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# Student Employee Handbook

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The most current edition of this handbook, including revisions and updates, is available on the Financial Aid website at [www.uwsuper.edu/finaid](http://www.uwsuper.edu/finaid) under the "Student Employment" link.

# **Student Employment Handbook 2011-2012**

*Revised July 2011*

The information in this handbook is designed to help the student employee understand the policies, rules and regulations established for all student employees of the University of Wisconsin-Superior. It provides answers to many questions regarding the student's benefits, rights and responsibilities. Student employees are responsible for reviewing the handbook for updates and revisions at the beginning of every academic year as well as reading the Student Digest for updates.

## **Table of Contents**

Student Employment General Information .....	2
Types of Employment .....	2
Basic Student Employment Eligibility .....	3
Work-Study Earning Periods .....	3
Employment Contract.....	3
New-Hire Paperwork .....	4
Continuing Student Paperwork .....	4
Hours of Work Allowed.....	5
Accessing the Web Clock to Recording Time.....	5
Payroll Process .....	6
W2's .....	6
Garnishments.....	6
Wage Increases .....	7
Required Training.....	7
Job Description .....	7
Evaluations .....	7
Student Responsibilities.....	8
Prohibited Conduct.....	9
Termination Policy.....	11
Grievance Procedure .....	11
Unemployment Insurance .....	11
Employee Benefits .....	11

## **Student Employment General Information**

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The University of Wisconsin-Superior will not tolerate discriminatory conduct or sexual harassment by University employees, including administrators, faculty, staff, or by students. To the extent that demeaning or intimidating conduct increases the likelihood for physical violence or breach of the peace, it is contrary to the basic purpose of the University. Employees who engage in discriminatory or sexually harassing conduct as defined in this policy or who retaliate against those filing or assisting in the filing of complaints of discriminatory conduct or sexual harassment, or students who engage in conduct prohibited under chs. UWS 17 or 18, Wis. Adm. Code, will be subject to appropriate disciplinary actions. For additional information contact the Affirmative Action Office at 715-394-8365.

### **Types of Employment**

There are two types of student employment: Federal College Work-Study and Student Assist. Students may work under both programs simultaneously.

**Federal College Work-Study** (FCWS) is federal student aid based on need and awarded as part of the total financial aid package. Students must apply for work-study by completing the FAFSA (Free Application for Federal Student Aid) each year. Interest in work must be indicated on the FAFSA. To receive a summer work-study award, students must fill out a summer aid application (available in March) in the Financial Aid Office by the applicable due date.

Students placed on financial aid suspension must cease work-study employment immediately. A Petition for Reinstatement (mailed to the student) must be completed and returned to the Financial Aid Office. If the petition is approved, the student may resume working; if denied, the student is no longer eligible for work-study.

Other financial aid adjustments may also affect a student's work-study award.

International students are not eligible for federal work-study.

**Student Assist** is non-federal student employment that allows a student to work on campus. It is not considered part of the financial aid package. Any student who meets the basic student employment eligibility requirements (below) may work as a student assist.

## **Basic Student Employment Eligibility**

To be eligible for student employment during the Academic Year, a student must be enrolled at least half time (6 undergraduate or 4.5 graduate credits) at UW-Superior for the current semester. Exceptions are made for seniors in the last semester before their graduation. A student working on an “incomplete” only for the semester does not qualify for student employment. A student who has terminated enrollment, graduated, transferred, withdrawn, or been academically suspended is no longer eligible for employment; the last day of enrollment must also be the last day of employment.

To be eligible for student employment during the summer, a student must be either:

- enrolled at least half time in Summer College, or
- pre-registered (at least halftime at UW-Superior) for the coming fall semester.

Under special circumstances a UWS student who does not meet the enrollment/pre-registration requirements may seek permission to work by completing a Permission to Work form, available in the Financial Aid Office and online. Permission may be granted, on an exception basis, by the Financial Aid Office. In such cases, students will likely lose their FICA exemption. Students who are not able to register due to a moderate outstanding balance on their account are advised to complete this form.

## **Work-Study Earning Periods**

A student with an academic year work-study award for 2011-12 may begin earning it on August 28, 2011 and continue earning it through May 19, 2012 provided that he/she meets the enrollment requirements for basic student employment eligibility and that the department has sufficient funds available. Summer work study awards may be earned from May 20, 2012 to August 25, 2012.

A student’s work-study award for the academic year is divided into semesters. Students who earn their fall semester award prior to the end of the fall semester may begin earning their spring semester award as long as they are pre-registered or can provide satisfactory proof of their intent to attend in the spring.

The student employment calendar, found online at [www.uwsuper.edu/finaid](http://www.uwsuper.edu/finaid) under “Student Employment” details the earning period dates for the academic year and the summer session.

## **Employment Contract**

The contract is the official record of the student’s rate of pay and dates of employment. It is the policy of this campus that a student employment relationship does not exist without a written, signed contract. A student may not begin working until a contract has been completed, processed and approved by the student employment coordinator in the Financial Aid Office, Old Main 110.

Contracts must be signed by the student, the supervisor(s), and the account custodian. Students must complete the “Student Information” side of the contract.

### **New-Hire Paperwork**

All new student employees must complete a criminal background check (CBC) form. Background checks are conducted by the Human Resources Office. New students must also complete an I-9, W-4, and Direct Deposit form for student payroll (additional paperwork may be necessary). All forms are available in the Financial Aid Office and [online](#). All student employment paperwork should be submitted to the student employment coordinator within three days from the date of hire. At the time paperwork is submitted, the student will be given a Payroll Schedule and informed about the online Student Employment Handbook. New student employees must bring their original driver’s license, social security card or birth certificate (or other acceptable documents, as per the I-9 form) to the Financial Aid Office, Main 110, to be photocopied. International students must bring their passport, visa, I-94, I-20 and U.S. Social Security card and complete the international tax paperwork before a contract will be processed. International students who show proof of having applied for a social security number will be put on a temporary payroll ID and allowed to start working, provided that there is enough time for the card to arrive before the end of the calendar year.

**Students may not begin working until all paperwork is complete and the student employment coordinator has indicated that employment may begin.**

Students who are new to a department must complete a [Confidentiality Form](#) with their department/area supervisor. This form, once completed, should be housed in the student’s home employment area.

Effective February 1, 2003 all male students must complete the [Statement of Selective Service form](#) before an offer for student employment can be made.

### **Continuing Student Paperwork**

Continuing students should stop in the Financial Aid Office and update their student employment file with any address changes for payroll purposes. Direct deposit forms and tax withholding forms should also be updated when changes occur. Some tax forms are only valid during the year of filing and must be renewed annually. Those students requiring renewal will be notified.

Students who have had a 12 month break in employment must complete a new CBC. Students who have already been employed on campus but are starting new jobs with different departments may also be required to complete a new CBC, depending upon the position. The Student Employment Coordinator will contact Human Resources when such contracts are received; if a CBC is necessary, the student will be notified.

A [Confidentiality Form](#) must be completed any time a student begins working for a new department.

Address and name changes for student payroll must be made in the Financial Aid Office, Main 110. Address Change Forms are available at the front desk and online. To change a name with student payroll, the student must present a new social security card.

**Students may not begin working until all paperwork is complete and the student employment coordinator has indicated that employment may begin.**

### **Hours of Work Allowed**

A student may work up to 28 hours per week during the academic year or summer while classes are in session and during final exam week, if enrolled at least half time. It is highly recommended that students work no more than 20 hours per week. **International students**, by Federal INS rules, may work **no more than 20 hours per week** while classes are in session. All students may work up to 40 hours per week during periods when classes are not in session. If the student is employed in more than one position, hours should be coordinated between departments/areas by the supervisors. Students who work more than 40 hours per week during semester breaks and summer must have the hours pre-approved by their supervisor. The student is paid overtime at time and one-half for all the hours in excess of 40 hours per week.

While students may have more than one job, they may not be “double paid”, i.e. claim payment from two jobs for the identical hours. Hours worked cannot be held and paid at a later date or recorded on a period other than the one in which they were worked.

A request listing special circumstances for a student to work more than 28 hours a week while classes are in session must be submitted in writing to the Financial Aid Office for consideration. A form is available for this purpose. Requests will become effective only after approval has been given by the Financial Aid Office.

### **Accessing the Web Clock to Record Time**

Students need to record all paid time by punching in and out of the student web clock.

From the Portal:

- Locate the “Time and Absence” module
- Click on the “Web Clock” link
- Students with multiple jobs will choose their job before they can record time.
- Select appropriate Punch Type from the drop down menu
- “In” to clock in, or “Out” to clock out

Please see the Knowledge Base for Student Resources:

- Logging into My UW Portal:  
<http://kb.wisc.edu/hrs/page.php?id=16692>

- Student Web Clock (multiple jobs):  
<http://kb.wisc.edu/hrs/page.php?id=17207>
- Student Web Clock (one job):  
<http://kb.wisc.edu/hrs/page.php?id=16883>

## **Payroll Process**

Student payroll is processed on a biweekly basis. The Payroll Schedule is available in the Financial Aid Office, or on our web site at [www.uwsuper.edu/finaid](http://www.uwsuper.edu/finaid) under the “Student Employment” link. The schedule identifies the begin/end dates of the pay periods; deadlines for submitting time through the Web Clock, number assigned to the pay period; and the date earnings are available to the student from their financial institution, i.e., checking/savings account. Earnings statements are available to student employees on the My UW System Portal: <https://my.wisconsin.edu> at least three days before the pay date. Individual earnings statements will be available for at least 18 months. If a student has questions concerning his/her payment, the student should contact the Financial Aid Office for assistance.

Direct deposit of earnings into a checking or savings account at a financial institution of their choice is required for all students. The direct deposit authorization form is available in the Financial Aid Office, Main 110, and on our web site. Any student concerns about this requirement should be directed to the student employment coordinator in the Financial Aid Office, Main 110. Direct deposit authorization changes submitted to the Financial Aid Office may not be effective until the following payroll period. Because of the processing timeframe, bank account changes must be initiated in the Financial Aid Office two weeks prior to the student receiving his/her payroll earnings.

*Under no circumstances should a student begin work prior to the time that the employment contract is processed by the Financial Aid Office.*

## **W2's**

W-2's are mailed the last week in January to the student's address indicated on the W-4 tax withholding form. The 1042 for international students is mailed to the student's local address. This form contains the previous year's total earnings and is necessary to file federal and state income tax forms.

Online access to the prior year's tax statements will be available at <https://my.wisconsin.edu> the last week of January. For student employees who have graduated or who are no longer enrolled, access to the portal continues for 24 months.

## **Garnishments**

Federal College Work-study wages cannot be garnished by third parties. No such exemption applies to student assist earnings.

## **Wage Increases**

There are three types of wage increases available to student employees:

1. Longevity Increase. May be given to a student who has worked in a specific department one academic year. This increase is 25 cents per hour.
2. Merit Increase. May be given to a student who has performed well in his/her position. This increase can be given after a student has worked one semester or its equivalent. However, only one merit increase may be given during each year of the student's employment. This increase is 30 cents per hour.
3. Extraordinary Performance Increase. May be given to students who have done an exceptional job in their employment within a specific department. This award is recommended only after each academic year's employment with the department. This increase is 50 cents per hour. No student may receive both the merit increase and extraordinary performance increase within the same 12 month period.

## **Required Training**

Like all other employees, student employees are required to obey all safety and environmental regulations. All safety instructions from your supervisor or the safety director must be followed and the required personal protection worn.

Safety training is required for some jobs on campus, such as blood borne pathogen training for lifeguards and employees with first aid responsibilities. You will be compensated for any safety training that you are required to attend. If you are required to attend training, you may not perform the associated work until that training has been successfully completed.

## **Job Description**

A job description has been developed for each student position. Copies of job descriptions are kept on file in the Financial Aid Office and with department supervisors. A copy should be made available to you during the interviewing process. Questions regarding the job description should be directed to the supervisor.

## **Evaluations**

At the end of each academic year, you and your supervisor(s) are required to complete a job performance evaluation. This evaluation is beneficial to both you and your supervisor. It allows a written assessment of your work performance, which serves as an educational tool. It also establishes a work record and enables the Financial Aid Office to utilize this information when contacted for employment references.

## **Student Responsibilities**

Students have the following responsibilities and obligations to his/her supervisor and job:

1. Complete an employment contract with the supervisor.
2. Complete a Criminal Background Check (CBC) form if a new-hire or if necessary for the position.
3. Statement of Selective Service form is required for all male student assist employees.
4. Complete the Confidentiality form in the department/area where he/she is employed.
5. New employees are required to bring their original driver's license, social security card, or birth certificate (or other acceptable documents, as per the I-9 form) and have these documents photocopied in the Financial Aid Office. International students must bring in their visa, passport, I-20, I-94 and U S social security card. Tax forms must also be completed at this time. **Students may not begin working until all paperwork is complete, processed and the student employment coordinator has indicated that employment may begin.**
6. Current students may update their withholding forms and addresses when necessary. All address changes done on the eHive must also be completed in the Financial Aid Office so that a W-2 Wage and Tax Statement can be mailed to the correct address in January.
7. Record and submit time accurately and in a timely manner.
8. Report to the job promptly and work the scheduled hours. Contact the supervisor if unable to report on time.
9. If ill or unable to work, the student must contact the supervisor at the earliest possible time. In most cases this would be by 8:00 a.m. that day.
10. A 15-minute break is allowed only if a student is scheduled to work an uninterrupted 4-hour period. If the student works 8 hours, a 15-minute break with pay is given during each 4-hour period of work. The student is entitled to a half-hour lunch/dinner break without pay. Students working 6 hours receive one 15-minute break with pay and a half-hour lunch/dinner break without pay.
11. An agreement should be reached with the supervisor if the student requires time off for special studying or taking exams. Adequate notice must be given so that the student's duties can be covered.

12. The student is expected to perform the work assigned by the supervisor. If no task is assigned, the student is expected to contact the supervisor for task assignment. The student is expected to conduct him/herself as a mature adult and deliver a full measure of work for the time employed. Supervisors will expect from the student the same regular, punctual, and efficient performance as expected from other UW-Superior employees.
13. If the student (work-study only) is notified of financial aid suspension, he/she must stop work immediately. A Petition for Reinstatement, available in the Financial Aid Office, must be completed and returned to the Financial Aid Office. If the petition is approved, the student may resume working—if denied, the student is no longer eligible to work under work-study.
14. To resign from a position, the student should give a 2-week written notice to the supervisor.

### **Prohibited Conduct**

The work rules in this handbook are intended to advise the student employee of prohibited conduct during the hours of employment. The employing department may have additional rules, which are more specific to that department.

The following work rules have been developed to inform the student employee of personal conduct considered unacceptable as a UW-Superior employee. Engaging in one or more of the following forms of prohibited conduct may result in a reprimand or termination, depending on the severity of the offense.

### **Work Performance**

- Insubordination, including disobedience, failure, or refusal to carry out an assignment 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 agencies or to employees responsible for recordkeeping.
- Failure to provide accurate and complete information whenever such information is required by an authorized person.
- 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 use, lending, borrowing, or duplicating University keys.
- Unauthorized entry to University property, including unauthorized 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 alcoholic beverages or illegal drugs during work hours.
- Reporting to work under the influence of alcohol or drugs.
- Unauthorized solicitation for any purpose.
- Inappropriate dress or lack of personal hygiene adversely affecting proper performance of duties or constituting a health or safety hazard.
- Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.

- Failure to exercise good judgment or being discourteous in dealing with fellow employees, students, or the public.

These work rules do not constitute the entire list of violations for which employees may be disciplined. Additional work rules may be established by management to meet special requirements of the department/area or as circumstances require.

### **Termination Policy**

If a student is performing his/her duties in an unsatisfactory manner, the supervisor is obligated to have a conference with the student and provide the student with a statement regarding the unsatisfactory performance. A copy of the letter should be sent to the Financial Aid Office to be included in the student's employment file. If the unsatisfactory performance continues, the supervisor should send a written letter of warning, with a copy to the Financial Aid Office. If the unsatisfactory performance still continues the supervisor may dismiss with a written letter and a copy to the Financial Aid Office.

If the student commits an act that is considered to be too severe for employment to continue, the supervisor has the right for immediate dismissal of that student. The Financial Aid Office should be notified in writing listing the reason and date of dismissal. If a student must be terminated for reasons other than his/her job performance, the student must be given a 2-week notice in writing and a copy sent to the Financial Aid Office.

### **Grievance Procedure**

If there is a situation where the student feels unfair treatment, he/she should discuss the situation with their supervisor. If the discussion does not result in a satisfactory resolution, the student may make a formal grievance verbally and in writing to the Director of Financial Aid. The director will study the problem and present the student with a written report of his/her findings within a two-week period. If this does not result in a satisfactory resolution, a written grievance should be made to the Financial Aid Committee. The committee has final say in all grievance matters.

### **Unemployment Insurance**

In accordance with Wisconsin Statute 108.02(15)(I) or (J) student employment is not covered under the Wisconsin unemployment insurance law. Student employees are not eligible to receive unemployment benefits because they must be enrolled and regularly attending classes at an educational institution in order to be employed there.

### **Employee Benefits**

#### **Social Security**

A student employee, almost without exception, is exempt from social security (FICA) withholding. The exceptions being:

- Beginning July 1, 2000, students working during the summer break, and are not enrolled and attending classes during the summer session are NOT EXEMPT from FICA.
- Any time a break in enrollment and attendance in classes is five weeks or more, the student is required to have FICA withheld from their student payroll check. The FICA tax is deducted at the rate of 7.65 percent.
- Students working a normal work schedule of 40 hours per week or more are not eligible for the FICA exemption.

Students who are eligible for the FICA exemption may not elect to have FICA deductions taken from their wages.

### **Worker's Compensation**

All student employees are instructed to report work-related injuries to their supervisor. They must in turn be reported to the UW-Superior Human Resources office immediately. An injury report, available on the web at <http://www.uwsuper.edu/hr/forms/other.cfm>, must be completed, properly signed, and submitted to Human Resources, Main 201. If medical attention is required, report it as a work-related injury to the doctor's office or hospital and have the charges billed to UW-Superior.

All student employees of the University are covered in the provisions of the Wisconsin Worker's Compensation Act, while in pay status. If the student suffers a work-related injury, the student is eligible for medical care.

The student will have the choice of physician, chiropractor, psychologist or podiatrist licensed in the State of Wisconsin to provide reasonable and necessary treatment to cure and relieve the effects of injury. The student will have the choice of a second physician. Simultaneous treatment by two doctors is not accepted, nor is a third choice of physician unless referred by the student's primary doctor. Doctors within a clinic are not considered a change of doctor.

The Worker's Compensation Act provides payment for medical treatment to cure and relieve the effects of injury. Compensability is determined following evaluation of medical support that treatment relates to the work injury. Seeking treatment does not guarantee that the medical expense will be approved under Worker's Compensation.

In seeking medical treatment, the student must advise the provider of the worker's compensation claim. Medical bills should be submitted to the campus worker's compensation coordinator, located in the Human Resources Office. Should the student receive medical bills, including prescriptions, they should be submitted to the worker's compensation coordinator on campus.

Additional information (Medical Information Fact Sheet) may be found at the following web site: <http://www.uwsuper.edu/hr/forms/other.cfm>.