   For more details see page two of the Emory Timecard Adjustment System – Supervisor & Manager Instructions.

3. Click **OK**. The timecard detail will be removed from the list.

4. Click the **Unapproved Timecards** button to return to the list of timecards that need to be approved. After the timecard approval is removed:

   a. An email notice will be sent to the employee confirming that the timecard approval has been removed.

   b. You may make any adjustments that are needed. You will need to re-approve the timecard after the changes are saved.

CHAPTER 4

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 quality & 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 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, Applied Practice Experience (APE), 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. There is an exception 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:**

   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.

   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 nonwork-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.

Working Remotely/Travel Policy

It is the responsibility of the hiring department and supervisor to provide adequate supervision for their student employees. REAL is a mentoring program, 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 remotely unless the position is specifically designed to be set up as a virtual position with adequate supervision and accountability (positions will be considered on a case-by-case basis).

Most students are eligible to travel as part of their REAL position. Please provide an itinerary to the REAL office in advance. Be sure to monitor hours closely, not to exceed 20 in one week and cover all travel expenses. If a student has a J-1 visa, they may not be able to travel. Please consult with the REAL office in advance.

REAL Student Work Plan Documents

We strongly urge all supervisors and students to complete a REAL Student Work Plan document. This work plan document will enable supervisors to set expectations. This document should be completed together, outlining the public health competencies involved and the tasks and the deliverable 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 Office of Admission and Student Services real@emory.edu. Performance evaluations are beneficial to students, the current employers, and to post-graduation employers. The form will be e-mailed to all students and supervisors at mid-semester or will be made available to students through secure file sharing

An evaluation must be completed either at the time of termination or at the end of the academic year, whichever is first. The employer shares the evaluation with students and the student and the supervisor should sign the evaluation. The joint signature is a method of indicating that the student has reviewed the supervisor 's comments and indicates an actual, in-person conversation took place. All evaluations need to be submitted to Office of Admission and Student Services real@emory.edu to be placed in the student's Human Resources 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.

Terminations

An employee may not work on the day on which his or her termination is processed. Please add one day to an employee's last day of work to determine the effective date for a termination. For example, if a student's last day of work at a position is 10/30/21, the termination's effective date should be 10/31/21. An Employee Evaluation form should be completed at the time of termination. Please house the evaluation in the student's personnel folder and email a copy to Lisa Parker, Real Program Manager real@emory.edu.

Termination for Job Abandonment or No-Shows

In the rare case that a student is hired and does not report to work within five working days of accepting the position and the student is not responsive to contacts, it is appropriate and fair for the employer to assume that the student does not intend to work for you. 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.

ⓘ 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.

Voluntary Terminations

If a student leaves a Rollins Earn and Learn position, notice must be provided via e-mail to the REAL Program Manager at real@emory.edu. Ideally, a student employee should give two weeks' notice as a professional courtesy. This is in no way enforceable and is ultimately at the discretion of the employee.

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 Lisa Parker, the REAL Program Manager in the Office of Admission and Student Services. An Employee Evaluation form should be completed at the time of termination.

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.

2. If the aggrieved student is dissatisfied with the outcome, or if the supervisor fails to take action, then the student should contact the next level of departmental management to request further action.

3. If the grievance remains unresolved, the student may meet with the RSPH REAL personnel in the Office of Admission and Student Services and have the situation reviewed. In this instance, a meeting may result and will be held at the Office of Admission and Student Services between REAL personnel, 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

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.

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 Emory University Office of Accessibility. Please note that one week advance notice is preferred.

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. Emails are sent out to supervisors indicating when students are within 50, 20, and 0 hours of exhausting semester awards. 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. It is best for the student and the employer to develop a schedule to track the student's hours using the Clocking Transaction Report (password protected). External employers will need your REAL employee to log in to this system. Once the student has earned $6,000, the cost-sharing switches from 50% to 100% of the student's salary.

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 Handshake 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.

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).

Rollins Earn and Learn employees are covered under the University's liability insurance. They are covered by 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.

Changing Personnel at Partnering Organizations

In order to properly serve the University, it is essential that the Office of Admission and Student Services have the most up-to-date contact information for every department/organization. **It is crucial that we remain in contact with a designated representative for each organization/department.** This main contact person should contact the REAL Program Manager to ensure they are aware of the supervisor role, disburse information about the program to the department, and receive the email regarding Award Exceeded emails and other important news.

Out of respect for the department/organization and RSPH, **these employer contacts should notify the REAL Program Manager if they are leaving the position or passing these duties on to another person.** Please instruct or leave instructions for your successor to contact the REAL Program Manager to be informed on the program.

Displacement of Regular Workers

Rollins Earn and Learn employment must not displace employees, including those on strike, or impair existing service contracts. You are cautioned against using students in jobs traditionally filled by full-time personnel. Replacement is interpreted as displacement. The program's intent is to create new job opportunities.

The Rollins School of Public Health's signature program, Rollins Earn and Learn (REAL), offers full-time MPH and MSPH students with work opportunities in the public health arena that allow them to earn while they learn. Students develop professional goals, meet public health competencies, and complement their classroom training with invaluable work experiences in the field. REAL is a cost-sharing program in which the school and partner agencies and organizations split the cost of employing students up to 200 hours per semester @ $15.00 per hour, allowing students to earn up to $3,500 per semester ($6,000 per year).

Over its 10-year history, REAL partners have included 150 federal, state, and county agencies, as well as nonprofit and for-profit organizations in Atlanta and throughout the United States. These integral experiences often fulfill applied practice experience (or practicum) requirements, lead to thesis opportunities, and provide an enriching experience for both partners and students. The mentorship and skills students receive during their REAL employment enables them to thrive in their degree programs and establish strong partnerships in the field that often lead to fulfilling careers and friendships after graduation.

REAL got its start in 2009 when work-study funding for graduate students was eliminated. Rollins' Dean, James W. Curran, recognized the importance of helping students fund their education while gaining applied public health experience with vetted community partners and to make it available to at least half of the student body. The framework for the program was built out of existing partnerships with University affiliates, and national and international agencies enabling unique opportunities for students to engage in hands-on research, mentoring, and public health practice.

Goals for the next decade of REAL include expanding cost-sharing opportunities to global partners outside the United States through international remote work arrangements and amplifying the impact of the REAL award by making it available to every Rollins student.

5,328 TOTAL NUMBER OF STUDENTS AWARDED

$22,440,000 TOTAL AWARDED

09/10

In its first year, each REAL program awardee received **$4,000**.

91 students awarded

7 partner organizations participating

1st Partners

- American Cancer Society
- Ben Franklin Academy
- CARE
- Centers for Disease Control and Prevention (CDC)
- Children's Healthcare of Atlanta (CHOA)
- Emory University
- Global Health Action

10/11

After a successful launch year, the program more than doubles the awards to first-year Rollins students.

357 students awarded

16 partner organizations

Something that stuck out to me about Rollins from the very beginning was the REAL program. Early on in the semester, I was able to apply to various jobs ranging in topics and skill sets. I knew I wanted to gain research experience and found the perfect position as an epidemiology research assistant at the CDC's Birth Defects Surveillance Unit. I am able to get on-the-job experience and see what research looks like in real time. I couldn't have gotten this experience anywhere else."

Taylor Landay
Global Health MPH

11/12

The **first international student** receives a REAL program award!

411 students awarded

35 partner organizations

As a junior investigator, the REAL program was instrumental in my ability to be productive. I was able to hire several students to work with me on various research projects."

RSPH Associate Research Professor

12 — 13

10 inaugural REAL program awardees launch their public health careers and secure full-time employment at the CDC post-graduation!

459 students awarded

37 partner organizations

The REAL program has allowed me to apply the skills and knowledge gained in the classroom to real-world public health work. My positions have helped me explore different career paths within public health and narrow down my interests. As former Rollins students, my supervisors have served as excellent mentors and understand the school/work balance."

Susanna Trost
Epidemiology MPH

13 — 14

The proven competence of REAL program students as valuable employees allows for milestone growth of **more than 50 partner organizations**!

527 students awarded

We have had nothing but success with our REAL students. They provide support, enthusiasm, new ideas, and tireless work ethics and they have been a delight to work with. I plan to advocate for continuing to have REAL students work with us for many years to come - it's a great program that I am happy to support."

Task Force for Global Health

14 — 15

582 students awarded | **37** partner organizations

In my first semester at Rollins I have had the opportunity to work with two awesome RSPH faculty members in the beginning stages of exploring how to effectively capture cancer recurrence in National Cancer Registries. In just a few short months, I've learned how to navigate through pathology data, gain exposure to the inner workings of national surveillance systems, and contribute to (and submit) an abstract to the American Association for Cancer Research annual conference."

Leah Moubadder
Epidemiology MPH

15—16

580 students awarded | **87** partner organizations

The REAL program is a "win-win." REAL students gain experience in the many aspects of cancer prevention research while making important contributions to the ACS mission."

American Cancer Society

16—17

615 students awarded | **110** partner organizations

REAL has been integral to me getting the chance to practice what I learned in the classroom and eventually getting the current job I have now with a larger health care organization."

Joshua Chang
Epidemiology MPH

17—18

Annual award increases to $5,000 per student to support the growing financial needs of the student body.

571 students awarded **119** partner organizations

The benefits of having a REAL student are infinite. They are bright, enthusiastic, and so eager to learn! It's great to provide an atmosphere of support to future public health leaders and play an integral role in enhancing their proficiencies in the public health realm."

Emory University, School of Medicine

18–19

561 students awarded | **136** partner organizations

> *Participating in REAL is one of the more beneficial experiences I had while at Rollins. My CDC colleagues treated me as one of their own and I could see the appreciation they had for the work I was doing. My favorite experience from REAL was my first project at the CDC. I was tasked with synthesizing studies and reports on WASH in emergencies. Initially the project was just to understand the scope of what's been done, but grew into developing a training manual for foreign health workers. I took a lot of pride in the work I did and found the project fulfilled one of my career goals of acting as a subject matter expert to assist other public health workers."*

Jacob Horvath
Behavioral Sciences and Health Education MPH

19–20

REAL's positive impact and reputation continues to grow the program, and has attracted **150+ partner organizations**! | **527** students awarded

> *As a student who came to Rollins straight out of undergrad, the REAL program has been my saving grace. I was afraid that having minimal work experience would hinder my job opportunities after graduating with my MPH, but because of the REAL program I am able to get professional work experience! The skills I am learning in my position with Emory School of Medicine are true public health competencies that will make me more marketable upon graduation!"*

Melissa Holmes
Global Health MPH

REAL | ROLLINS Earn and Learn

10 YEARS OF IMPACT

If you need information or clarification on Rollins Earn and Learn policies,
Please contact Lisa Parker in the Office of Admission and Student Services at:

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