

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.
- Be enrolled in an educational institution 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 & Diversity.
- International students are eligible for on-campus Regular Pay positions only and are limited by law to a maximum of 20 hours per week during the academic semesters.
- University policy prohibits the hiring of a student who is related to the faculty or staff member serving as the hiring authority for the position 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 hiring manager to ensure the hiring packet is completed accurately and in its entirety prior to submitting to Human Resources & Diversity. Please note that students may not work until all required forms are submitted to HR.

When hiring a student who has **not** previously been employed by the University, submit an online **Hire Request** via the Student Employment Tool (SET). A complete hiring packet consists of the following:

- Completed **I-9 Form** verifying the employment eligibility (including copies you made of the original documents).
- Completed **W-4 Form** for payroll tax purposes.
- Completed **Direct Deposit Form**. Per UW policy, all employees are required to receive their pay via direct deposit.
- Completed **Criminal Background Check** for student employees working with children, cash, and/or keys.

The process for hiring a student who has previously been employed by the university within a year is as follows:

- Submit a **Rehire Request** via the Student Employment Tool (SET).
 - If there has been a break in employment longer than one year, all new hire paperwork is required (I-9, W4, Direct Deposit form, and Criminal Background Check).
- **Hiring an international student:** Please refer to <http://www.uww.edu/Documents/adminaffairs/HR%20Diversity/Process%20for%20Hiring%20an%20International%20Student.pdf>

Student Employment Tool:

When a student is hired, the online form located on the Student Employment Tool must be completed by the hiring manager. When completing the Hire Request, please ensure that:

- Student's legal name is as it appears on their identification.

- New Hire box is checked if the student has not worked for UW-Whitewater previously.
- Funding org code is correct.
- Hourly rate of pay is entered.

Employment Eligibility Verification/Form I-9:

For the majority of students, the documents they need to obtain employment verification will be a U.S. Passport or Driver’s license and U.S. Social Security card. A complete list of acceptable documents is provided on page 9 of the Employment Eligibility Verification/Form I-9.

- All student employees must complete an I-9 Form on or before the start date of their employment. Non-compliance with this requirement can lead to termination.
- The student employee will complete Section 1, sign and date the form. The student employee must produce documents to verify identity and employment eligibility. Only original unexpired documents can be used to complete Section 2 of the I-9 Form.
- As the employer, the hiring manager 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 Human Resources & Diversity office.

Important:

If the student selects the third box, “A lawful permanent resident”, they must enter the number on their Permanent Resident Card in the space provided. They must also present the original card (not a copy) to the person verifying the I-9. The front and back of the card should be copied. The Permanent Resident Card may be used as their acceptable document for “List A” in Section 2 of the I-9 form.

If the student checks the fourth box, “An alien authorized to work until”, they need to enter the expiration date from the I-20 in the space provided. They must also complete item 2 by entering the number from their most recent I-94, and enter their Foreign Passport number and Country of Issuance. Their Foreign Passport may be used as one of their acceptable documents for “List A” of the I-9 form. However, they must also present their most recent I-94. Both documents should be listed in Section 2 of the I-9 form. The hire paperwork for these students should include the I-9, W-4, Direct Deposit, and legible copies of their Visa, I-20 (F1), DS-2019 (J1), I-94, Passport, and Social Security Card.

Students checking the fourth box will also need to complete their individual record in the GLACIER Online Tax Compliance System. This information will be provided to the student by their Payroll Coordinator in Human Resources.

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.

- In the Certification section, the hiring manager must record the start date of the student’s employment. This date is used to verify compliance with the I-9 process.

The hiring manager needs to sign, print their name and date the form. This form along with copies of documents and a copy of the Social Security Card will be forwarded to Human Resources & Diversity.

- If a student has already filed an I-9 form, verify that the I-9 Form is on file by using the online Student Employment tool search link. The dates of the I-9, W-4, and Direct Deposit form are stored in the Student Hire form under the Human Resources Checklist boxes.

To locate the Student Hire checklist, please follow the steps below:

1. Log into the Student Employment Tool with your Net ID and Password
 2. Click on the Search link under the HR Student Status Change menu
 3. Enter the student's last name and first name in the "Requested For" box and press enter or select the student's name from the auto populated list
 4. Click on the "search" button to look for all the existing forms that are associated with this particular student
 5. There are seven subheadings found under the Search Results. The different type of hire forms are listed under the "Request Type" column. Look for the request form titled, "Student Hire," and click on it.
 6. Scroll down the "New Student Hire Details" form to the "Human Resources Checklist" section. The dates for the I-9, W-4, Direct Deposit, CBC, and Selective Service are listed here. If there is no date listed on there then the student must complete all new hire paperwork on or before starting a new job.
- A new I-9 Form should be completed whenever a former employee is rehired after any break in service and either there is no I-9 on file, or if the break was for a year or more. I-9 forms are retained for three years after the hire date or one year after termination, whichever is later.

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.

Staff within Human Resources & Diversity will conduct the criminal background check. To request this service from Human Resources & Diversity, hiring managers must require the prospective employee(s) to complete the Criminal Background Check General Consent Form.

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 may work up to 40 hours per week during the summer and the weeks when there is not a full schedule of classes. Please refer to the ACA Calendar at: <http://www.uww.edu/Documents/adminaffairs/HR%20Diversity/2016-17%20Student%20Payroll%20ACA%20Calendar.xlsx>.

If a student has financial hardship and needs to work over 25 hours a week, they should contact the office of Human Resources & Diversity to see if an exception can be granted.

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.

*Please refer to the UW System website for more summer employment details, <https://www.wisconsin.edu/financial-administration/financial-administrative-policies-procedures/gapp-numeric-index/g18-employment-of-student-help/>.

* An acceptance letter is only valid if the student is going to be a new freshman or transfer student in the fall term and has not yet attended orientation (Plan-It Purple session in the summer).

Notes:

- Depending upon the dates of employment, all non UW-Whitewater students are required to provide a summer and/or fall class schedule to HR&D as proof of enrollment.
- By law, Social Security and Medicare tax deductions will be taken from the student's paychecks during the summer if they are not enrolled in classes. If there is a change in enrollment status, students must notify Human Resources & Diversity immediately.
- Any student who graduates at the end of the Spring semester is terminated, unless they are returning as a graduate student in the summer and/or fall term. If they are not returning as a student, they may be rehired as a USTE (University Staff Temporary Employee). The hiring manager must contact Human Resources & Diversity to initiate this process.

Students Who End Enrollment:

Any student who graduates, ends enrollment, or drops below half-time enrollment and remains employed on campus must be transferred from the student payroll to a Limited Term Employee (LTE) status. The hiring manager is responsible to initiate this change with Human Resources & Diversity. It is the student's responsibility to notify their supervisor should they drop below half-time student status.

Student end appointments are processed online through the Student Employment Tool. If an end appointment is entered after the student has graduated, please contact HR Student Payroll to request the appropriate process.

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.

Promoting Available Student Jobs:

When hiring managers identify available positions, they are highly encouraged to advertise their available position(s) on Hawk Jobs. Hawk Jobs is UW-Whitewater's online job board for students. As such, Hawk Jobs serves as the sole centralized listing of employment opportunities, thereby creating a fair method for students to become aware of the opportunity to work on-campus. There are two simple ways to post a job on Hawk Jobs. Simply forward the written job announcement and application instructions to Career@uww.edu, and the staff within Career & Leadership Development will post the job for you. For those managers who wish to post the job themselves, contact Career & Leadership Development at career@uww.edu or 262-472-1471 and the staff will assist you in establishing an account.

CLASSIFICATION AND WAGE GUIDELINES

There are two types of pay for student employment:

- **Federal Work Study:** Federal Work Study is a need-based aid program that is awarded to students who have demonstrated financial need. This program is available to citizens or permanent residents of the United States. Students who receive a Federal Work Study allocation as part of the financial aid package are eligible to apply for Work Study jobs on campus. Students can earn up to the amount listed on their award letter. Individuals with questions about Work Study should contact the Financial Aid Office, (262) 472-1130.
- **Regular Pay:** The majority of student employees on campus fall into this category. Regular Pay means that the student does not receive Federal Work Study, therefore 100% of the earnings are charged directly to the hiring department.

Classification Levels and Wage Guidelines:

The hourly wage for student employees ranges from \$7.25 per hour to \$13.00 per hour. It is the responsibility of the hiring department to ensure that students are paid equitably for the same level of work. In order to ensure that this is the case, departments should:

- Develop and utilize job titles and description of duties for all student employees. The following Beginning, Intermediate and Advanced classification levels will serve as guidance to hiring managers when establishing the level.

- Determine a starting wage for all student positions. The department has the authority to establish the starting hourly wage within the range of pay for each classification level. However, it is important that the starting hourly wage be consistent for all students hired by the department within each classification level.
- Develop a fair departmental policy on raises/pay increases, and apply this policy in a consistent manner.
- Maintain records and be able to justify that starting wages and raises are done in a manner that is fair and equitable for all student employees.
- When requested by Human Resources & Diversity, provide documentation demonstrating that the department maintains fair and equitable practices in their payment of all student employees.

General Starting Hourly Wage Range \$7.25-\$10.00 per Hour

General Position Characteristics:

- Minimum or no experience necessary
- Close supervision with assistance readily available
- Limited independent decision making
- Work is routine and not complex
- Duties are performed independently after training
- Responsibility is limited to task performance

Examples of General Positions:

- Receptionist/Desk Attendant
- Accounting Assistant/Clerk
- Cashier/Clerk
- Clerical Assistant
- Library or Lab Assistant

Intermediate Starting Hourly Wage Range \$9.00-\$12.00 per Hour General Intermediate Position Characteristics:

- Relevant job-related skills or training, and/or prior experience is necessary
- Some independent judgement and initiative within limits
- Supervisory responsibilities for limited activities
- Work of moderate difficulty and complexity requiring exercise of discretion
- Application of specialized knowledge, and less procedural in nature to the total operation.

Examples of Intermediate Positions:

- Graphic Artist/Illustrator
- Research Assistant
- Administrative or Clerical Assistant
- IT User Support Assistant

- Web Development

Specialized Starting Hourly Wage Range \$11.00-\$13.00 per Hour

Specialized Position 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 Specialized Positions:

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

Changes in Student Appointments (request is made via the Student Employment Tool):

Pay Increases (All pay raises must be effective at the beginning of a pay period)

Departments may, but are not required to, give a pay increase (raise) to student employees for length of service or quality of work performed. It is the responsibility of the department to establish clear and consistent guidelines on how pay increases will be determined. The campus maintains the following policy regarding student employment pay increases:

- The minimum pay increase per term is approximately \$.25 per hour.
- Pay increases are for permanent change in hourly wage only. However, in order to offer competitive wages during the summer months, departments are allowed to pay students up to \$1.00 per hour more than their hourly wage during the academic year. It is the responsibility of the department to enter both the start and end date of the summer incentive on the Student Employment Tool change form. If indefinite is marked for an end date, it will be considered a permanent wage change.
- Pay increase requests are for future dates only. There will be no retroactive or backdated changes in hourly wages.
- Departments should maintain records to be able to verify that starting pay and pay increases are consistent with the department's guidelines, thereby ensuring that hourly pay is fair and equitable for all student employees.
- Departments may request an exception to the amount and timing of raises by submitting a written plan to the Director of Human Resources & Diversity.

Funding Change (All funding changes must be effective at the beginning of a pay period):

Departments may request a change in funding source for student employees at any time during the year. All changes will be made for future pay periods and are not retroactive. Please refer to the pay calendar for pay period dates.

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.

Recommended Breaks:

For work shifts exceeding six hours it is recommended that the manager give the student employee a 30-minute, unpaid leave. If students are scheduled for an eight hour shift, a 30-minute break is required.

Overtime:

Students are not eligible to work overtime.

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.

Job Descriptions:

While it is encouraged to have written job expectations for student employees, departments should not create and use contracts with students. Students may sign off on a job expectation indicating they understand the expectations of the job, however this expectation sheet should not include pay or remuneration for work performed.

Departments are highly encouraged to develop a job description for all student positions. A position description is required for all work study employees. A well-written job description helps the manager recruit qualified applicants and helps the student clearly understand what is expected of them. Once developed, it is the department's responsibility to keep record of these job descriptions. Federal guidelines require that all Work Study funded positions have a written job description. It is the responsibility of the hiring department to maintain job descriptions for all Work Study and Regular Pay positions.

Items to include in a job description:

- Position title.
- Name of department.
- Name and title of supervisor.

- Qualifications or requirements (this may include prior experience, courses taken that will qualify an individual for a specific job, knowledge/skill needed, minimum grade point average, etc.).
- Start and end dates for the role.
- Number of work hours per week. Include specific days and hours needed if applicable.
- Wage classification and rate of pay
- Application deadline and procedure.
- ~~Contact person and title, as well as how to best reach that person for questions.~~

Cancellation or Termination of Employment:

The following are reasons why a student employment position may be terminated:

- The job ends, either permanently or due to the end of the school year or summer session.
- There is no longer the budget to support the position.
- The student employee is no longer enrolled at the university.
- Unsatisfactory performance. The following are examples of unsatisfactory performance and do not constitute a full list of behavior that may result in termination:
 - Falsifying time records. ○ Stealing resources. ○ Poor work performance. ○ Consistently not following directions. ○ Insubordination.
 - Working at home without supervisor approval. ○ No call, no show. ○ Working while under the influence of alcohol or illegal drugs.
 - Any other misconduct deemed inappropriate by the supervisor.
- Please note that UW-Whitewater is an at-will employer and at any time the student employee may be terminated.
- Student employment positions are exempt from Unemployment Compensation.
- Unless the behavior is so egregious that immediate termination is the result, termination for unsatisfactory performance should not come as a surprise to the student. Supervisors should have a conversation with student employee making clear the behavioral expectations, thereby giving the student employee the opportunity to improve their performance in the role.
- The decision of the supervisor is final, there is no appeal process for the student employee who is terminated.
- When the appointment of a student has been terminated, the supervisor must complete an End Appointment Change through the online Student Employment Tool and submit to Human Resources & Diversity immediately.

Work Rules Discipline

Engaging in one of 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.

Supervisors with questions about how to address behavioral issues identified below should contact one or a combination of the following offices:

- Human Resources & Diversity
- University Police Services
- Dean of Students (Non-Academic Misconduct, Chapter 17 of the UW System Administrative Code)

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: May, 2016
Student Employment Program Advisory Committee