

UNION UNIVERSITY

Student Employment Handbook

SUPERVISOR MANUAL



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STUDENT EMPLOYMENT HANDBOOK

Each department's Supervisor is responsible for managing student employment and individual student employees in his/her department in a manner that is consistent with all Student Employment policies. The supervisor should direct any questions pertaining to the Handbook to the Student Employment Coordinator in Student Financial Planning.

Goal of Student Employment

It is the goal of Union University's student employment programs to provide an opportunity for students to earn money for tuition and other educationally related expenses and to gain helpful skills and valuable work experience.

Definition of Student Employment

Most students currently enrolled at Union University are eligible for student employment. The two different work programs at Union are Federal Work Study (FWS) and Institutional Workship. FWS employment is need-based and limited to students who have been granted FWS as part of their financial aid package. Institutional Workship is similar to FWS but available to students regardless of financial status. The purpose of student employment is to supplement, rather than provide, departmental functions and staff.

Purpose of the Student Employment Handbook

The Student Employment Handbook provides University personnel who supervise and work with student employees a comprehensive and centralized source of information, procedures, and requirements. The Handbook is intended to provide equity and consistency in student employment arrangements as well as a clear understanding of the requirements and expectations of the student and of the supervisor/University in the employment relationship.

Federal Work Study (FWS) at Union University

Definition

The Federal Work Study (FWS) Program, as described in part in the *Federal Student Aid Handbook*, encourages the part-time employment of undergraduates who need the income to help pay for their cost of education, and encourages FWS recipients to participate in community service activities. **At Union University, FWS is limited to traditional undergraduate students due to limited funding.**

Under this program, a student must apply for federal financial aid *and meet federal eligibility requirements each year*. When a student receives a FWS award, the amount of this award is not directly credited to his/her account with Student Accounts. Rather, the student works for an hourly rate and receives a paycheck for all hours worked. All income earned through FWS is paid through Payroll Services and is subject to federal income tax.

Eligibility for FWS

- The student must file a Free Application for Federal Student Aid (FAFSA).
- A determination of financial need must be made by the Office of Student Financial Planning, based on the results of the FAFSA. However, not all students with "need" will be awarded FWS and a FWS award from one year is NOT guaranteed for the next. Also, a student must meet the following Federal requirements:
 1. The student must be a US citizen, a national, permanent resident of the Trust Territory of the Pacific Islands or Northern Mariana Islands, or living in the US with the intention of becoming a US citizen or a permanent resident.
 2. The student must be enrolled, or accepted for enrollment, at Union University and be in regular attendance in an undergraduate program.
 3. The student must need the earnings from Federal Work Study to help with the costs of pursuing a degree at Union University.
 4. The student must maintain satisfactory progress in course work.
 5. The student must not owe a refund on a Federal or State Educational Grant.
 6. The student must not be in default of a State or Federal Educational Loan.
 7. The student must comply with selective service registration requirements.

Students on full scholarship and dependents of Union University faculty and staff are not eligible for Federal Work Study positions. This policy is for the purpose of providing jobs to those students who demonstrate a financial need to attend the University.

Union University Institutional Workship

Definition

Union University Institutional Workship is available to give part-time employment to undergraduate students regardless of financial need. Students employed under Institutional Workship are paid 100% of their wages by Union University with no federal funding involved. Students are paid an hourly rate and receive a paycheck for all hours worked **IF** the student's account is paid in full. If the student's account is not paid in full, the money earned goes towards the total bill. All moneys earned through Institutional Workship are considered as scholarships and are not taxable. International students (with appropriate documentation) are also eligible to be employed under Institutional Workship.

Eligibility for Institutional Workship

- The student must be enrolled, or accepted for enrollment, at Union University in an undergraduate degree program.
- The student must apply for Financial Assistance in the Office of Student Financial Planning.

Students on full scholarship and dependents of Union University faculty and staff are not eligible for Institutional Workship. This policy is for the purpose of providing jobs to those students who demonstrate a financial need to attend the University.

Hiring Student Workers

ALL students must be approved each academic year through the Office of Student Financial Planning before they begin work. This includes new workers as well as returning students.

The supervisor should notify the Student Employment Coordinator of any open positions via Groupwise.

A job description must be submitted for any new positions to the Student Employment Coordinator. A student can only be employed in a position for which a current job description is on file in the Office of Student Financial Planning.

To hire a new worker, please follow the steps outlined below:

Interview	Interview potential candidates. All expectations should be discussed during this interview.
Complete a Prospective Worker Form	Complete a Prospective Worker Form (see Appendix A or Groupwise Forms and Templates Bulletin Board) for each new student worker and submit to the Student Employment Coordinator. The Student Employment Coordinator will review the form to check student's eligibility.
Receive Approval	The Student Employment Coordinator will respond via email with notification of approval or denial. If approved, the Student Employment Coordinator will designate which program the student will work under: Federal Work-Study* or Institutional Workship.
Orientation	It is the supervisor's responsibility to provide a job orientation to the student which may include, but is not limited to, appropriate conduct while at work, use of cell phones, visitors, acceptable use of technology and university property, dress (see Student Worker Dress Code), departmental tour, and departmental goals/mission statement. At this time, please also encourage the student to become familiar with the Student Employment Handbook Student Manual . This manual has important information for the student about Work-Study and Workship at Union.

*See [Payroll](#) section for additional paperwork required for Federal Work-Study students.

Union University Student Worker Dress Code

Guidelines for Office Dress

Union University student workers, who serve in offices or public areas, are expected to maintain a standard of dress which ensures appropriateness of attire for the time, place and occasion and which reflects favorably upon our University.

Please inform your students of how to dress while working in your department. You may use the following as a guideline:

We Strongly Encourage:

- Khakis or nice jeans
- Polo shirts
- Business casual dress

We Strongly Discourage:

- Hats
- Shorts or short skirts
- Logo tee shirts
- Halter tops
- Sweats
- Heavy perfume and/or makeup

Scheduling Work Hours

Employers of all students should seek to assign weekly work hours that will allow a student to maximize his/her work study or workship award. While a student is not required to earn the entire award, many rely on work earnings to meet educational costs.

Union University limits a student to 20 hours of work per week during the school year and permits 40 hours a week only during Christmas break, spring break and summer break. They are not permitted to displace staff employees or positions. Their jobs are to supplement their educational experience, not replace or hinder it. **However, we do encourage departments to spread out the number of hours among their student workers. We would rather see two students working 10 hours a week each instead of one student working 20 hours a week.**

Please note: International students are restricted by their visas to work no more than 20 hours/week while school is in session and to work no more than 40 hours/week when school is not in session and during breaks. If an international student works more than the allowed number of hours, the student is in violation of his/her visa and will lose his/her status. Because of this, it is especially important to monitor the number of hours worked by international students to prevent the student from violating his/her visa requirements and facing serious consequences. Many international students are hard workers and willing to work as many hours as possible. It is important that they understand this restriction.

Also, Union University limits a student to 8 hours of work per day. If for any reason, a student works more than 8 hours in one day, the supervisor must provide a written explanation and attach it to the student's time sheet.

It is the supervisor's responsibility to monitor the number of hours worked to ensure a student does not work over the maximum allowed hours as set in the previous paragraphs. It is important to note that *if a student works in multiple departments, the total hours worked in both departments must not exceed the maximum.*

A rest period of fifteen minutes may be taken if a student works at least 4 hours consecutively. Lunch breaks can also be taken, but are unpaid.

Assigning Pay Rates

Supervisors should refer to the Student Employment Pay Rate Structure provided to your department when assigning a student's pay rate.

All Pay Rates should comply with the approved pay rate structure. If the supervisor desires to pay a student a rate that is above the maximum level or outside the Pay Rate Structure, s/he must submit a written request to the Student Employment Coordinator for approval. Few exceptions will be made in this case.

If a pay rate is not assigned, then the minimum rate will be assumed by the Student Employment Coordinator. It is the supervisor's responsibility to assign the student's pay rate by completing the Supervisor Section of the student's time card. **The rate must be previously approved by the Student Employment Coordinator if beyond the category one base rate.**

The **Union University Student Employment Pay Rate Structure** was established in an effort to provide equality for all student employees and is based on the following guidelines:

- Pay rates are assigned to a position based on the information included on the Prospective Worker form. If a new position is being formed, please contact the Student Employment Coordinator in order to determine an appropriate pay rate.
- It is the supervisor's responsibility to assign the student's pay rate by completing the Supervisor Section of the student's time card. **The rate must be previously approved by the Student Employment Coordinator if beyond the category one base rate.**
- Pay rate increases are granted on the basis of merit and availability of funds as determined by the Student Financial Planning. Supervisors must clearly explain their reasons for paying a student beyond the level one base rate.
- Pay rate increases will not be made retroactively.
- Students transferring to Union University will be subject to the same initial wage rate as all entering students.
- Students changing positions will be subject to the beginning pay rate for the new position.

NOTE: The majority of student workers on the campus of Union University will be paid under CATEGORY ONE. DO NOT alter your student's job description in order to only increase their hourly rate.

Student Worker Pay Rate Structure

Objectives

- Divide student worker positions into categories considering the level of work, responsibility, accountability, and confidentiality.
- Divide categories into levels that provide students an incentive to remain with a department for an extended time.
- Provide student worker supervisors a mean to reward their students who exhibit progress of learning and increased responsibility in their position.
- Provide the University a consistent and fair way of paying student workers.

	<u>Base Level</u>	<u>Advanced Level</u>
Category One	\$5.85	n/a
Category Two	\$6.00	\$6.25
Category Three	\$6.50	\$6.75
Category Four	\$7.00	\$7.25

Base Level: Entry level in the department. During this time, student workers will be trained in their particular area.

Advanced Level: After three **consecutive** semesters of service in the same department, student workers will be eligible to receive an increase in hourly pay. **This is NOT an automatic increase.** Student worker supervisors will need to submit a formal review of the student worker to the Student Employment Coordinator for final approval.

Category One - Student Assistants

Moderate or no special skills required; no previous training required; routine tasks and clearly-established duties; moderate or no decision making and/or leadership involved. All skills and knowledge can be learned on the job. **THE MAJORITY OF STUDENT WORKERS AT UNION UNIVERSITY ARE INCLUDED IN THIS CATEGORY.**

Departments may include: Art, Music, Theater, English, History, Language, Christian Studies, Biology, Chemistry, Nursing, Math/Computer Science, Psychology, Sociology, Business, PE & Wellness, Library, Testing Services, Student Services, Church Services, Student Publications, President's Office, Institutional Advancement, Enrollment Services, Alumni Services, University Relations, Community Music Center, Sports Information, Athletics, Communication Arts, Activities Center, Career Services, College Services/P.O., TV Production, Education, Social Work, Safety & Security, Wellness Services, International

Studies, MBA, Alumni Phonathon, Biblical Studies, Christian Leadership, Scientific Studies, Campus Ministries, Annual Giving, Interdisciplinary Studies, West TN Science Fair, Center for New Students, Union Station, and Undergraduate Admissions.

Category Two - Student Support Staff

Some special skills required with previous experience a plus, but not required. Student must have a basic knowledge of computer applications. The student will, or may be, involved in using the University administrative system. A greater level of accountability and confidentiality required. This category also involves those positions requiring outdoor manual labor and peer tutoring through the Hundley Center.

Departments may include: Provost, Associate Provost, Business & Financial Services, Student Financial Planning, Undergraduate Admissions, University Relations, Facilities Management, Student Leadership Development, Computing Services, Instructional Technology & Campus Media, Student Programs, Registrar, Wellness Services, and The Hundley Center.

Category Three - Student Technical Support Staff

Requires special technical skills and has an increased responsibility level. Performs maintenance and service to property of the University. Also provides a greater level of service to students, faculty, and staff. A high level of accountability is required. Students at this level must be able to work under little or no supervision.

Departments may include: Computing Services, Facilities Management, Campus Media and Wellness Services.

Category Four - Student Leadership Staff

Requires special skills (typically beyond those expected of undergraduate students), knowledge, ability, and training. Students at this level will supervise and train other student workers. The highest level of responsibility and accountability is placed on these students. This category also involves all off-campus Federal Work Study sites. Oversight of some responsibilities of the department will be delegated to students in this category.

Departments may include: Computing Services, Student Programs, Wellness Services, Facilities Management, Web Development, and Intramural Referees.

****All pay rates not included on this scale must be approved by the Office of Student Financial Planning and the Vice-President for Enrollment Services through a formal, written request by the department's budget manager.**

Payroll Processing

All student employees must be paid through the Student Employment Coordinator. Students can not receive a paycheck until all required forms are complete and approved by the Office of Student Financial Planning.

Payroll Schedule

- Student employees are paid on an hourly basis according to the monthly payroll schedule. Three occasions occur that have special circumstances.
 - 1) **The end of Fall and Spring semesters.** Time cards will be due before final exams. The student is able to estimate their hours for the week of finals and submit it for the pay period. It is the responsibility of the supervisor to submit any adjustments between estimates and actual hours worked. The supervisors in each department have the option of not allowing their workers to estimate their hours. Any time worked beyond final exams is to be carried to the next payroll period.
 - 2) **The end of our fiscal year, August 31st.** If the end of the fiscal year falls in the middle of a payroll period, any remaining time after the last time card due date in a fiscal year is recorded and paid in the next full payroll of the new fiscal year.
- A copy of the payroll schedule is distributed to departments at the beginning of each semester. It is the responsibility of the department to post the payroll schedule where it is visible to the student workers. Additional copies of the schedule may be obtained from the Student Employment Coordinator.
- Time sheets are considered late if submitted four hours after the posted due date. Any time cards that are submitted late will be processed by the posted late pay date.
- Pay checks are distributed **after one o'clock** on the posted date.

Payroll Deductions

- All earnings under Federal Work Study are subject to federal income tax. All earnings under Institutional workshop are not considered to be taxable.

W-4 and I-9 Forms

- FWS student employees are required by law to complete an [I-9](#) form prior to beginning employment.

The I-9 Form is required by the Immigration and Naturalization Service to verify one's eligibility for employment. The I-9 Form must be accompanied by

appropriate documents (Social Security Card and Driver's License OR a Valid Passport) and witnessed by appropriate Union University personnel.

- FWS student employees are also required to complete a [W-4](#) form prior to beginning employment.

The W-4 form is required by the federal government for withholding taxes.

- Both the W-4 form and the I-9 form may be obtained from the Office of Student Financial Planning, located in the Student Union Building.

Pay Check Distribution

- Pay checks are distributed at Union Station for those students who are on Institutional Workship or Federal Work Study.
- Students may arrange to have their paychecks mailed to them via US Mail by request with the Student Employment Coordinator.
- Students under Institutional Workship who carry a balance on their student account will not receive their check. All money earned will be applied to their balance until that balance is satisfied. Students on the FACTS payment plan are not exempt from this policy.
- The Office of Student Financial Planning reserves the right to hold the checks of students who are under Federal Work Study until their balance is paid in full. A written agreement is made and can be terminated at the request of the student. If a student requests that the agreement is terminated before the balance is paid in full, the Office of Student Financial Planning reserves the right to move the student under Institutional Workship.

Benefits

- Student employees are not eligible for benefits such as paid time off (sick leave, vacation, holidays), employer provided medical coverage, or retirement plan contributions.

Performance Evaluations

- Supervisors are encouraged to complete and discuss with student employees a brief performance evaluation at the conclusion of each academic year or completion of a job assignment, whichever comes first.
- Performance Evaluations can also be submitted at the time of a termination, along with the completed [Termination of Employment](#) form located at the end of this handbook.

Maintaining Your Workship Budget

The supervisor should assist in monitoring a student's earnings to ensure they do not exceed the department's allocated workship budget.

In order to assist the department in monitoring its workship budget, the Student Employment Coordinator generates a report to the department monthly. This report shows the total amount each student was paid for that month as well as a grand total for the department. The Office of Student Financial Planning recommends that these reports be kept along with the yellow copies of time cards for at least one year.

The supervisor/department will be responsible for notifying the Student Employment Coordinator as soon as changes occur in departmental student employment supervisor changes and personnel authorized to sign time sheets.

Handling Employee Grievances

All student employees are expected to fulfill the responsibilities of their position as outlined in their Job Description and in a manner that is consistent with departmental goals. Appropriate personal conduct, dress, and positive work attitudes are important aspects of satisfactory job performance.

When the performance or actions of the student employees are not consistent with the stated expectations every attempt will be made to remedy the problematic area(s) in a progressive, developmental mode to ensure a successful employment experience.

The Office of Student Financial Planning recommends that departments use the following procedures when dealing with misconduct, problems, or performance:

1. First offense: Student is given a verbal warning.
2. Second offense: Student is given a written warning. (A copy should be sent to the Student Employment Coordinator.)
3. Third offense: Student's position is terminated and the [Termination of Employment](#) form is submitted to the Student Employment Coordinator. **All terminations must be approved by the Student Employment Coordinator.**

In situations of gross misconduct, such as any of the following, a student employee may be terminated and/or reported to the Dean of Students:

- Insubordination
- Use, possession, or distribution of a controlled substance
- Theft
- Abuse
- Sexual Harassment
- Violation of law
- ***Falsification of time sheets or any other employment document***

Upon termination, a final paycheck is issued (under normal circumstances) on the next scheduled payday.

Resignation

- Written notice is expected in the event a student elects to leave his/her position before the end of the scheduled assignment.
- The student and the supervisor must complete the [Termination of Employment](#) Form (see Appendix B) and submit it to the Student Employment Coordinator for final approval.

Absenteeism and Tardiness

- Students are required to report to work at the beginning of the agreed upon hours. If a student reports to work more than ten minutes after normal starting time, s/he is considered tardy.
- If the student anticipates being absent or tardy s/he should contact the immediate supervisor prior to the normal starting time.
- In the case that tardiness were to become excessive, the supervisor has the right to terminate a student's employment. The student and the supervisor must complete the [Termination of Employment](#) Form located in the Appendix and submit it to the Student Employment Coordinator for final approval.

The Office of Student Financial Planning recommends that departments use same procedures for handling tardiness and unexcused absences as those previously stated for misconduct or performance problems.

Employing Students in January and Summer

Eligibility

- Students who have graduated may not be employed under FWS or Institutional Workshop over the January or summer.
- Students must be registered for classes at Union University in an undergraduate program for future terms in the current or next academic year.

January Term/Summer Federal Work Study

- Due to limited funding under the Federal Work Study program there are a limited number of FWS positions available during the summer term. During January term, only students involved in community service and in the America Reads program are eligible for FWS.

Union University Institutional Workshop

- The supervisor must contact the Student Employment Coordinator for final approval before hire by submitting a [Prospective Worker Form](#).
- The student must complete a time card for all hours worked and submit it to the supervisor.
- The supervisor must verify hours worked, sign, and submit time sheets in a sealed envelope or in person by 10:00 am on each due date to the Financial Aid Office.
- All policies and procedures for Institutional Workshop that are previously stated are considered applicable for January and Summer terms.

Pay Check Distribution

- Pay checks are distributed at Union Station for those students who are employed during January and Summer Terms.
- Students under Institutional Workshop who carry a balance on their student account will not receive their check. All money earned will be applied to their balance until that balance is satisfied.

Vacations

- Students are not entitled to any vacation time unless approved by the supervisor. Any vacation time granted by the supervisor is unpaid. Arrangements for unpaid time off are made between the supervising department and the student.

Sexual Harassment Policy

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of the University community.

The definition of sexual harassment varies greatly. According to the Equal Employment Opportunity Commission's guidelines prohibiting sexual harassment, there are two types of sexual harassment: (1) Quid pro quo – "submission to or reflection of such conduct by an individual that is used as a basis for employment decisions affecting such individual" and (2) Hostile environment – "unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment." Sexual harassment in the University community may include, but not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where: (1) submission to such conduct is a term or condition of an individual's employment or education; (2) submission to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual; or (3) such conduct results in a hostile environment which has the effect of interfering with an individual's academic or professional performance.

Whenever there is such an abuse of authority or neglect of responsibility, or an act or remark which is offensive or harassing in nature, the offended party is strongly encouraged to report the offense to the Student Employment Coordinator, the Dean of Students, and the Director of Human Resources.

Filing of a grievance or otherwise reporting sexual harassment will not cause any reflection on the individual's status as an employee nor will it affect future employment, compensation, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected insofar as it does not interfere with the University's legal obligation or ability to investigate allegations of misconduct when they are brought to its attention, or take corrective action when it is found that misconduct has occurred.

Prospective Worker Form

INSTITUTIONAL WORKSHIP OR FEDERAL WORK-STUDY PROGRAM

Student's Name _____ Student ID _____

Department _____ Hours needed per week _____

Fall 20 _____ Spring 20 _____ Job Title/Description _____

Winter 20 _____ Summer 20 _____ _____

Proposed Pay* _____ _____

Department Supervisor

Date

FOR STUDENT FINANCIAL PLANNING USE ONLY

Approved _____ Not eligible _____

Amount of Award _____ Comments _____

Hours per week _____ _____

Student Employment Coordinator

Date

* The proposed pay must comply with the [Pay Rate Structure](#) as listed in the Student Employment Handbook.

Termination of Employment Form

Student Name: _____

Student ID #: _____

Department of Employment: _____

Supervisor: _____

Hire Date (approximate): _____

Date of Termination: _____

Reason for Termination: _____
