



**EASTMAN**  
COMMUNITY MUSIC SCHOOL

# **Student Employment Handbook**

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# Hiring Steps for ECMS Student Employment

## BASIC HIRING CHECKLIST

- ☐ Apply Online through JobLink
  - Read/acknowledge “Missed/Interrupted Meal Periods” document
  - Attach resume as part of application process (for Accompanists only)
- ☐ WTPA Requirement
- ☐ I-9
- ☐ Background Check
- ☐ Confidentiality Training
- ☐ Read and Sign the ECMS Student Employment Handbook

## HOW TO SET UP A JOBLINK PROFILE

The Eastman School of Music and the River Campus use an online system called **JobLink** for all student employment. After setting up a profile, students are able to browse open positions, apply, and upload resumes or other documentation. To log in to JobLink, follow these instructions:

1. Log in to Blackboard: <https://learn.rochester.edu>
2. Click on the tab for Services, followed by the subtab Jobs.
3. On the Jobs page you will find the link to log into JobLink.
4. If you’re a first-time user, confirm and set up your profile.
  - Hover over **My Account** and click **My Profile**. Your profile functions as your job application. Keep it updated.
  - Some fields can’t be updated because they’re pre-populated by the Student Employment Office.
  - The Additional Information section allows you to remove your profile from employer searches. This way, employers will not be able to see your information if they are seeking candidates. However, if you specifically apply for a job, they will still be able to access your profile.

## HOW TO FIND AND APPLY FOR A JOB ON JOBLINK

1. Click **Job Search** at the top.
2. Once you’ve found something that interests you, you can save the search (allows you to easily run the same search in the future).
3. You can also create a job agent (emails you if a job is posted that matches your criteria) by clicking **Email Me New Jobs**. To access job agents, hover over **My Account** and click **My Activity**.
4. Click the job title and then **Apply For Job**.
5. Review your profile and upload a cover letter and/or resume\* if desired, then click **Save**.
  - Your profile acts as your application, so make sure it’s up-to-date.
6. To view jobs you’ve applied for, hover over **My Account**, click **My Activity**, and click the **Referrals** tab.

\*Resumes are required for all positions at Level III and above. This includes *all* ECMS accompanists.

## WTPA REQUIREMENT

If you’re offered a position, you must complete the **Wage Theft Prevention Act (WTPA)** requirements. Until this section is completed, you will not be hired into the position. To complete, follow these instructions:

1. Click **My Activity**, then the **Placements** tab.
2. Locate the position for which you wish to complete the WTPA requirements, and click **View**.

3. Click **Edit** at the bottom.

- The agreement date should be the date you are completing the form.
- If your primary language is Chinese, Haitian Creole, Korean, Polish, Russian, or Spanish, please contact the ECMS Administrator to schedule an in-person meeting to complete this requirement in your primary language.

4. Type your initials and click **Save**.

Note: For more information, go to the **Resource Library** and open the **Wage Theft Prevention Act** folder.

#### HOW TO SUBMIT AN I-9

An I-9 must be submitted in order to hold a student position. They can be set up through the Financial Aid office or online.

1. Go to the **I-9 Express** website and complete the steps necessary to create an I-9 form online. You will need the following information when completing Section 1 of this form:

- The University of Rochester/Eastman employer code is 11968
- The University of Rochester/Eastman employer location is 100000-Student Workers (this option should appear at the top of the list for you)

Financial Aid Office  
Miller Center, 25 Gibbs St.  
585.274.1070  
[financialaid@esm.rochester.edu](mailto:financialaid@esm.rochester.edu)  
Hours: Mon-Fri 9 a.m. – 4 p.m.

2. Once you have submitted Section 1 online, you'll be provided with a list of the acceptable documentation that you are required to show to the Eastman Financial Aid Office. When you have the original versions of your required documentation, you should stop by the Eastman Financial Aid Office to complete the remaining steps for your I-9. **All steps must be completed before you may begin working and be paid.**

#### BACKGROUND CHECK

Background check forms can be picked up at the ECMS office and must be fully completed and submitted at least **two weeks prior to employment**.

#### CONFIDENTIALITY TRAINING

Student employees of the University of Rochester are required to complete the **Student Confidentiality Training course** on-line **within 30 days of employment**. This is a one-time training that should take no more than 5-7 minutes.

This training can be found on **MyPath**. A student cannot access this course prior to becoming an employee; an Employee ID number through HRMS is required for access to MyPath. The link is: <https://mypath.rochester.edu/>.

The University is committed to the privacy of individuals (employees, students, patients, & volunteers) and the confidentiality of records. Employees have the responsibility for making sure that this commitment is upheld. If an employee has been given information in confidence or have been authorized to secure sensitive information, they are entrusted with maintaining the confidentiality of that material.

**Important:** Students can view their **Learning Transcript** to see if the status of the course is **Completed**. Once completed, their completion date will appear on their JobLink profile under the **Additional Information** section within 3 business days. If you have any questions regarding this process, please contact the Student Employment Office at 585.275.3226.

## Time Reporting and Meal Periods

1. Employees are required to submit accurate time records, which should include all time worked, including overtime, **to the minute**. Time worked includes any time spent working on behalf of, or for the benefit of, the University. Employees *cannot* waive their rights to receive compensation for time worked under the law.
2. Employees must record their time on a daily basis by the method of time capture as determined by their supervisor (time sheet, web clock, accompanist coupons, etc).
3. If an employee works a shift or accumulation of hours exceeding **6 hours**, they must receive an uninterrupted meal period of 30 minutes before continuing work. During this break the employee must not perform any work-related tasks, and permission from a supervisor is required to work during, skip, or extend a break.
  - This rule also applies if the student has multiple positions within the University, or an accumulation of hours from teaching, accompanying, office work, etc. within a 6 hour period.
4. All time sheets and coupons must be submitted within **two weeks** of work performed. If this policy is not followed, the employee may be denied employment the following semester or year.
5. Falsification of a time record is a violation of University policy and is grounds for disciplinary action, including termination.
6. All student employees will be required to read and electronically acknowledge the Missed/Interrupted Meal Period & Other Non-Work Time Reporting Procedures For Hourly Paid Employees prior to their placement being active in JobLink.

## Student Worker Position Outlines and Guidelines

### ACCOMPANISTS

The following information is for Recital Accompanists, who accompany recitals, lessons, juries, and master classes through ECMS.

The Eastman Community Music School offers accompanying services to its students under the following terms:

- Each ECMS student registered for private lessons for the full semester is granted two **Accompanist Coupons** per semester. Each coupon is redeemable for one accompanying rehearsal, up to 30 minutes, from any accompanist on the ECMS list. ECMS students should come to the Community Music School Office on the 3rd floor of Messinger Hall to receive their coupons prior to the rehearsal. They should give a coupon (or coupons) to their accompanist at their rehearsal, and the accompanist will fill out the **exact** date and time information and submit all coupons to the office **within two weeks** of receipt. **Submitting coupons beyond two weeks of working may lead to disciplinary action and/or termination.**
- Coupons expire at the end of the school year.
- Students who need additional coupons may purchase them at the ECMS Office.
- Eastman Community Music School pays accompanists for Eastman recitals, master classes and juries at no additional cost to the student. The student will not produce Accompanist Coupons for these events. Recital and department chairs will report accompanist hours for these events. It is recommended that accompanists submit documentation of their time also.
- If an accompanist is asked to accompany for a non-ECMS event or competition, they may choose whether or not to do so, and they may charge their own rates, since ECMS does not fund such events.

The Eastman Community Music School offers to employ accompanists at Eastman School of Music under the following terms:

- All Eastman Community School accompanists understand and agree to the above accompanying policy and procedures and understand that all rehearsals with ECMS students will be done using the coupon system.
- One coupon is good for one rehearsal for up to 30 minutes. Rehearsals exceeding 30 minutes require the use of additional coupons.
- This employment offer is contingent upon verification of potential employee's eligibility to work in the United States, a background check and any other required prerequisites to employment by the University. The potential employee is required to complete an I-9 and other pre-employment forms prior to their start date (see "Hiring Steps" sections in this Handbook).
- **There will be no exchange of cash for services at Eastman School of Music** for ECMS-related rehearsals, recitals or juries. This is UR policy. The accompanying service is one of the benefits our students receive for studying in the Eastman Community Music School. We insist that there will be no exchange of cash to "supplement" the amount paid to the accompanist by the School. Any violation of this rule will be considered a serious infraction of the trust we cherish between our students and the school and will result in an immediate termination of employment with ECMS.
- Accompanying at recitals, including studio recitals and the Adieu recital will be paid from program information: 1-2 students, 30 minutes; 3-5 students, 60 minutes; 6-7 students, 90 minutes, 8-10, 2 hours; 11+ students, 2 1/2 hours. Honors recitals will be counted as 2 hours regardless of the actual length. Senior recitals and theory presentations will be counted as 1 hour if there is 1 student performing or 1 ½ hours if there are 2 students performing.
- Accompanying at master classes will be based on a report from the studio teacher of the actual time spent accompanying.
- Accompanying at juries will be based on a report from the department chair. Time will be compensated at ¼ hour per student. Honors juries will be compensated as 1 hour per student (even though it is a 20 minute jury).
- There are 4 pay rates based on the Accompanist's status: undergrad, graduate, post-grad (free-lance), and ECMS piano instructor. Contact the ECMS Administrator for details.
- If the accompanist is an Eastman student, payment will be included in their ESM checks from UR. If the accompanist is an ECMS instructor, payment will be made as extra comp monthly. All others will be paid monthly.

- Unless the accompanist has elected direct deposit online through HRMS, live paychecks will be available for pick-up on pay dates at the Eastman Welcome Center in Lowry Hall.

#### LOBBY ATTENDANTS

Attendants are responsible for working shifts in the Messinger Hall lobby on 10 Gibbs Street during the ECMS academic calendar on weekdays either 4-6pm or 6-8pm and/or Saturdays either 11am-1pm or 1-3pm.

Responsibilities include:

1. Retrieving/returning the Messinger One key from and to the ECMS office before the first shift and after the last shift of each day. Using the key to let faculty and students into the Messinger One room, explaining room policies as needed, and ensuring that the room is closed and locked when not in use.
2. Having the Lobby Attendant "Red Book" at every shift, which contains ECMS general, course, and contact information as well as attendant time cards.
3. Fill out **to-the-minute** time sheets reflecting exact times worked for each shift.
4. Provide customer service to people entering the building, assist those unable to access the 4th floor with the card reader in getting to their class/lesson.
5. Alert ECMS office of any issues or of anything noteworthy encountered during a shift or in trying to give away or trade shifts.
  - It is the responsibility of the students to contact other attendants to give away or trade assigned shifts or to ask for additional available shifts.
  - Attendants must be familiar with the ECMS Academic Calendar, noting that some breaks and dates are different than those of the college calendar. If, for instance, a student wishes to leave for Eastman's spring break, they must find subs for any shifts during that time as the break will likely not coincide with the ECMS spring break.
6. Lobby Attendants may occasionally be asked to assist with additional duties, such as folding programs, alphabetizing, etc.

#### OFFICE ASSISTANTS

Assistants often take Saturday shifts during the school year in the office or are called to work on an as-needed basis. They perform the basic customer and ID card services of the ECMS Secretary, using an online student database and a credit card machine, and addressing a wide range of questions, concerns, and requests of students, parents, and faculty. They may also do filing, data entry, or other tasks as needed. Like Lobby Attendants, Office Assistants fill out a **to-the-minute** time sheet reflecting their exact hours worked.

As with the Lobby Attendants, Office Assistants are responsible for making sure their shifts are covered if they are unavailable, and they must also be familiar with the ECMS Academic Calendar.

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I acknowledge that I have read all the above statements and hereby agree to the terms and policies outlined in this Handbook.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Preferred method of contact \_\_\_\_\_