

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 successfully deliver programs and services to our clients. Annually, the University spends approximately \$4.5 million to employ about 2,500 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 roughly 20% of our student population 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.

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:

1. 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.
2. 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.
3. 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.

4. Students 17 years of age or younger must have a Work Permit on file with Human Resources & Diversity.

Hiring & Paying Students

Hiring Process:

It is the responsibility of the hiring manager to complete the hiring packet accurately and in its entirety prior to submitting to Human Resources & Diversity. All incomplete packets will be returned to the hiring manager for completion.

When hiring a new student, a completed hiring packet consists of the following forms:

- Completed **Hire Authorization Form** with the full name of each student being hired.
- 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 **Selective Service Compliance Form** for male students only.
- 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.
- Completed **Criminal Background Check** for student employees working with children, cash, or keys.

When hiring a student who has been employed by the campus previously, consists of the following items:

- Completed **Hire Authorization Form** (hourly) with the full name of each student being hired **OR**
- Completed **Hire Authorization Form** (lump-sum) with the full name of each student being hired. Students will need to submit new W-4 or Direct Deposit forms to HR if anything has changed from a previous position.

Hire Authorization Form:

When a student is hired, a Hire Authorization Form must be completed by the hiring manager. When completing the Hire Authorization Form, please ensure that...

- Payment Funding Allocation (UDDS) is correct.
- 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.
- Job Code (classification) that the student is assigned to is entered.
- 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 4 of the Employment Eligibility policy.

1. All student employees must complete an I-9 Form before the start date of their employment. Non-compliance with this requirement can lead to termination.

2. 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 documents can be used to complete Section 2 of the I-9 Form.

Important:

If the student selects the second box, "A Lawful Permanent Resident", they must also complete the UW1123 Alien Tax Information Request Form. Students must go to Human Resources & Diversity to complete this form.

If the student checks the third box, "Alien Authorized to Work", the hiring supervisor should direct the student to Global Education. At Global Education, 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 & Diversity for completion. The department will be notified of the student's eligibility to work.

3. 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.

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 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.

5. If a student says she/he has already filed an I-9 form, verify that the I-9 Form is 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 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 was completed more than three years prior to the rehire. 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 26 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:

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 per week limit. Due to their "F" Visa status, 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 summer and the weeks that there is not a full schedule of classes.

Hiring During the Summer:

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 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 complete a new Hire Authorization Form and submit to Human Resources & Diversity.

Any student who graduates at the end of the Spring semester 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.

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 student pay will be made by direct deposit. Earning statements will be available on-line on the UWW website. 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 are beginning to identify student applicants for 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 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 and the staff will assist you in establishing an account.

CLASSIFICATION AND WAGE GUIDELINES

There are three types of pay for student employment:

1. **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 a part of the financial aid package are eligible to apply for jobs on campus. Students can earn up to the amount listed on their Award Letter.
2. **Regular Pay (Hourly):** 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.
3. **Regular Pay (Lump Sum):** Certain student employment positions may be paid on a lump sum basis. Lump sum means that the student receives a payment of money for work that requires...
 - a. Irregular working hours, so that time card record keeping is impractical.
 - b. No direct relationship exists between effort and hours worked.
 - c. The position requires the student employee perform in a semi- or para-professional role.

Prior to hiring, managers must justify that a lump sum payment is necessary and obtain prior approval from the Director Human Resources & Diversity is required before a student can be paid in a lump sum manner.

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 of the 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 fair and consistent departmental policy on raises/pay increases.
- 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 Characteristics:

- Minimum or no experience
- Close supervision with assistance readily available
- Limited independent decision making
- Work is routine and non-complex

- Duties are performed independently after training
- Responsibility is limited to task performance

Examples of this type of work:

Accounting Assistant/Clerk
 Cashier/Clerk
 Clerical Assistant
 Library or Lab Assistant

Intermediate Starting Hourly Wage Range \$9.00-\$12.00 per Hour

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 or Clerical Assistant
 IT User Support Assistant
 Web Development
 Groundskeeper/Gardening

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

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 Programmer
 Network Administration Assistant
 Program Manager
 Lead Student Administrative Assistant
 Faculty Assistant
 Figure Model

Changes in Student Appointments:

Pay Increases (Pay Raise)

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:

- It is the responsibility of the hiring department to request pay increases. All pay increases may only be requested at the beginning of the Fall, Spring, and Summer terms. Human Resources & Diversity will establish and communicate to hiring managers a deadline for requests for each term, and will not consider additional requests until the following term.
- The minimum pay increase per term is limited to \$.25 per hour.
- Pay increases are for permanent change in hourly wage only.
- In order to offer competitive wages during the summer months, departments are allowed to pay students up to \$1.00 per hour higher than their hourly wage during the academic year. However it is the responsibility of the department to notify Human Resources & Diversity in advance of summer employment and at the conclusion of summer employment to add and subtract the hourly wage respectively. The student will be paid the higher wage until Human Resources & Diversity is notified.
- 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.

Classification Level Change:

Based on departmental needs managers may change the level off classification of a student employee any time during a term. In order to do so the manager must submit to Human Resources & Diversity a justification for the change. All changes will be made for future pay periods and are not retroactive.

Source of Funding Change:

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

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. Managers must give each student employee a copy of the handout “You Are a Mandated Reporter”.

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 report 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 for 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:

Departments should develop a job description for all student positions. A well-written job description helps the hiring 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 descriptions. All Work Study positions require a written job description.

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.
- 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 Form 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 Non-Academic 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.