Student Employment Supervisor Handbook

2011-2012

Supervisor Handbook for Student Employment 2009-2010

Revised July 2011

The information in this manual is designed to help the supervisor understand the policies, rules and regulations established for student employment at the University of Wisconsin-Superior. Supervisors are responsible for reviewing the manual for updates and revisions at the beginning of every academic year.

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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 under the "Student Employment" link.

Introduction

This manual, published by the UW-Superior student employment staff, is to be used as a resource tool for supervisors, outlining responsibilities and student employment guidelines. The student employment function is housed in the Financial Aid Office, 110 Old Main, (715) 394-8200.

The student employment staff coordinates all aspects of student employment, including work-study eligibility determination, monitoring compliance with Federal and University employment policies, maintaining employment records, and processing student payroll.

Employment Policies

The following policies govern student employment and align with University and federal guidelines:

1. 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.

2. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under Federal Work-study must be paid for all hours worked.

3. Employers must pay student employees at least the federal minimum wage in effect at the time of employment.

4. 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, who are not enrolled and attending classes (at least half time) 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.

Student Employment General Information

The purpose of student employment is to help students meet their cost of attendance, build an employment record, and when possible, complement their field of study. Through student employment, the University can assist students financially, while benefiting from the services they provide. Student employment is incidental to a student's education, and hours of work should not be excessive.

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 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 under “Student Employment” details the earning period dates for the academic year and the summer session.

A Note on Department Work-Study Allocations

Work-study funding is currently allocated to departments. Your department must have an allocation before you can hire a work-study student. You can request funding for next year through your cabinet member. Requests are considered in the spring and allocations determined in the summer.

The student’s award indicates the maximum amount he/she may earn. Departments choose how to spend their work-study allocations; they are not obligated to ensure that

any given student earns his/her maximum award. A student may work for more than one department simultaneously.

Campus Policies and Procedures

Posting a Job

Student job openings are posted on Jacket Jobs, UW-Superior's online recruitment system. To post a position, visit the Career Services webpage: www.uwsuper.edu/career/jacketjobs and create an **Employer** account (or log into your existing Employer account). Instructions for On-Campus Employers are available on the website,

For each job posting you will be asked to provide:

- Job Title
- Estimated Hours per Week
- Wage: Refer to the Pay Scale chart to determine the recommended hourly wage.
- Job Description: List in detail the duties and responsibilities assigned to the specific position.
- Qualifications: List all qualifications both required and preferred for the position. Be certain to note which are "required" and which are "preferred."
- Application Instructions: Be specific about how you want students to apply.

It is the supervisor's responsibility to determine student eligibility for employment, which will be verified by the student employment coordinator prior to payment of wages. Work-study students will have a work-study authorization card to show that they were awarded work-study.

To satisfy federal regulations, job description information is gathered from the online student job postings and kept on file in the Financial Aid Office; however, if a student's position is changing, or if you have hired a student for a position that was not posted, you will need to complete a separate job description form and submit it to the Financial Aid Office. The form is available at www.uwsuper.edu/finaid under the "Supervisor Resources" link.

Interviewing

When considering a student for employment in your department/area, you may want to use an application for employment to screen the applicants prior to requesting

interviews. When interviewing a student, you must follow interview guidelines and appropriate questions, to ensure compliance with UW-Superior's AA/EEO policy.

Orientation & Training

All new student employees should be sent to the Financial Aid Office immediately to complete new hire paperwork. They must also complete an employment contract with their supervisor.

In addition, the following topics should be discussed with all student employees upon hire:

- If known, and the student is on FCWS and their allotment will run out prior to the end of the semester, advise the student if their job will cease, or continue as a Student Assist.
- The student should be given a job description and a proper explanation of all job duties.
- Review the Student Employment Handbook with the student. As a supervisor, you should be aware of all policies and student benefits listed in the handbook and clearly communicate them to your student employee.
- Clearly communicate any additional policies, procedures, or work rules you may have in your department/area, along with your performance expectations.
- Explain the method of recording time through the HRS Web Clock. Explain the Payroll Schedule.
- Develop a work schedule with your student that fits in their academic schedule, as well as meeting the department needs. Communicate clearly your expectations for deviation from that schedule.

Like all other employees, student employees are required to obey all safety and environmental regulations. All safety instructions must be followed and the required personal protection worn. Safety training is required for some student jobs on campus, such as bloodborne pathogen training for lifeguards and employees with first aid responsibilities. Students must be compensated for any safety training that they are required to attend. If they are required to attend safety training, they may not perform the associated work until that training has been successfully completed. To initiate training for your student employee, contact the Director of Environmental Health & Safety.

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 are available on the Financial Aid website at www.uwsuper.edu/finaid under the "Student Employment" link, or from the Financial Aid Office.

Contracts must be signed by the student, the supervisor(s), and the account custodian. Students must complete the "Student Information" side of the contract. Supervisors are encouraged to keep a copy of the completed employment contract. Students employed from first semester to second semester are not required to complete new FCWS or Student Assist Employment Contracts for the second semester because both terms fall within the same eligibility period.

There must be two supervisors listed on the contract (exceptions must first be cleared with the student employment coordinator). Do not use a hand-stamped signature on the student contract. The Immediate Supervisor is defined as the person directly responsible for supervising the student employee. S/he assigns tasks, checks the results, gives guidance and monitors the student's hours.

Contracts must be submitted to the Financial Aid Office by the Wednesday prior to the deadline for student timesheets, per the Payroll Schedule, if the student is to be paid on the subsequent payroll. Otherwise, payment may be delayed by two weeks.

Employment of a Minor

Departments that hire minors (ages 12-17) are required by the Wisconsin Department of Workforce Development to provide a Child Labor Permit Information form for each minor hired. If you have questions regarding the permit or concerning the employment of a minor, please visit the Department of Labor's website at www.dwd.state.wi.us/er/labor_standards_bureau/child_labor_laws.htm#Information.

Before the minor begins working, the employing department/area must complete the employer portion of the form and give it to the minor (along with the $5 fee) and parent or legal guardian for completion of the remaining portion of the form. The $5.00 fee is the responsibility of the employing department and must be submitted with the Child Labor Permit Information form.

The student will receive the original copy of the permit to return to the employing department. The department should make a photocopy of the permit and submit it to the student employment coordinator to keep on file for three years after the minor's employment is terminated.

New Hire Paperwork

All new student employees must complete a criminal background check (CBC) form. Background checks are conducted by the Human Resources Office. Under no circumstances may a new student employee begin working before receiving authorization from Human Resources. 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 supervisor will be notified.

Continuing students who are new to your department must complete the Confidentiality Form, as noted above in the New Hire Paperwork section.

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.

Type of Work Allowed

A student may earn academic credit as well as compensation for FCWS jobs. Such jobs include but are not limited to internships, practica, or assistantships (e.g., research or teaching assistantships). However, a student employed in an FCWS job and receiving academic credit for that job may not be:

- paid less than he or she would be if no academic credit were given
- paid for receiving instruction in a classroom, laboratory, or other academic setting
- paid unless the employer would normally pay the person for the same job

FCWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

Hours of Work Allowed

Students 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.

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.

A student may be employed as FCWS and Student Assist simultaneously. Any Student Assist contract submitted for a student who has been awarded work-study will be processed as a Student Assist even though the student may have a FCWS award.

Students cannot be employed as a student employee (FCWS or Student Assist) and LTE simultaneously.

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. Supervisors are responsible for monitoring a student's work-study balance so that they do not exceed their award. It is the responsibility of the supervisor to insure that employment is terminated at a time whereby the student will not work in excess of his/her eligibility. If the student does exceed their work-study allotment, the department where the hours were worked will be charged for the wages of those hours. If a student works in multiple departments, it is also the supervisor's responsibility to coordinate the student's hours to stay within the "hours of work" guidelines. If overtime occurs, it will be charged to the department where those overtime hours were worked. Overtime is not an accepted practice for student employment.

A 15-minute break is allowed the student only if they are 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.

Pay Scale

Minimum wage is $7.25 per hour effective July 24, 2009. Departments are strongly encouraged to consult and abide by the following standardized pay scale in order to adhere to fair and marketable wages, to maximize department funds, and ensure that students receive equitable pay:

	Step 1 (1st year)	Step 2 (2nd year)	Step 3 (3rd year)	Step 4 (4th year)
Pay Level 1	$7.25	$7.80	$8.05	$8.30
Pay Level 2	$7.80	$8.05	$8.30	$8.55
Pay Level 3	$8.05	$8.30	$8.55	$8.80
Pay Level 4	$8.30	$8.55	$8.80	$9.05

Pay Level 1:

- Job requires little or no prior work experience.
- Student performs simple, repetitive duties.
- Student works under direct supervision and instruction.

- Position does not entail supervision of others.
- Student works during normal business hours.

Examples: clerical, stage crew, grounds, mail clerk, equipment room or game room attendant, residence hall receptionist, custodian.

Pay Level 2:

- Student with some prior work experience or demonstrated skill preferred but not required. Will train.
- Student performs mostly routine duties from detailed instruction.
- Has some contact with the public; required to provide correct information.
- Student is required to work independently, when necessary.
- Student works during normal business hours.
- Position does not entail supervision of others.

Examples: cashier, accounting assistant, sales/ticket clerk, data entry person, cataloger, office assistant, library assistant, keyboard/computer operator, food services attendant, clerk, customer assistant, copy center worker.

Pay Level 3:

- Prior work experience or demonstrated skill required.
- Specific major is required to understand job and perform required duties.
- Student performs non-routine job duties; duties may be technical in nature.
- Must demonstrate good judgment and independent decision making.
- Student required to work in stressful area, entails a lot of public contact.
- May require supervisory training (directing other students).
- Job duties may be during non-traditional business hours.

Examples: art studio assistant, audio/visual aids operator, costume seamstress, driver, musician, sales/ticket clerk, graphics assistant, tour guide, lab assistant/attendant, equipment technician, lifeguard, draftsperson, photography lab assistant, sports official, student manager, TV studio technician, stage technician, switchboard operator, electronics technician, writer/reporter, research assistant, technical assistant.

Pay Level 4:

- Extensive skills or specific major required.
- Technical skills required.
- May deal with confidential material.
- Student works with little or no direct supervision on several self-directed tasks.
- The consequences of errors are great and could be detrimental to project, program or department.
- Students work non-traditional hours and/or may be "on call."
- Supervision and training of other student employees required.

Examples: teacher aid, faculty assistant, research assistant, tutor, lab proctor, exam grader, building supervisor, events coordinator, programmer, editor.

Occasionally a student may be employed to perform work that merits a wage significantly above the recommended pay scale. Such wages require approval from student payroll. Please attach a written statement of justification for the higher wage when submitting such contracts to payroll.

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.

To initiate a pay increase for your student employee, send an e-mail to the student employment coordinator giving the effective date and amount of the increase.

Entering and Approving Time Through The Web Clock

The UW School system has currently transferred over to HRS Web Clock, where students will record time and supervisors will approve time.

Web Clock is a new time system used for recording time on the Internet. Campus log in ID and password for *My UW System Portal* are required for each student. Every time a student begins their shift, they will "punch in" on the Web Clock, and they will "punch out" at the end of their shift, as well as punching in and out for unpaid meal breaks. "Web Clock Notes for Students," which review basic student Web Clock functions, and "Supervisor Approval Instructions," which review basic supervisor HRS functions, are available on our website. Supervisors will need to approve time for all students. If you are a new supervisor and require HRS training, contact the student employment coordinator.

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

Supervisors may refer to the HRS Knowledge Base for assistance with approving time and exceptions.

Approve Payable Time:

https://kb.wisc.edu/hrs/page.php?id=15628

Review and Approve Exceptions:

https://kb.wisc.edu/hrs/page.php?id=15567

Approving Time with Exceptions:

https://kb.wisc.edu/hrs/page.php?id=17168

Supervisors should question their student employees as to whether or not they have more than one on- or off-campus (work-study only) job. If the student is working in other areas, the hours must be coordinated between the supervisors and the student so hours do not exceed 28 hours per week (20 for international students) when classes are in session and 40 hours per week when classes are not in session. Overtime results when

a student works more than the 40 hours in a given week. (If more than 40 hours are reported, the student must be paid at time and a half and the department where the overtime falls will be automatically charged the overtime costs.) Overtime for students is not recommended.

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 under the "Student Employment" link. The schedule identifies the begin/end dates of the pay periods; deadlines for submitting and approving time through HRS; the 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.

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

W-2'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 W-2, or 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.

Evaluations

At the end of each academic year, you are required to complete a job performance evaluation with each of your student employees. They should also be completed at the time of termination (if student was employed for longer than 3 months). This evaluation is beneficial to both you and your student employee. It allows a written assessment of

their work performance, which serves as an educational tool. It also establishes an employment record for them and enables the Financial Aid Office to utilize this information when contacted for employment references.

All employees should periodically have an informal performance evaluation to discuss strengths and weaknesses and possibly new goals or duties. A supervisor should also provide students the opportunity to share questions or concerns they may have about the job.

Evaluation forms should be discussed with, and signed by, student employees whenever possible. A student may request to see his/her evaluation at anytime. As this is a permanent record of the student's employment at the University, it is important that the form be neatly and carefully completed; forms are to be returned to the Financial Aid Office as soon after completion as possible.

Discipline/Termination

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.

The following work rules are published in the Student Employment Handbook (updated annually), which is available online to all student employees, at www.uwsuper.edu/finaid under the "Student Employment" link. These work rules are designed to inform the student employee of their responsibilities and prohibited conduct during the hours of employment. As the employing department, you may have additional rules that should be communicated clearly to the student employee. As noted in the Student Employment Handbook:

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 will not be paid for any hours worked until all forms and paperwork are completed.

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 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.

Grievance Procedure

If there is a situation where the student feels unfair treatment, he/she should discuss the situation with the 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.

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.

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.

Garnishments

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

Additional Supervisor Responsibilities

As a supervisor in a higher education setting, it is your responsibility to see that the students' work experience contributes to their education as much as possible. A supervisor should be alert to the general well being of the student, both mental and physical. If unusual behavior occurs, or a personal or educational concern arises for the student, you may wish to direct them to the appropriate resource on campus, such as Student Support Services or Counseling Services.

The following outlines and reviews some of the responsibilities governing the actions of those individuals acknowledged as supervisors for students employed under FCWS or Student Assist (supervisors are defined as any faculty member or classified/unclassified person working for the University, or, in an off-campus situation, a comparable person who is responsible for the student employee and the work accomplished by that student):

- A supervisor must develop a complete job description for the position, discuss the description and present a copy of it to the employee.
- A supervisor must discuss all rules and regulations relating to employees of the department or agency with the student employees.
- A supervisor must inform student employees at the time they are hired if there are hairstyle, facial hair or clothing requirements for the particular position they will fill for the department or agency.
- Students are allowed rest breaks the same as classified staff if they are scheduled to work for any straight four-hour period.
- Supervisors cannot expect the student to work beyond their scheduled time.
- Supervisors are responsible for monitoring all student hours worked and available work study. Work hours must not be accepted for work-study

students on financial aid suspension until the student has petitioned for reinstatement and the petition has been approved.

- Supervisors are ultimately responsible for seeing that hours recorded in the Web Clock are accurate, and that the student is in agreement with those hours. The supervisor is responsible for approving hours at a minimum of once a week and no later than the payroll deadline.

- Only supervisors who are listed on the contract as approver and approver backup are permitted to approve time for students.

Off-Campus Work Study Employers

Pay Rates: Students working for an off-campus agency must be paid at the same hourly rate as others doing the same or similar work for the agency. If there are not other employees doing similar work, the student must be paid at a rate equal to what other agencies would pay for the particular type of position. A minimum rate, however, is established for all off-campus work-study employees. Each student must be paid at least the federal minimum hourly rate plus $.25 per hour while an employee of an off-campus agency. Exceptions to this are the FCWS community service agencies. The additional $.25 can be included at their discretion.

Additional Paperwork: Before hiring any students the organization must complete two forms: (1) a Contractual Agreement and (2) a Job Description. Both of these forms must be renewed on an annual basis. All other paperwork, as noted in this handbook, is required of off-campus employees as well.

Agency Billing Procedure: Each agency will be billed for their 25% matching payment on a monthly basis. Payment is due upon receipt. Agencies are required to contact the Student Employment Coordinator (394-8202) if there is a question concerning the billing or if there is a problem with making payment. Non-payment of an agency's share will result in the termination of the Contractual Agreement between the University and the off-campus agency.