

University of Wisconsin-Whitewater

Student Employment Handbook

INTRODUCTION:

Student employment is a critical resource that helps allow the divisions and departments of the University of Wisconsin-Whitewater to successfully deliver programs and services to our clients. Annually, the University spends approximately \$5 million and hires approximately 3,000- 4,000 students who serve our campus community in a variety of ways. It is safe to say that many of our campus services and programs would fail to operate effectively if we did not employ students.

On-campus employment is also an opportunity for students to learn, often directly complementing the students' academic study. With a significant portion of our student body annually employed by the campus, student employee managers have the opportunity to significantly enhance student learning by intentionally designing work experiences to elicit learning.

On-campus employment helps students develop a sense of self-efficacy. Psychologist Albert Bandura defines self-efficacy as one's belief in one's ability to succeed in specific situations. Thus, work on campus helps prepare students for work after graduation, and all who supervise and work with students play a role in preparing our future workforce.

Lastly, employment helps students earn money to pay their bills during college. Financially, a significant number of our students need to work in order to remain in school. On-campus employment provides a convenient means to accommodate this need for students.

With these points in mind, this document exists to outline the eligibility, conditions, compliance, and expectations for creating a reasonable and consistent experience for our students and those staff who manage student employees.

Please note, students hired by our food service vendor or the UWW Phone-A-Thon do not work directly for UW-Whitewater. Therefore these rules do not apply.

CONDITIONS AND ELIGIBILITY:

UW-Whitewater complies with the UW System definition of student employment that states that work is incidental to being a student. In recognition of this, every effort must be made to accommodate class schedules.

Student employment is governed by Federal and State law, and University policy. The University of Wisconsin-Whitewater is an Equal Opportunity/Affirmative Action Employer.

To be eligible for student employment, students must:

- Be a U.S. citizen, national, or eligible non-citizen

- International students, due to their “F” Visa status, are eligible for on-campus Regular Payroll positions only and are limited by law to a maximum of 20 hours per week during the Fall and Spring semesters.
- Be enrolled at least half-time (6 undergraduate credits; 4.5 graduate credits) during the academic year. Any exceptions must be approved by the Director of Human Resources and Diversity.
- University policy prohibits the hiring of a student who is related to the faculty or staff member who is the hiring authority of the student involved.
- Students 17 years of age or younger must submit a work permit to Human Resources & Diversity each time they are hired.
- Males between the ages of 18-25 are required to register with Selective Service at <http://www.sss.gov>

Hiring & Paying Students

Hiring Process:

It is the responsibility of the student and the hiring manager to complete the hiring packet accurately and in its entirety prior to submitting to Human Resources & Diversity. The complete packets must be submitted to Human Resources & Diversity at least one-week prior to the first day the student is scheduled to work.

A completed hiring packet consists of the following forms:

- Completed **I-9 Form** to verify the employment eligibility for each student hired. Up-to-date copies of this form should be sourced from those links as provided by Human Resources & Diversity.
- Completed **W-4 Form** for payroll tax purposes. Up-to-date copies of this form should be sourced from those links as provided by Human Resources & Diversity.
- Completed **Direct Deposit Form**. Students are required to receive their pay via direct deposit. In order to ensure that the student is paid in a timely manner for their services, hiring managers should verify that the student has accurately completed their Direct Deposit Form.
- Registered with the **Selective Service System** for male students between the ages of 18-25.
- Completed **Criminal Background Check** for student employees working with children, cash, or keys.

Selective Service Registration Compliance:

Effective February 1, 2003, the State requires that newly hired males (U.S. citizens only) between the ages of 18 and 25 must be registered with Selective Service before being hired by State institution. Chapter 230 of Wisconsin Statutes defines the employment categories that will be impacted by this requirement including student hourly employees. The law essentially requires the campus to inform that male students seeking employment who are 18 and older and not yet 26 have registered for Selective Service prior to being hired. The Statement of Selective Service Compliance Form must be attached with the Student Authorization packet for all male student employees. This information must be noted in the area regarding Selective Service on the Student Authorization.

Criminal Background Checks:

Prior to beginning employment, a criminal background check on all student employees working with children, cash, or keys is required. Additionally, departments may choose to conduct a criminal background check for other student employment positions, in accordance with the UW-Whitewater Employee Criminal Background Check Policy & Procedure.

Maximum Hours of Work:

According to UW System policy, during the Fall and Spring semesters a student may not exceed 25 hours per week in total hours. This means students who are working in more than one department must monitor their hours to ensure they do not exceed the 25 hour per week limit. **International students are limited by law to 20 hours per week during the Fall and Spring semesters.** All students, including international students, may work up to 40 hours per week during the weeks noted on the ACA Calendar found in the Supervisor Toolbox.

Students are required to sign the ACA Acknowledgement Letter found in the Supervisor Toolbox. By signing this document, the student verifies that they been notified of the limitations on the number of work hours in a student employment capacity (including combined hours for multiple student employment positions within the institution, or for other UW institutions), and agrees to comply with the terms and provisions.

Hiring During the Summer:

Students may work during the summer session even if they are not enrolled for the summer term, however they must have been enrolled at UW-Whitewater the previous spring semester and have plans to be a continuing student at UW-Whitewater in the fall, or be a new student who intends to enroll in the fall.

By law, Social Security and Medicare Tax deductions will be taken from the student's pay checks during the summer if they are not enrolled in classes. If there is a change in enrollment status, students should notify Human Resources & Diversity immediately.

Pay Distribution and Earning Statements:

Student payroll is processed on a biweekly basis. Pay periods run Sunday through Saturday of the following week. Student pay schedules may be obtained from Human Resources & Diversity. UWS pay distribution policy (G32) states that direct deposit is the required form of payment for student workers. Printed pay stubs will not be distributed. Students may access their earning statements as well as duplicate W-2 Forms at My UW System portal.

COMPLIANCE, WORK RULES and EXPECTATIONS

Bias-Free Environment:

UW-Whitewater is proud to affirm its commitment to a community in which all students, staff and faculty are accepted as individuals, independent of ancestry, social background, physical characteristics or personal belief.

The University has no tolerance for discriminatory or harassing behaviors. The Board of Regents has clearly stated that discriminatory harassment based on race, sex, religion, color, creed, disability, sexual orientation, national origin, ancestry, or age is contradictory to the goals of the institution.

Sexual and Racial Harassment Policy:

UW-Whitewater affirms that all employees should be able to work in an atmosphere free of racial and sexual harassment, and that no employee should be subject to racial or sexual harassment. Sexual harassment, which may involve a person of either sex against a person of the opposite or same sex, undermines the integrity of the work place. Racial and sexual harassment complaints should be reported to the Director of Human Resources & Diversity.

All UW-Whitewater employees, including student employees, must take the online Preventing Sexual Harassment training within 30 days of employment. Once the student employee completes the training they should print a copy of the certificate and give to their manager for their records. Departments must maintain records of the results to verify that all student employees have successfully completed the training.

Mandated Reporting:

All student employees are mandated reporters of suspected child abuse and/or neglect. This means they must report incidence of suspected or observed child abuse (physical, sexual, emotional/verbal) or neglect in the course of doing their job. They must make these reports to law enforcement or county human service agency. Each student employee should be aware that they are a Mandated Reporter, and that they must notify University Police should they witness any suspected child abuse and/or neglect.

Workers' Compensation:

All student employees are covered by Wisconsin Worker's Compensation and are eligible for medical and disability benefits for work-related injuries. A work related injury or accident must be reported immediately to the supervisor. Supervisors should contact the office of Environmental Health, Risk Management, Safety & Loss Prevention.

Emergency Procedures:

Managers are responsible to make student employees aware of UW-Whitewater Emergency information, and talk with student employees about their responsibilities during emergency situations.

Confidentiality:

Certain student employment positions require that students have access to other students' record information. All University employees, including student employees, must abide by the Family Education Rights and Privacy Act (Buckley Amendment) and other confidentiality provisions for state and federal law. The amendment states:

- Employees are authorized to access only the student record information that is necessary to perform their job functions.
- Employees are not allowed to look at and/or communicate to others student record information other than what is necessary to perform their job functions.

Failure to comply with this law will result in University disciplinary action. Questions should be directed to the Dean of Students.

Driving University Vehicles:

Student employees required to drive University vehicles as part of their employment responsibilities must first be authorized to operate vehicles. For authorization to drive automobiles supervisors should contact the office of Environmental Health, Risk Management, Safety & Loss Prevention. For authorization to drive Utility Vehicles (Golf Carts, Mules) supervisors should contact University Police.

Work Rules Discipline

Engaging in one or more of the following forms of prohibited conduct by a student employee may result in disciplinary action ranging from a verbal or written reprimand to immediate termination from their role. Additionally, based upon the conduct, the student may also be subjected to University Nonacademic Disciplinary action and/or criminal charges, depending on the form of misconduct and/or number of infractions.

Prohibited Conduct Payroll:

- No student employee may knowingly enter false information on their timesheet.
- Telecommuting is not applicable to student employees.

Work Performance:

- Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- Loafing, loitering, sleeping or engaging in unauthorized personal business.
- Unauthorized disclosure of confidential information or records.
- Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
- Failure to provide accurate and complete information whenever such information is required by an authorized person.
- Failure to comply with health, safety and sanitation requirements, rules and regulations.
- Negligence in performance of assigned duties.

Attendance and Punctuality:

- Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of a supervisor.
- Unexcused or excessive absenteeism.
- Failure to observe the time limits and scheduling of lunch or break periods.
- Failure to notify the supervisor promptly of unanticipated absence or tardiness.

Use of Property:

- Unauthorized or improper use of University property or equipment including vehicles, telephone, or mail service.
- Unauthorized possession or removal of university or another person's private property.
- Unauthorized posting or removing of notices or signs from bulletin boards.

- Unauthorized use, lending, borrowing, or duplicating of University keys.
- Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restrict areas.

Personal Actions and Appearance

- Threatening, attempting, or doing bodily harm to another person.
- Threatening, intimidating, interfering with, or using abusive language toward others.
- Unauthorized possession of weapons in building.
- Making false or malicious statements concerning other employees, supervisors, student or the University.
- Use of, or reporting to work under the influence of, alcoholic beverages or illegal drugs during working hours.
- Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
- Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, students, or the general public.

These work rules do not constitute the entire list of violations for which employees may be disciplined. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by management to meet special requirements of departments or work units or as circumstances require.

This Student Employment Handbook and all forms are updated regularly. To get the most recent version you must use the website. Outdated forms submitted to Human Resources & Diversity will be sent back to the supervisor.

My signature indicates that I have read and understand the University of Wisconsin-Whitewater Student Employment Policy.

Student Employee Signature

Date

Supervisor Signature

Date

Revision: August 23, 2017
Student Employment Program Advisory Committee