

Student Employment Supervisor Handbook 2018-2019



Supervisor Handbook for Student Employment 2018-19

Revised August 2018

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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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 Student Employment Office, 110 Old Main, (715) 394-8202.

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 officer in Human Resources at 715-394-8220.
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 and Medicare (FICA) withholding. The exceptions being:
 - Beginning July 1, 2000, students working during the summer break, who are not enrolled at least half time 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 who are not enrolled in a degree-seeking program are not eligible to receive 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 study must be indicated on the FAFSA.

Students placed on financial aid suspension must cease work-study employment immediately. A Petition for Reinstatement (emailed 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. Students receive notification via email when their awards change.

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 following basic eligibility requirements may work as a student assist.

Because the UW System is statutorily prohibited from offering employer-sponsored health insurance to student help employees, it is necessary to ensure student help employees are not classified as "full-time" under the Affordable Care Act. To this end, the number of hours a student may work has been capped at no more than an average

of 30 hours/week for domestic students, and 20 hours/week for International students. Student employees must be paid on an hourly basis with specific hours of work tracked.

Basic Student Employment Eligibility

To be eligible for student employment during the Academic Year, a student must be enrolled at [least half time](#) 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:

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

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. Permission may be granted, on an exception basis, by the Financial Aid Director. In such cases, students will likely lose their FICA exemption. Students who are not able to register due to an outstanding balance on their account are advised to complete this form.

Work-Study Earning Periods

A student with an academic work-study award for 2018-19 may begin earning it on September 2, 2018, and continue earning it through May 25, 2019, provided that he/she meets the enrollment requirements for basic student employment eligibility and that the department has sufficient funds available.

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 plan to attend in the spring. Departments will be charged student assist for any portion of the spring award a student has earned in the fall if that student then fails to attend in the spring.

The student employment payroll calendar can be found [online](#); this details the earning period dates for the academic year and the summer session.

A Note on Department Work-Study Allocations

Work-study funding is 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 officer. 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, powered by Handshake, 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, or contact Career Services: career@uwsuper.edu or 715-394-8024.

For each job posting you will be asked to provide:

- Job Title
- Employer
- Job Type – All on-campus jobs should be posted as “On Campus Student Employment”
- Employment Type
- Expiration Date of Job Posting
- Job Description: List in detail the duties and responsibilities assigned to the specific position. **Also include the following statement:** Notice to New Employees Statement: Employment will require a criminal background check. A pending criminal charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record.
- Qualifications: List all qualifications both required and preferred for the position. Be certain to note which are “required” and which are “preferred.”

- Job Functions
- Estimated Hours per Week
- Number of students you expect to hire for this position
- Wage – make sure to mark frequency (per hour, etc.)
- Job Location
- Required Documents for applicant to apply
- Applicant Packages – Specify who should receive the applicant information

To satisfy federal regulations, job description information is gathered from the online student job postings and kept on file in the Student Employment 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 send a copy, preferably an electronic version, to the student employment coordinator.

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 ask appropriate questions, to ensure compliance with UW-Superior's AA/EO policy.

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

Orientation & Training

When a candidate has been selected for hire, inform the student they have been hired. Have the student stop in your office to complete the Student Employment Contract, and review the Job Description/Duties.

All new student employees should be sent to the Student Employment Office immediately to complete new hire paperwork.

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. Discuss goals and expectations of the student employee.
- Review the [Student Employee 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, reporting an absence, 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.

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 Student Employment Office, Old Main 110.** When the contract has been processed, the Student Employment Coordinator will email the supervisor(s) and the student indicating the first date the student can begin working. Contracts are available on the Financial Aid website at www.uwsuper.edu/finaid under the "Student Employment" link – [Supervisor Resources](#) - or from the Student Employment 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. Since no end dates are required on the contracts, new contracts need only be submitted in the following circumstances when there is not already an active contract on file:

- Switch from work-study to student assist funding, and vice-versa
- Change in job title and responsibilities (a new job description must also be submitted)

Do not use a hand-stamped, or electronic 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 Student Employment 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.

Job descriptions must be sent to the Student Employment Coordinator upon hiring of the student employee – electronically.

New Hire Paperwork

All new student employees must complete a criminal background check (CBC). An email is sent to the student from “eServices@geninfo.com” with the link to complete the CBC. Background checks are facilitated through the Student Employment Coordinator. Under no circumstances may a new student employee begin working before receiving authorization from Student Employment.

International students must stop in the Financial Aid Office to begin the CBC process. A passport, and additional documents will be required to complete the CBC process.

New students must also complete an I-9, W-4, and Direct Deposit form for student payroll (additional paperwork may be necessary). Male students must complete the [Statement of Selective Service form](#) as part of the new-hire process. All student employees must also complete Executive Order #54, Sexual Harassment Prevention, FERPA, and Data Security training. All forms are available in the Financial Aid Office and [online](#). Students may not begin working until all paperwork is complete.

All student employment paperwork should be submitted to the student employment coordinator at least three days prior to the start date on the contract. Student Employment will make every effort to process contracts and new-hires in a timely manner, however, the start date on the contract may be adjusted to reflect actual processing time.

New student employees must bring their original driver’s license, social security card or birth certificate (or other acceptable documents, per the I-9 form) to the Student Employment Office, Old Main 110, to be photocopied. International students must bring their passport, visa, I-94, I-20 and U.S. Social Security card. If they do not yet have a Social Security card, they must show proof of having applied for one. Information on applying for their Social Security card can be found on the Office of International Programs webpage, under the “[Current International Students](#)” link. They will subsequently be asked to provide information online through GLACIER for tax purposes once their contracts have been entered. A separate email will be sent to the students from “support@online-tax.net” to complete their GLACIER account.

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

Required Trainings

Students must complete Executive Order #54 and Sexual Harassment Prevention trainings online within one week of the start date indicated on their contract or prior to beginning work. If waiting until after their start date, the student employee and their supervisor must fill out and sign the appropriate agreement forms, found online at <https://www.uwsuper.edu/finaid/stemp/newhire.cfm> as part of their New-Hire Paperwork. Training is completed online at the links provided on the form.

Sexual Harassment Prevention Training: UW-Superior has developed required training related to Sexual Harassment which all employees (**including student** and temporary employees are required to complete on an annual basis). This training will help you identify sexual harassment behaviors and understand the responsibility of each employee and supervisor in maintaining an environment free of harassment.

Executive Order #54 Training: In December, 2011, the Governor issued Executive Order #54 requiring all University of Wisconsin System employees to immediately report child abuse or neglect if the employee, in the course of employment, observes an incident or threat of child abuse or neglect, learns of an incident or threat of child abuse or neglect, or has reasonable cause to believe that child abuse or neglect will occur. Please refer to UW-Superior's Policy on the Reporting of Suspected Child Abuse and Neglect for specific responsibilities and reporting requirements. UW-Superior has developed required training related to Executive Order #54 which all employees (**including student** and temporary employees) are required to complete.

Executive Order #54 training needs only to be completed one time during employment, whereas Sexual Harassment Prevention Training needs to be completed yearly. An annual training reminder email will be sent to all student employees by the Student Employment Coordinator the last week of January. If this training is not completed within one week of the email being sent, the student employee will need to stop working immediately.

Additionally, all students will be required by Technology Services, to complete FERPA and Data Security training. All student employees will be assigned these trainings by the Student Employment Coordinator, and are required to complete both trainings within 30 days. When the trainings have been completed, Technology Services will be notified. If the student employee has questions, concerns, etc., communication should be sent to the Helpdesk – helpdesk@uwsuper.edu or 715-394-8300.

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. Additional safety training is required for some student jobs on campus; examples: student employees working with chemicals or lifeguards/student 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](#).

Continuing Student Paperwork

Continuing students should stop in the Student Employment 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.

Students who have had a 12 month break in employment must complete a new CBC. The Student Employment Coordinator will contact the student employee if this is the case. The student will be notified by email from “eServices@geninfo.com” with a link to complete the CBC.

Continuing students who are new to a department must complete the [Confidentiality Agreement Form](#), as noted above in the New Hire Paperwork section. This document will stay in the department where the student employee has been hired – the Student Employment Coordinator does not need this document to process the contract.

To change a name with student employment, the student must present a new social security card, or other acceptable documentation.

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

All student employees must limit the number of hours worked per week. Hours have been capped at no more than an average of 30 hours/week for domestic students (to comply with the Affordable Care Act regulations). **This includes summer employment.**

Federal regulations further limit international students to 20 hours per week (total hours for all contracts) while school is in session.

If the student is employed in more than one position, hours should be coordinated between departments/areas by the student employees and all supervisors.

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 student may be employed as FCWS and Student Assist simultaneously. Any Student Assist contracts 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. However, the student employment coordinator will also send out periodic reminders to the student employee and their supervisor(s) with their remaining work study balance. 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 out of student assist funds. 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.

In addition, with limited exceptions, students are not permitted to work in student employment positions during scheduled class times. Class, extra-curricular, and athletic schedules should be given to supervisors prior to beginning work so a work schedule can be made around classes, extra-curricular events, and athletic competitions/practices.

A 15-minute break, with pay, is allowed only if a student is scheduled to work an uninterrupted 4-hour period. For example, 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 Rate

Minimum wage is \$7.25 per hour effective July 24, 2009. Occasionally a student may be employed to perform work that merits a wage significantly higher than the minimum wage, which may require justification which will be requested by the Student Employment Coordinator.

Wage Increases

The following information includes three examples of wage increases that are encouraged to be given to student employees. These three examples include: Longevity, Merit, and Extraordinary Performance Increases.

To initiate a pay-rate increase, please complete the “Contract Update Request” and submit the completed document to the Student Employment Office (via email or campus mail).

Entering and Approving Time Through The Web Clock

The UW System utilizes the HRS Web Clock, where students will record time and supervisors will approve 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.

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

“[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, 715-394-8202.

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>

Payroll Process

Student payroll is processed on a biweekly basis. The Payroll Schedule is available in the Student Employment Office, or on our web site at www.uwsuper.edu/finaid under the “Student Employment – Student Forms/Resources” 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: the link is located on the bottom of the UW-Superior home-page, 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 Student Employment 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 Student Employment Office, Old Main 110, and on our web site. Any student concerns about this requirement should be directed to the student employment coordinator in the Student Employment Office, Main 110. Direct deposit authorization changes submitted to the Student Employment Office may not be effective until the following payroll period. Because of the processing timeframe, bank account changes must be initiated in the Student Employment Office two weeks prior to the student receiving his/her payroll earnings.

Students are not allowed to begin working prior to the time that the employment contract is processed by the Student Employment Office – supervisor(s) and the student employee will receive an email from the student employment coordinator with the date they can begin working.

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, and/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.

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 Student Employment 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 any time. Because 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 Student Employment 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 Student Employment 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 Student Employment Office. If the unsatisfactory performance still continues, the supervisor may dismiss with a written letter and a copy to the Student Employment 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 Student Employment 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 Student Employment 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:

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 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, 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 (W-4) and Direct Deposit information must also be completed at this time. Additionally, either the agreements to complete the Online Trainings (EO#54 and SHPT), or the Certificate of Completed trainings need to be submitted. *(Students will be assigned the FERPA and Data Security trainings when their contracts have been processed. Again, these trainings will be assigned by the student employment coordinator, and followed-up with by the Technology Services Department.)* Students cannot begin working until they've been notified of their start date by the student employment coordinator.
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 Student Employment 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 – discuss best contact method with the student employee in the event they are unable to make it to work on time, or unable to work.
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. 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.
11. 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.
12. 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.

13. If the student has been academically suspended, he/she must stop work immediately. If the student has successfully petitioned, they will need to contact the student employment coordinator via email.
14. To resign from a position, the student should give a 2-week written notice to the supervisor. An evaluation should also be conducted, reviewed with the departing student employee, and turned into the Student Employment Office on the student employee's last date of employment.

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.

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 formal grievance must be received in the Financial Aid Office no later than 30 days after the unfair treatment occurred. The director will study the problem and present the student with a written report of his/her findings within a two-week period.

Worker's Compensation

All student employees are instructed to report work-related injuries to you, the 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, Old 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.

OpenBook Wisconsin

OpenBook Wisconsin was enacted as part of 2011 Wisconsin Act 32, s.16.413 of the Wisconsin Statutes requires that the Department of Administration (DOA) create a searchable website with information about all state agency expenditures in excess of \$100. This new database will eventually include all state and UW salaries and fringe benefits, grants paid by state agencies, and all contract payments made by any agency or UW institutions. For ease of administration, all expenditures, regardless of amount, will be included.

It will give citizens easy access to State of Wisconsin expenditures, or the amount of money we spend to do business. It includes the payments we have made for purchasing goods or services, and we currently include data about the expenditures made by state government from fiscal year 2008 through the most current month. You will be able to search the website database by state agency, expense (expenditure) category and vendor by fiscal year.

Precautions are being taken to protect sensitive employee information. **The *OpenBook Wisconsin* website will *not* post the social security number, home address or home telephone number of any employee.** Transactions will show the employee's agency.

Safety is the priority while meeting legal obligations to provide public information under state law. While there are very limited reasons which justify the redaction of an employee name under the law, efforts are being taken to redact names that would potentially jeopardize an employee's safety (for example: an undercover agent or domestic abuse victim).

If you have concerns that your safety may be jeopardized by including your name on the website, please contact our Human Resources Director. Human Resources will work with legal counsel to determine if your name should be redacted.

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 wellbeing 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 the [Educational Success Center](#) 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 University 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 encouraged to maintain duplicate timesheets and record of hours worked by each student. 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 responsible for developing their own system in handling the recording of hours for student employees. They are ultimately responsible for seeing that hours in HRS are accurate, and that the student is in agreement with those hours and both have signed to that effect.
- **Only the supervisors who have signed the student's contract are permitted to approve the student's hours in HRS.**

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 no 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.

Submitting Timesheets: After the supervisor(s) has signed the completed timesheet(s), it should remain in the possession of a supervisor until it is delivered to the Student Employment Office. The supervisor is responsible to see that timesheets are delivered to the Student Employment Office prior to the deadline. **Only the supervisors who have signed the student's contract are permitted to sign the student's timesheet.**

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 regular basis. Payment is due upon receipt. Agencies are required to contact the Student Employment Office (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.