

UW-Whitewater

Student Employment Handbook

Supervisor Guidelines for Student Employment

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GENERAL STUDENT EMPLOYMENT POLICY STATEMENT

Student employees play a vital role in the success of the many functions performed on the University of Wisconsin-Whitewater campus. Over 1000 students are employed each semester, and there is a constant need for student employees by the various departments on our campus.

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

Student employees have different responsibility levels within departments. Positions range from routine to complex and may vary depending on the time of year or specific projects taking place. Pay ranges are established to reflect responsibility level of positions.

Student employment is governed by Federal, State and Campus policies and laws. The University of Wisconsin-Whitewater is an Equal Employment Opportunity/Affirmative Action Employer.

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.

ELIGIBILITY

Students are not eligible to be hired as LTE's

To be eligible for student employment, students must:

1. be a U.S. citizen, national, or eligible non-citizen.
2. be enrolled at least half-time (6 undergrad credits; 4.5 grad credits) during the academic year. Any exceptions must be approved by the Director of Human Resources and Diversity.

There are three types of pay for student employment:

1. **Work Study** – Some students receive a work-study award. This is a form of financial aid and is paid on an hourly basis. Students cannot earn more than they are awarded. Issues relating to work study are to be directed to the Financial Aid Office.
2. **Regular Pay** – This is for remaining student employees, other than work-study, who are paid hourly. Students who run out of work-study can be placed on regular pay.

3. **Salary** – Designation to “salaried” positions will require that certain criteria be met:
- Irregular working hours are required, so that time card record keeping is impractical.
 - No direct relationship exists between effort and hours worked.
 - The position requires the student employee perform in a semi-or para-professional role.
 - Prior approval from HR & D is required before a student can be hired in a salary position.

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.

MAXIMUM HOURS OF WORK

During the fall and spring semester, a student **may not exceed 30 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 30 hour limit. **International students** are by law limited to **20 hours per week** during this time period. All students (including International students) may work up to 40 hours per week during the summer and the weeks that there is not a full schedule of classes.

SUMMER EMPLOYMENT

Students may work during the summer session even if they are not enrolled, however they must have been enrolled at UW-Whitewater the previous semester and have plans to be a continuing student at UW-Whitewater in the fall or new students who intend to enroll in the fall. All students must complete a Summer School Verification form. By law, Social Security & Medicare Tax deductions must be taken from student’s pay checks during the summer if they are not enrolled in classes. If there is a change, students should complete a new form and send to the HR office.

POSITION AVAILABILITY

Job postings for work-study and regular student positions can be found on HawkJobs at <http://www.uww.edu/career/hawkjobs.php>. The office of Financial Aid conducts a Job Fair each year. Both on- and off-campus employers are invited to attend and recruit employees. Positions are also listed via the Cable TV Channel 19 for regular payroll and off campus positions.

CLASSIFICATION LEVELS AND WAGE GUIDELINES

UW-Whitewater has established job classification guidelines including three levels of employment.

SA1 (Beginning)

General Characteristics:

- Minimum or no skills
- Close supervision with assistance readily available
- Limited independent decision making
- Work is routine and non-complex
- Duties are performed independently after training
- Responsibility limited to job task performance

Examples of this type of work:

Accounting Assistant/Clerk
Cashier/Clerk
Clerical Assistant
Library Assistant

SA2 (Intermediate)

General Characteristics:

- Relevant job related skills or training and/or prior experience necessary
- Some independent judgment and initiative within limits
- Supervisory responsibilities for limited activities
- Work of moderate difficulty and complexity requiring the exercise of discretion
- Less procedural in nature of the total operation and application of specialized knowledge

Examples of this type of work:

Graphic Artist/Illustrator
Research Assistant
Administrative Assistant
IT User Support Assistant
Web Development Assistant
Groundskeeping / Gardening

SA3 (Advanced)

General Characteristics:

- Advanced level of skills, training and/or job related experience
- Receives only general supervision
- Involves supervisory responsibilities for large or complex activities
- Considerable problem solving and decision making
- Significant consequence for error
- Responsible for specialized activity or whole operation
- May develop or recommend operating policy procedures

Examples of this type of work:

Computer Specialist
Network Administration Assistant
Program Manager
Lead Student Administrative Assistant
Faculty Assistant
Figure Model
Information Coordinator

SA6 (Salary Positions)

All students who are paid on a “salaried basis”, in a lump sum amount, will be classified as a Student Assistant 6. A justification is required before any students can be hired in a salaried position.

STUDENT ASSISTANT PAY TABLE

(as of 8/23/09)

Student employees will be hired at the salary minimum of the level to which the position is classified.

<u>LEVEL</u>	<u>PAY RANGE</u>	<u>MAX. INCR/YEAR</u>
SA1 (Beginning)	\$7.25 - \$8.45	.50
SA2 (Intermediate)	\$8.50 - \$9.70	.50
SA3 (Advanced)	\$9.75 - \$13.00	.50

SA6 Salaried (justification required)

Initial pay rates will be determined by the position classification level with new employees starting at the minimum pay of the classification level. Increases will follow the maximum annual total allowed. During the summer, the student may receive up to an additional \$1.00/hour. Hiring departments make the determination to provide or not provide the summer incentive increase.

CLASSIFICATION APPEALS

Classification appeals may be directed to the Director of Human Resources & Diversity for review. If the review is unsatisfactory, the Student Employment Advisory Committee (SEAC) may be contacted. The Student Employment Advisory Committee will make the final decision on all appeals. The SEAC is composed of the following officials: Co-Chairs: Director, Human Resources & Diversity and Assistant Chancellor for Student Affairs; one student selected by WSG; a representative from Human Resources and Diversity; a representative from Academic Affairs and representative from Financial Aid.

JOB DESCRIPTION RESPONSIBILITIES

Job description record keeping will be the responsibility of the individual departments for each position. A lengthy description is not necessary, a short paragraph outlining work duties and requirements is sufficient. For example, a clerk typist, level 1 position may be described as: Typing, answering phones, filing, and general office duties as assigned. Whereas a more complicated, level 3 position will require a more detailed description to justify the level of classification.

Extensive maintenance of the miscellaneous details for each position is not necessary. What is necessary is a current (reviewed annually) brief description for each position in each department be available, if necessary, to the Office of Human Resources & Diversity for auditing purposes. When an opening for a position arises, the individual department is responsible for providing this description for advertising purposes.

PAY INCREASES

A student is eligible for pay increases as the position responsibilities increase in combination with the discretion of the department supervisor. A student may not receive more than the maximum annual increase for the classification level. A transfer to another level typically starts at the salary minimum of the new level or the student's current rate, whichever is higher.

TRANSFERS

Employees transferring into another position in the same classification will start at the same wage as the previous position.

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 the Office of Human Resources & Diversity, Hyer Hall, Room 330 or at uww.edu/adminaff/hr.doc. UWS pay distribution policy (G32) states that student pay will be made by direct deposit. Earning statements will be available on-line on the UWW website.

CONDITIONS OF EMPLOYMENT

WORK SCHEDULING

Work schedules will be planned as equitably as possible, giving consideration to class schedules, performance and experience, and when these areas are equal, unit seniority can be considered. Seniority is based on total accumulated hours in the department. Student staffing may be reduced in proportion to the reduction of hours or workload during holiday and interim periods. Schedules should be kept as regular as possible.

Lunch and break periods are discussed with the supervisor upon hiring. Scheduling will be in accordance with department need.

A student employee who is unable to work his/her scheduled hours for unavoidable reasons, such as illness, is to inform the supervisor as soon as possible before the employee is scheduled to work. The student is responsible for the hours scheduled and in some instances may be responsible to find a reliable substitute for planned absences. Students are not required to work during scheduled exams if the times conflict with regular work hours.

Inability to resolve a schedule conflict because of classes may result in being dropped from employment. Supervisors are not obligated to permit student employees to make up hours missed because of illness, holidays, exams or any other reason.

NOTIFICATION OF CONTINUED EMPLOYMENT

Supervisors should notify students two (2) weeks in advance when employment will not be continuing the following semester due to reduced hours or conditions unrelated to the student's job performance. In the case of a special project, the student will be informed of the length of the project when hired and should be notified two (2) weeks prior to the end of the project.

Student employees should inform the supervisor two (2) weeks prior to the end of the semester if they will or will not be available for the next semester. Students who indicate availability for the next semester must report again during the registration period, or at a time specified by the supervisor. Failure to do so will be interpreted as a lack of interest in the position.

NEPOTISM POLICY

The University of Wisconsin system has many staff members who are members of the same family. Although there is no restriction regarding employment of relatives, there could be conflicts of interest in certain circumstances. In order to maintain fair and equitable procedures for everyone, one member of the family may not participate in the supervision or management of another employee who is a member of his or her family.

RIGHTS AND RESPONSIBILITIES

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. Forms for reporting such accidents and other helpful information can be found at:

<http://www.uww.edu/adminaffairs/riskmanagement/workcomp.html>.

WORK RULES AND DISCIPLINE

Engaging in one or more of the following forms of prohibited conduct by a student employee of the University of Wisconsin-Whitewater may result in disciplinary action ranging from a verbal or written reprimand to immediate discharge or University Non-Academic disciplinary action, depending on the form of misconduct and/or the number of infractions.

PROHIBITED CONDUCT

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 the 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 restricted 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.
- Making false or malicious statements concerning other employees, supervisors, students 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.

TERMINATION OF AN APPOINTMENT

Although student employees are not afforded the same safeguards from termination of employment that are afforded those on unclassified and classified employment, departmental supervisors should promote a fair and equitable procedure for employing students, monitoring training and performance and for termination.

1. Termination as a result of completion of assigned task: Often, students are employed to perform certain tasks for short periods of time. At the time of hiring, students should be advised of the approximate length of employment. Also, as the completion of the task nears, it is recommended that the student be notified of the termination date. Supervisors should keep records of work performance, completion of tasks and termination in the departmental student personnel folder for later reference.
2. Termination because of department budget: At the time of hiring, students should be informed if departmental budget considerations will affect hours of work or length of employment. Again, reasonable notice should be relayed to the student if funds become depleted.
3. The student has quit the position, ceases to be a UW-Whitewater student or is not enrolled for the required number of credits.
4. Termination as a result of unsatisfactory work performance and/or substance abuse and /or inappropriate actions or behavior: At the time of hiring, students should be advised of normal performance expectations to satisfactorily continue employment. If, however, a student's performance does not meet those expectations, such as poor work performance, inappropriate behavior/harassment and/or substance abuse, and after a reasonable time for improvement is allowed, supervisors may terminate the employment of the student.

5. Termination as a result of program abuse: Situations in which there is abuse of the employment program or in which fraudulent data is supplied by the student in order to obtain employment, may result in immediate suspension of employment. In addition, the details of the circumstances surrounding the incident may be forwarded to Human Resources and Diversity and the Dean of Students for possible additional university sanctions.
6. Loss or full utilization of work study award.

PLACEMENT OF STUDENT EMPLOYEES

All students paid through student payroll are limited to “on-campus” positions, unless the task performed requires being off-campus (such as van drivers or postal assistants) at some point in time. All exceptions must be approved in writing by the Human Resource Director prior to any agreements being made or contracts being signed.

No “off-campus” work study programs are approved except the America Reads program. Students may tutor in off-campus locations.

STUDENT EMPLOYEE GRIEVANCE PROCEDURE

Students who have been terminated have the option to appeal their termination through the Office of Human Resources & Diversity, Hyer Hall, Room 330.

HIRING PROCESS

All new student hires must complete the following forms:

- I-9 form
- W-4 form
- Selective Service Compliance form (for male students only)
- Direct Deposit form

Submit to HR:

- Hire Authorization form with names of all students being hired. The form requires the START date of the employment, which is needed for I-9 purposes.
- I-9, W-4, and direct deposit forms for the students listed on the Hire Authorization form, and Selective Service forms for all males.

HIRING AUTHORIZATIONS

When a student is hired, a Hire Authorization form must be completed by the supervisor.

- Be sure the Payment Funding Allocation (UDDS) is correct; N + 6 digit org number.
- Do not use nicknames. Use only the social security legal name.
- The “New Hire” box should be checked if the student has not worked for UW-Whitewater previously.
- Enter the Job Code (classification) that the student is assigned to.
- Enter the hourly rate of pay. New employees must start at the minimum of the Pay Range.

THE I-9 PROCESS

1. All student employees must complete an I-9 form within three (3) days of the start date of their employment. Non-compliance with this requirement can lead to termination.
2. The employee will complete Section 1, sign and date the form. The employee must produce documents to verify identity and employment eligibility. Only original documents can be used to complete Section 2 of the I-9 form.

**** IMPORTANT:**

If the student checks the second box (“A Lawful Permanent Resident”) they must also complete the UW1123 Alien Tax Information Request form. Students will come to Human Resources and Diversity to complete the form.

If the student checks the third box (“Alien Authorized to Work”) you should direct the student to the International Education and Programs Office in 2243 Andersen Library. The student will need to complete an International Tax Packet. Once completed, the student should bring the packet and the I-9 to Human Resources for completion. The department will be notified of the student’s eligibility to work.

3. The department (employer) will complete Section 2. Write the document name and other pertinent information on the lines provided for the document. Please attach copies of these documents when you send the form to the HR&D office.

**** For Payroll Purposes Only:** a copy of the student’s social security card is **required**. This ensures the correct spelling and social security number of the student being hired.

4. In the Certification section, the department (employer) must record the start date of the student’s employment. This date is used to verify compliance with the I-9 process.

Department representative needs to sign, print name and date the form. This form along with copies of documents and copy of the Social Security card will be sent to Human Resources & Diversity.

5. If a student says he/she has already filed an I-9, verify the I-9 on file by using the Student Payroll System. Under the “I-9 Selective Service” tab, you can VIEW-ONLY this screen, which will list the date if an I-9 is on file, and also includes selective service information.

6. A new I-9 should be completed whenever a former employee is rehired after any break in service and either there is no I-9 or the prior I-9 was completed more than three (3) years prior to the rehire. I-9’s are retained for three (3) years after the hire date or one (1) year after termination, **whichever is later**.

STUDENTS 17 YEARS OF AGE OR YOUNGER

Students 17 years of age or younger must have a WORK PERMIT on file with Human Resources & Diversity.

SELECTIVE SERVICE REGISTRATION COMPLIANCE

Effective February 1, 2003, the State requires that newly hired males between the ages of 18 and 26 must be registered with Selective Service before being hired by the State. 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 confirm that male students seeking employment who are 18 and not yet 26 have registered for Selective Service prior to being hired.

The Statement of Selective Service Compliance form (available on the web at: <http://www.uww.edu/adminaffairs/hr/forms/selectsercomp.doc>) 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. Go to <http://www.sss.gov> for more information about Selective Service and on-line registration.

APPOINTMENT/FUNDING CHANGES

PAY RATE CHANGE

A rate change does not dictate a new appointment. Send pay rate changes to stupay@uww.edu. Be sure to indicate the effective date of rate change, which must be at the beginning of a pay period, new hourly rate, student's name, social security number and UDDS code.

UDDS CHANGE

A change in UDDS does not dictate a new appointment. Send the request for UDDS changes to the stupay@uww.edu. Be sure to indicate the effective date of change, which must be at the beginning of a pay period, student's name, social security number, UDDS number that should be changed and the new UDDS number.

CHANGE FROM WORK-STUDY TO REGULAR PAY

Once the student runs out of work-study award, the Supervisor will not have to change the funding; it will automatically change to regular pay. **NOTE: The payroll system automatically defaults to Workstudy. Workstudy students will have their pay drawn from their award. The Supervisor needs to contact Financial Aid if they hire a student with Workstudy but want them paid out of Regular pay. If this is not done ALL earnings will be pulled from their award.**

TERMINATION OF APPOINTMENT

When the appointment of a student has been terminated, the Supervisor must complete a Hire Authorization/Change form and send to HR & D.

WHO DO I CONTACT?

HUMAN RESOURCES & DIVERSITY (x1024)

- Rate Changes
- Hires and Terminations
- Job Classifications and Descriptions
- Approval for Exceptions to Pay Rates and Classifications

FINANCIAL AID (x1130)

- Work-study Awards
- Splitting Work-Study Award Between Two (2) Jobs
- Advertising positions on Jobline
- Work-study awarded students paid Regular pay