PURDUE LIBRARIES STUDENT HIRING PACKET

Congratulations on your employment within the Purdue University Libraries, Purdue University Press, or the Purdue University Copyright Office! Below you will find a list of information that you must take action on.

Should you have any questions regarding hiring paperwork please contact the business office at librbuso@purdue.edu or stop by our office in STEW 267.

If you are NOT currently working at Purdue you will need to complete your electronic I-9 verification form prior to coming to the Libraries Business office. Once this process is complete, please report to the Libraries Business office prior to starting work. You must bring your documents proving your identity (see list of acceptable documents in step 2). Upon arriving at the Business office to complete the remaining portion of your I-9, please bring with you all items from 2-6 below. Once we complete your payroll paperwork you will need to complete items from 7-8 electronically (direct deposit and WH4/W4).

If you are currently working at Purdue, please have your supervisor contact the Libraries Business Office to see if you may skip the first portion of these steps.

*Steps completed on your own*

1. Your electronic I-9 Verification Form
   
   Go to the above address and fill out the online portion of the I-9 form. Print a copy for your records and bring it with you to meet with your Supervisor. Be sure to hit the Logout button when you are finished or it will not record you in the system.

2. Your documents proving your identity and right to work
   Federal Law requires that you provide documents that prove your identity and right to work in the United States. Here are a list of various combinations of approved documents: List-of-Acceptable-Documents.pdf. Some examples would be a passport, a driver’s license and birth certificate or social security card, a Passport and I-94 and I-20, etc. All documents must be government issued documents and cannot be photocopies. No exceptions can be made.

3. Your Federal Work-Study Payroll Authorization Form (PAF) if applicable (from Financial Aid)
   If you are hired as a Work-Study student, you must bring your original Federal Work-Study Payroll Authorization Form (PAF) paperwork showing your Work-Study award amount to your Supervisor. You can print one off from your myPurdue account (Financial tab, Requirements). If you have more than one job you will need to go to the Financial Aid office (Schleman Hall of Student Services (SCHL), room 305) and get a separate form for each position. Bring to the Business Office when completing your I-9.
4. Your Employment Memo (from your Student Supervisor)
   Get your Employment Memo form directly from your Supervisor and bring to the Business Office when completing your I-9.

5. Your Emergency Contact form
   Get your Emergency Contact form directly from your Supervisor, fill it out and bring to the Business Office when completing your I-9. Your personal information is required but your emergency contact and medical information is voluntary.

6. Your Non-Discrimination Policy receipt
   Read the Non-Discrimination Policy/EEO/ADA information attached. Get your receipt directly from your Supervisor, sign the receipt that you have read and understand the University’s commitment to diversity. Bring to the Business office when completing your I-9.

7. Your Direct Deposit form
   This will be completed on-line in the ESS (employee self-service) system:
   [https://erp-portal-prd.itap.purdue.edu/irj/portal](https://erp-portal-prd.itap.purdue.edu/irj/portal)
   [Personal Information](https://erp-portal-prd.itap.purdue.edu/irj/portal) — Manage your personal data, self-identification information, home address/phone, bank details, education, and suppression of personal data.

8. Your Tax forms (State & Federal)
   This will be completed on-line in the ESS (employee self-service) system:
   [https://erp-portal-prd.itap.purdue.edu/irj/portal](https://erp-portal-prd.itap.purdue.edu/irj/portal)
   [Taxes](https://erp-portal-prd.itap.purdue.edu/irj/portal) — View and print a PDF version of your W2 online, or update your Federal and Indiana Tax Withholdings (W4/WH4)
   Once you click on taxes you should see on your left side of screen: [W4/WH4 Tax Withholding], click on that and complete your forms. Please contact your parents or legal guardian should you have questions regarding these forms. Business Office staff cannot help you in filling out tax forms.
MAP TO THE LIBRARIES BUSINESS OFFICE – Stewart Center Room 267
Nondiscrimination Policy Statement

Purdue University is committed to maintaining a community, which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue’s Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and veterans through its affirmative action program.

Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the Vice President for Ethics and Compliance for final determination.
Anti-Harassment (III.C.1)

Volume III: Ethics
Chapter C: Equal Opportunity
Responsible Executive: Vice President for Ethics and Compliance
Responsible Office: Office of the Vice President for Ethics and Compliance
Date Issued: December 22, 2010
Date Last Revised: November 18, 2011

TABLE OF CONTENTS

Statement of Policy
Reason for This Policy
Individuals and Entities Affected by this Policy
Who Should Know this Policy
Exclusions
Website Address for this Policy
Contacts
Definitions
Responsibilities
Procedures
Related Documents, Forms and Tools
History and Updates
Appendix

STATEMENT OF POLICY

Purdue University is committed to maintaining an environment that recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect; and encourages its members to strive to reach their potential. The most effective way to work toward preventing Harassment is through education that emphasizes respect for every individual.

It is essential that Purdue University demonstrate its intellectual and ethical leadership by reaffirming its strong position against Harassment in all forms. All members of the University community must be able to pursue their goals, educational needs and working lives without intimidation or injury generated by intolerance and Harassment.

Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Harassment. This policy addresses Harassment in all forms, including Harassment toward individuals with legally protected status for reasons of race, gender, religion, color, age, national origin or ancestry, genetic information or disability and Harassment toward individuals for other reasons such as sexual orientation, gender identity, gender expression, marital status or parental status. The University will not tolerate Harassment of its faculty, staff or students by persons conducting
business with or visiting the University, even though such persons are not directly affiliated with the University.

This policy seeks to encourage faculty, staff and students to report and address incidents of Harassment. Retaliation against faculty members, staff members or students for reporting or complaining of Harassment, for assisting or participating in the investigation of a complaint of Harassment, or for enforcing this policy is strictly prohibited.

Freedom of thought and expression are the lifeblood of our academic community and require an atmosphere of mutual respect among diverse persons, groups and ideas. The maintenance of mutually respectful behavior is a precondition for the vigorous exchange of ideas, and it is the policy of the University to promote such behavior in all forms of expression and conduct. The University reaffirms its commitment to freedom of speech as guaranteed by the First Amendment to the United States Constitution. Accordingly, any form of speech or conduct that is protected by the First Amendment is not subject to this policy. The University reaffirms its commitment to academic freedom, which is essential to its educational mission and is critical to diversity and intellectual life.

Any individual or group of individuals found to have violated this policy will be subject to disciplinary or remedial action, up to and including termination of employment or expulsion from the University. Faculty and staff who are determined to have violated this policy also may be held personally liable for any damages, settlement costs or expenses, including attorney fees incurred by the University.

Sanctions for conduct that constitutes Harassment as defined by this policy are subject to enhancement when such conduct is motivated by bias based on a person's legally protected status as defined by federal and state law: e.g., race, gender, religion, color, age, national origin or ancestry, genetic information or disability. This enhancement of sanction is applicable to University faculty, staff, students and recognized student organizations, including fraternities, sororities and/or cooperatives.

This policy may not be used to bring knowingly false or malicious charges against any faculty, staff, students or recognized student organizations, including fraternities, sororities and/or cooperatives. Disciplinary action will be taken against any person or group found to have brought a charge of Harassment in bad faith or any person who, in bad faith, is found to have encouraged another person or group to bring such a charge.

The University reserves the right to investigate circumstances that may involve Harassment in situations where no complaint, formal or informal, has been filed. In appropriate circumstances, sanctions in accordance with this policy will be implemented.

This anti-harassment policy augments, but does not supersede, other University policies covering discrimination. Although Harassment as described and prohibited by this policy includes a wide range of behavior, it does not include certain discriminatory conduct, even though that conduct may be otherwise unlawful, offensive, or prohibited by other University policies.
REASON FOR THIS POLICY

This policy is designed to prevent and sanction incidents of Harassment within the Purdue University community. The University believes that Harassment, which is a form of discrimination, is repugnant and inimical to our most basic values.

As a land-grant university, Purdue University is committed to the principles of equal opportunity in education and employment. We take seriously our responsibility to provide leadership in ensuring that equal opportunity is the norm rather than an aspiration.

This policy helps to promote this commitment through compliance with both state and federal laws and regulations, including but not limited to:

- Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990, as amended
- Executive Order 11246, as amended
- Equal Pay Act of 1963
- Genetic Information Nondiscrimination Act of 2008
- Immigration Reform and Control Act of 1986
- Indiana Civil Rights Act of 1971
- Pregnancy Discrimination Act
- Sections 503 and 504 of the Rehabilitation Act of 1973
- Title VI of the Civil Rights Act of 1964, as amended
- Title VII of the Civil Rights Act of 1964, as amended
- Title IX of the Education Amendments of 1972
- Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

All Purdue University community members.

WHO SHOULD KNOW THIS POLICY

President
Chancellors
Vice Presidents
Vice Chancellors
Vice Provosts
Deans
Directors
Department Heads/Chairs
Faculty
Staff
Students
Recognized Student Organizations
EXCLUSIONS

There are no exclusions to this policy.

WEBSITE ADDRESS FOR THIS POLICY

www.purdue.edu/policies/ethics/iiic1.html

CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>E-mail/Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification</td>
<td>Vice President for Ethics and Compliance</td>
<td>765-494-5830</td>
<td><a href="mailto:vpec@purdue.edu">vpec@purdue.edu</a></td>
</tr>
<tr>
<td></td>
<td>Calumet:</td>
<td>219-989-3169</td>
<td>webs.calumet.purdue.edu/hr/</td>
</tr>
<tr>
<td></td>
<td>Affirmative Action/ Equal Employment Opportunity</td>
<td></td>
<td>affirmative-actioneeo/</td>
</tr>
<tr>
<td>Harrassment Complaints</td>
<td>Fort Wayne: Office of Institutional Equity</td>
<td>260-481-6106</td>
<td><a href="http://www.ipfw.edu/eoaa">www.ipfw.edu/eoaa</a></td>
</tr>
<tr>
<td></td>
<td>Affirmative Action Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>West Lafayette: Office of Institutional Equity</td>
<td>765-494-7253</td>
<td><a href="mailto:equity@purdue.edu">equity@purdue.edu</a></td>
</tr>
</tbody>
</table>

DEFINITIONS

Harassment
Conduct towards another person or identifiable group of persons that has the purpose or effect of:

- Creating an intimidating or hostile educational environment, work environment or environment for participation in a University activity;
- Unreasonably interfereing with a person's educational environment, work environment or environment for participation in a University activity; or
- Unreasonably affecting a person's educational or work opportunities or participation in a University activity.

Use of the term Harassment includes all forms of harassment, including Racial Harassment and Sexual Harassment.

Purdue University, Purdue or University
Any campus, unit, program, association, or entity of Purdue University, including but not limited
to Indiana University–Purdue University Fort Wayne, Purdue University Calumet, Purdue University North Central, Purdue University West Lafayette, Purdue Cooperative Extension Service, and Purdue University College of Technology Statewide.

Racial Harassment
Conduct that demonstrates hostility towards another person (or identifiable group of persons) on the basis of race, color, national origin or ancestry and that has the purpose or effect of:

- Creating an intimidating or hostile educational environment, work environment or environment for participation in a University activity;
- Unreasonably interfering with a person's educational environment, work environment or environment for participation in a University activity; or
- Unreasonably affecting a person's educational or work opportunities or participation in a University activity.

The University is strongly committed to providing a safe and Harassment free environment for members of those groups that have historically been, and are still likely to be, at greatest risk of Harassment for reasons of prejudice.

Regulations Governing Student Conduct
The rules and procedures that govern student conduct and disciplinary action as set forth by each campus. Links to each campus's regulations are listed in the Related Documents, Forms and Tools.

Retaliation
Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment, against any person or group for exercising rights under this policy.

Sexual Harassment

A. Any unwelcome sexual advance, request for sexual favors or other written, verbal or physical conduct of a sexual nature when:
   1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in a University activity;
   2. Submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education or participation in a University activity; or
   3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive or hostile environment for that individual's employment, education or participation in a University activity.

B. Any act of sexual violence, including but not limited to rape, sexual assault, sexual battery and sexual coercion.
Anyone who engages in a sexual relationship with a person over whom he or she has any power or authority within the University structure must understand that the validity of the consent can and may be questioned. In instances of such relationships, the individuals involved must adhere to the University's policy on Amorous Relationships (III.A.1). In the event of a charge of Sexual Harassment, the University will give very critical scrutiny to any defense based upon consent when the facts establish that a power differential existed within the relationship. Those who abuse their power in such a context violate their duty to the University community.

Relationships between faculty and students are particularly susceptible to exploitation. The respect and trust accorded a member of the faculty by a student, as well as the power exercised by faculty in giving grades or recommendations for future study and employment, make voluntary consent by the student suspect.

RESPONSIBILITIES

Vice President for Ethics and Compliance
In consultation with University officers, chancellors and legal counsel, oversee and coordinate enforcement of policies and procedures dealing with Harassment for all campuses and operations within the Purdue University system.

Chancellors
Maintain an educational and employment environment free from Harassment.

Vice Presidents, Vice Chancellors, Vice Provosts and Deans
Maintain an educational and employment environment free from Harassment.

Communicate to all members of their unit those individuals and offices designated as a resource for people seeking assistance with Harassment.

Administrators, Supervisors, and Individuals and Offices Designated as a Resource for Assistance with Harassment
Take immediate steps in accordance with University policy and procedure to deal with any conduct involving Harassment or complaints of Harassment brought to their attention that involve University faculty, staff or students under their administrative jurisdiction.

Individuals Who Believe They Have Experienced or Witnessed Harassment
Report the incident through either the Procedures for Resolving Complaints of Discrimination and Harassment or the Regulations Governing Student Conduct, as appropriate.

PROCEDURES

Individuals who believe they have experienced or witnessed Harassment are encouraged to bring forward a complaint under the Procedures for Resolving Complaints of Discrimination and Harassment, as issued and updated from time to time by the Vice President for Ethics and Compliance, or, in situations involving only students acting in their capacities as students, the Regulations Governing Student Conduct.
To determine whether a particular act or course of conduct constitutes Harassment under this policy, the alleged behavior will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of Harassment, a serious incident, even if isolated, can be sufficient.

RELATED DOCUMENTS, FORMS AND TOOLS

Board of Trustees resolution dated December 18, 2010

www.purdue.edu/policies/ethics/iic2.html

Policy on Amorous Relationships (III.A.1):
www.purdue.edu/policies/ethics/iia1.html

Procedures for Resolving Complaints of Discrimination and Harassment:
www.purdue.edu/ethics/resolvingcomplaints.html

Regulations Governing Student Conduct:

- Calumet: webs.purduecal.edu/deanofstudents/codeofconduct/
- Fort Wayne: http://bulletin.ipfw.edu/content.php?catoid=19&navoid=487#Code
- North Central: www.pnc.edu/cd/Policy/conduct.html
- West Lafayette: www.purdue.edu/univregs/studentconduct/index.html

Websites for governing bodies with oversight for applicable laws and regulations:

- Indiana Civil Rights Commission: www.in.gov/icrc
- U.S. Department of Education Office for Civil Rights: www.ed.gov/ocr
- U.S. Department of Justice, Americans with Disabilities Act: www.ada.gov/
- U.S. Department of Labor Office of Federal Contractor Compliance Programs:
  www.dol.gov/ofccp

HISTORY AND UPDATES

November 18, 2011: Policy number changed to III.C.1 (formerly X.2.1) and website address updated. Links to other policies updated as well.

July 1, 2011: Definition of Sexual Harassment amended.

May 1, 2011: A definition for Regulations Governing Student Conduct was added. This policy supersedes Anti-Harassment, Interim (III.A.5) dated December 22, 2010.
December 22, 2010: This policy supersedes the Antiharassment Policy (Executive Memorandum No. C-33) dated September 16, 1994. It has been formatted in the current policy template and updated to comply with the Board of Trustees’ resolution dated December 18, 2010, which expands the University’s nondiscrimination commitment to include the bases of genetic information, gender identity and gender expression.

APPENDIX

There are no appendices to this policy.
Background

Beginning January 1, 2014, the Affordable Care Act, commonly known as Health Care Reform or "Obamacare," will require everyone to have health care insurance or pay a fine. You can get the required insurance through an employer plan (such as Purdue's plans for benefits-eligible faculty and staff, or a spouse's employer plan), through a government program (such as Medicare or Medicaid) or through coverage you buy on your own.

To help those who are looking to buy insurance on their own, the government's new Health Insurance Marketplace will connect people to the health coverage "exchanges" available in their area. Employers are required to send the attached notice to all employees (including those who are not eligible for benefits) to make them aware of their Marketplace options.

Benefits-eligible employees: What this means for you

- Because Purdue's medical plans are considered affordable and meet minimum value under Health Care Reform, employees who are eligible for the Purdue medical plans will not generally receive a break on premium or out-of-pocket costs through the Marketplace. This likely makes the plans offered through Purdue a better value for benefits-eligible employees than plans offered through the Marketplace. Marketplace rates are available at www.healthcare.gov once you fill out an application.
- If you plan to have 2014 medical coverage through Purdue, you are not required to take any action related to this notice.
- The information in this notice has nothing to do with your Purdue medical insurance enrollment. Benefits enrollment for your Purdue medical options will take place, as usual, within 30 days of your first day of work.
- You can learn more now about 2014 medical plan options through the Purdue Benefits website at www.purdue.edu/benefits.

Non-benefits-eligible employees: What this means for you

- The HealthCare.gov website offers different tools you can use to determine the cost of the Marketplace plans as well as the possible subsidies you may receive based on your income level and other factors.
- Please consult with the HealthCare.gov navigators and other resources regarding any questions you may have about Exchange coverage options.
- If you work an average of 30 or more hours per week over the annual measurement period (October to October), you will be offered Purdue medical benefits during the next enrollment cycle for insurance effective Jan 1st of each year.

For additional information
Please send any inquiries regarding this notice to benefits@purdue.edu.

Benefits-eligible faculty and staff may contact the Purdue Human Resources Service Center at 765-494-2222 or hr@purdue.edu.

All employees may visit Purdue's Health Care Reform web page at www.purdue.edu/hr/Benefits/Medical/healthCareReform.html for information and related links.