

STUDENT

EMPLOYMENT

MANUAL

2007- 2008

FOR STUDENTS AND SUPERVISORS

STUDENT EMPLOYMENT MANUAL 2007-2008

This manual is designed to help students and supervisors better understand student employment policies at Buena Vista University. The guidelines it sets forth will clarify the working relationship between the student and the supervisor to promote better communication. It is our hope that the students' employment will be a rewarding experience.

The student employment program is designed to meet students' need for financial aid while providing an opportunity to develop excellent work habits and job skills. It also helps supplement the necessary support needed by offices and programs on campus. Other than specific job skills, good work habits such as timeliness, efficiency, customer service, politeness, honesty, and initiative can be cultivated in student employees, which will be of benefit in a chosen career.

Students may participate in the campus employment program if the Office of Financial Assistance has provided them with a federal work-study award.

STUDENT EMPLOYMENT PHILOSOPHY

The emphasis of student employment at Buena Vista University is focused on the benefits to the students and to the university.

- Employment is an important source of financial assistance to the student.
- Work experience is important for the achievement of future career goals.
- The university's commitment to educating students is advanced through student employment. An essential knowledge of work ethics and responsibility is gained through work.
- Services vital to the operation of the college are provided at a feasible and practical cost through student employment.

EMPLOYMENT OPPORTUNITIES

Student employment opportunities may be either with departments on campus or for community service agencies off campus. Positions on campus range from clerical work to officiating games with the intramural program. Positions off campus include supervision of elementary school children,

working with a local law enforcement agency, working at a local art gallery, or daycare center. Students working off campus must secure transportation.

A **Job Fair** will be held in the Dows Conference Center, Siebens Forum, during the first week of fall. The Job Fair provides an opportunity for employers and students to discuss position openings. Eligible students should take their class schedule to discuss suitable work hours. Also, first year work-study employees are required to have federal and state W-4 Tax Withholding Forms and an I-9 Form on file with our payroll staff.

In addition to the Job Fair, a listing of available jobs will be posted in the Office of Financial Assistance throughout the year. It is the student's responsibility to make employment contacts and interview for a position. If the student is having difficulty securing employment, or if he/she is unable to or fails to attend the Job Fair, the Office of Financial Assistance will be happy to assist.

STUDENT RESPONSIBILITIES

- If this is your first job on campus, complete the federal and state W-4 Tax Withholding and I-9 Form. **THIS IS IMPORTANT.** A picture ID along with a social security card or birth certificate is needed to complete these forms. A timesheet **cannot** be issued until these forms are completed. **Students are NOT to work without being issued a timesheet.**
- Report for work as scheduled and on time.
- Personally contact your supervisor if you will be absent due to illness as early in the workday as possible or according to the supervisor's instructions.
- Contact a supervisor at least 24 hours in advance or according to the supervisor's instructions to rearrange a work schedule for any reason.
- Create some interest in your job; complete all work to the best of your abilities; ask questions; use time well; avoid socializing on the job; use the telephone for University business only; be courteous at all times to your supervisor, co-workers, faculty, staff, other students, and guests of the University; dress appropriately on the job (the supervisor will define appropriate dress for your position).

- Complete a class-work schedule for the supervisor at the beginning of each semester.
- Never work during a scheduled class time unless the class has been cancelled.
- Act in a professional manner concerning confidentiality of student and college records that you may have access to as part of your job assignments.
- Follow procedures and meet expectations set forth by individual supervisors.
- Understand that your supervisor may terminate your employment with the department, if, after discussing the situation with you AND providing you with written notice of your performance, your work remains unsatisfactory.
- Understand that your supervisor may discharge you from employment without first issuing a warning. Reasons for dismissal include, but are not limited to: failure to report to work without notice, any breach of confidentiality, extreme misconduct, or requesting payment for hours not actually worked. These may be reasons for elimination of the full work-study award.
- Record your total earnings, making sure that you do not go over your total award amount. The supervisor, as well as the Work-Study Coordinator, will also monitor total student earnings. You must stop working upon earning the full amount of your authorized award, unless other funding arrangements have been made with the supervisor.
- Discuss any work related problems you experience (schedules, job expectations, not enough hours, etc.) with your supervisor. If you and your supervisor cannot resolve the problem, contact the Work-Study Coordinator.

SUPERVISOR'S RESPONSIBILITIES

- Be sure the student is eligible for work-study **BEFORE** letting them begin work. A student must be eligible for work-study and have a signed contract on file, and must have Federal and Iowa W-4 Tax Withholding Form and an I-9 Form on file in the Payroll Office. A

timesheet will not be issued unless these forms are completed. A student **CANNOT** work without a timesheet.

- Prepare a formal written job description that includes all job duties, responsibilities, and standards of appropriate working attire to their student employees.
- Provide training, counseling and supervision for your student employees. This should include appropriate phone etiquette, when necessary.
- Schedule student employees to work not more than 8 hours per day or 40 hours per week during periods when classes are in session or not more than 8 hours per day and 40 hours per week during break periods such as Thanksgiving, Christmas, or Mid-Term breaks. **Students are not to work during scheduled class times, unless the class has been cancelled. It will be your responsibility to know the students schedule. ABSOLUTELY NO OVERTIME WITHOUT APPROVAL FROM YOUR DEPARTMENT VICE-PRESIDENT.**
- Make an effort to work with any student employee who is not performing up to an expected level of performance. Resolve difficulties with a student employee first by discussing the situation with the student AND providing the student with a written memo or letter informing the student of your reasons for dissatisfaction with his or her performance, detailing what needs to improve, and if necessary, your intention to dismiss the student. Provide a copy of the memo or letter to the Work-Study Coordinator.
- Inform students of all special safety considerations pertaining to their job and work environment.
- Provide protective covering for all students if the nature of the job is such that personal attire may be damaged.
- Monitor number of hours each student works to ensure students do not earn more than awarded and to insure students are given the opportunity to earn their awarded amounts. A bi-weekly report is sent from the Office of Financial Assistance to assist in monitoring hours.
- If it appears that the student desires to earn their full award but can not reach that goal within the current position, the Work-Study

Coordinator is to be contacted so an additional opportunity can be found for the student: **WE WANT THE STUDENT TO HAVE THE OPPORTUNITY TO EARN THEIR FULL AWARD.**

- Take time to foster good work habits and good job skills in student employees. Make an effort to work with a student employee who is not performing at an expected level. Follow the discipline procedure as a means of student development and communication.
- Assist students in properly completing timesheets. Timesheets are issued on a bi-weekly basis prior to the beginning of the pay period. Student's hours should be recorded on a DAILY basis, in ink. Specific date, time-in and time-out, and actual hours and minutes must be recorded. It is your responsibility to know that what you are signing is accurate. Any identified abuses of the program will be charged back to the department. Both student and supervisor signatures should be included before turning in a timesheet. **TIMESHEETS SHOULD BE TURNED INTO THE PAYROLL OFFICE BY 12:00 PM ON OR BEFORE THE DUE DATE.**
- If a department uses the electronic timekeeper program, the supervisor needs to approve the student's time worked. The supervisor will receive an email from Human Resources reminding them to approve the student's time. The student must also approve their time. If this isn't done Human Resources will email a reminder to the student.

FINANCIAL ASSISTANCE RESPONSIBILITIES

The Office of Financial Assistance and the Work-Study Coordinator will:

- Make employment opportunities available to qualified students and arrange for students to be referred to such positions.
- Send written communication to students and supervisors, enclosing information as to the total amount of the work award, approximate weekly hours, the pay scale, job title, and to-date earnings.
- Maintain an updated job listing throughout the academic year for current students for job opportunities.
- Assist in any disciplinary actions that need to be taken.

STUDENT PAYROLL SCHEDULE

<u>Timesheets Due</u>	<u>Payroll Dates</u>	<u>Timesheets Due</u>	<u>Payroll Dates</u>
September 10	September 21	February 25	March 7
September 24	October 5	March 10	March 21
October 8	October 19	March 24	April 4
October 22	November 2	April 7	April 18
November 5	November 16	April 21	May 2
November 19	November 30	May 5	May 16
December 3	December 14	May 19	May 30
December 17	December 21		
December 31	January 11		
January 14	January 25		
January 28	February 8		
February 11	February 22		

Timesheets received by Human Resources after the due date will be processed with the following payroll. Please note the last day for submitting work-study timesheets for the 2007-2008 year is 5/22/06. Departments will pay full wage for timesheets received after 5/22/06.

PAYROLL PROCEDURES

Students are paid every other week on Fridays.

Timesheets will be sent to the supervisor. They are to be completed accurately in ink on a daily basis. Specific date, time-in and time-out, and actual hours and minutes must be recorded. Both the student and the supervisor must sign the timesheets before they are turned in to Human Resources by 12:00 pm on the due date. (See the due date schedule.)

A student work-study timesheet is a legal document recording hours worked. It is a supervisor's responsibility to insure the hours listed on the timesheet were actually worked by the student. Any payment made that is proven later to be fraudulent (with supervisor knowledge) will be charged to the department. Both the supervisor and the student should agree to these hours. Once a student or supervisor has signed the timesheet, no changes can be made to the hours worked (with the exception of a mathematical correction) unless agreed to by both student and supervisor. Changes should be made

by crossing out the incorrect date and initialing the mark (both supervisor and student) or by adding data, again initialed by both student and supervisor.

Paychecks may be picked up at the Business Office after 8:00 a.m. on payday. A picture ID may be necessary. Students also have the option of having direct deposit to their checking or savings account.

Paychecks will **not** be issued early. You have the option of direct deposit.

Work-Study earnings are taxable. Students are issued W-2 Wage and Income Statements by Human Resources by January 31. Whether or not taxes must be paid depends on the student's total income for the year.

TIMESHEETS

Timesheets are sent to student employment supervisors before the beginning of the time period. If a supervisor does not receive a timesheet for a student worker he/she should check with the student to see if all the required paperwork has been submitted to the Payroll Office and to the Office of Financial Assistance. **Remember....students should not work unless there has been a timesheet issued for them.** The supervisor must check with the Work-Study Coordinator if a timesheet has not been issued and the student has been working.

If a student is no longer working, the supervisor should notify the Work-Study Coordinator.

These are the only color of timesheets that should be used: Blue, Yellow, Purple, and Pink.

DO NOT HOLD TIMESHEETS – THEY ARE TO BE COMPLETED AND TURNED IN ON DATES DUE.

STUDENT EMPLOYEE DISCIPLINE PROCEDURE

In order for student employment to be a legitimate resource on campus, certain procedures must be put in place to ensure accountability. One such procedure is the disciplining of student employees that are not productive and cooperative. Student workers must realize that with any job there are certain expectations. If expectations are not achieved, workers run the risk

of not only losing their job, but also jeopardizing their opportunities for future employment.

A discipline procedure should not create animosity between the student employee and the supervisor but should be used as a tool for communication. It is important to emphasize to students and supervisors the importance of discussing problems informally before beginning a formal process. The following process incorporates both an informal procedure and a formal procedure for supervisors to follow. As stated earlier a student can be discharged without beginning an informal process.

INFORMAL WARNING

An informal warning consists of a verbal indication that the student is not performing to expectations and termination could result. It is best to document this meeting, having the student sign the documentation, acknowledging that he/she is aware of the action being taken.

WRITTEN WARNING

If after the informal warning, the student's behavior does not meet expectations, a written warning should be issued stating that any further infractions will result in termination. The student must sign the written warning with the understanding that he/she is aware of the consequences of the formal warning, that he/she has had the opportunity to refute the warning, and that he/she is aware that further negligence on his/her part will result in termination. A copy of the warning and rebuttal must be sent to the Work-Study Coordinator.

FORMAL TERMINATION

After the written warning, a formal, written termination may be issued if performance does not improve. A copy of the termination must be sent to the Work-Study Coordinator who will keep it on file. A copy may be sent to any supervisor requesting to hire the student for the remainder of the academic year.

BUENA VISTA UNIVERSITY STUDENT EMPLOYMENT PROGRAM

CONFIDENTIALITY AWARENESS AND COMPLIANCE STATEMENT

Administrative office workers regularly come into contact with information and/or material, which is confidential (i.e. grades, evaluations, test scores, appointments, letters of recommendation, phone or personal messages, student accounts, and financial information). Even though every effort will be made to limit nonessential contact with such material, it is inevitable. Students may also be left alone with responsibility for the management of an office.

Files or other material containing confidential information should be opened on an “as needed” basis, not for reasons of personal curiosity. Questions regarding such information should be referred to a staff member. **CONFIDENTIAL INFORMATION MUST NOT BE SHARED IN ANY MANNER WITH ANYONE OTHER THAN YOUR SUPERVISOR.**

Any breach of this policy is grounds for immediate dismissal from the student’s employment position. All other penalties as stated in the Student Employment Handbook regarding dismissal will apply.

I HAVE READ THE ABOVE POLICY AND I UNDERSTAND BOTH THE RESTRICTIONS OF THE POLICY AND THE CONSEQUENCES SHOULD I VIOLATE ITS PROVISIONS.

(Print Name)

(Signature)

(Date)

(Supervisor’s Signature)

(Date)

(Department)

**GUIDELINES REGARDING TERMINATION
OF WORK-STUDY STUDENTS**

1. The department supervisor must notify the student of termination from his/her department.
2. The department supervisor must complete a termination notice and return it to the work-study coordinator. Reasons for the termination should be listed on the notice.
3. The student should contact the Work-Study Coordinator to determine if another department is an option.

TERMINATION NOTICE

I wish to terminate the contract of _____.

This student has _____

and we no longer wish to employ him/her in our department.

NAME _____

DEPT _____

DATE _____