



STUDENT

EMPLOYMENT

HANDBOOK

Policies and Procedures  
For  
Student Employment  
In the  
Federal Work Study Program

**OBJECTIVES OF THE  
STUDENT EMPLOYMENT PROGRAM**

- To make employment available to students who have financial need and who have the necessary skills to perform the job
- To assist supervisors in employing students to fulfill their job needs
- To provide employment to benefit students and the entire college community

**EXPLANATION OF EMPLOYMENT  
PROGRAMS**

The program for which student employees qualify is based on information on the FAFSA form. Eligibility for employment at University of Saint Mary (USM) is conditional based on maintaining good academic standing as defined by federal guidelines and performing satisfactorily on the job.

**Work Study** is a federally funded program. Eligibility is based on financial need in accordance with federal regulations and availability of funds.

Students should plan to work hours sufficient to earn one half of the awarded amount each semester. If employment is not secured, or no hours are worked during the fall semester, your award will be forfeited.

Work Study is not available to students in the summer months. Students may not begin work prior to the 1<sup>st</sup> day of classes in August or continue to work beyond the last day of classes in May.

All wages for the program will be paid by check to the student. Checks are issued from the Business Office on the 30<sup>th</sup> or the last working day of the month. *Note: Work study students will be asked to sign a form authorizing the University of Saint Mary to withhold monthly work study net pay to credit a student account for any outstanding charges for the academic semester.*

Work Study wages are subject to federal withholding taxes, including Social Security and Medicare.

*Revised June 2008*

## STUDENT RESPONSIBILITIES

### QUALIFICATIONS

Students must qualify for specific jobs based on their ability to perform the job requirements.

### HIRING PROCEDURES

After notice of award is made to the student employment program by the Director of Financial Aid, students are responsible for finding an employment position.

Student employment vacancies are listed in the Student Employment vacancy notebook in the Work Study Coordinator Office. Students review the openings, select positions, and apply. **Positions must be secured within two weeks from the beginning of the semester. Students who do not secure a job, forfeit their annual award.**

Applications (Appendix A) are returned to the Work Study Coordinator who forwards them to the appropriate supervisor. Students must contact supervisors to arrange an employment interview. Students interview with the supervisor and are informed of the employment decision soon after the interview.

Employment is for one academic year. However, when both supervisor and employee wish to extend the job placement for another academic year, they complete a retention form (Appendix F) and submit it to the Work Study Coordinator. It is the supervisor's responsibility to initiate the retention process. **RETENTION OF EMPLOYEES IS BASED UPON EMPLOYEES RECEIVING WORK ELIGIBILITY THROUGH THE FINANCIAL AID PROCESS. THE RETENTION FORM DOES NOT ASSURE EMPLOYEES THAT STUDENT EMPLOYMENT WILL BE AWARDED. STUDENT EMPLOYEES MUST APPLY ANNUALLY FOR FINANCIAL AID.**

### REGULATIONS

Student employees are responsible to their department supervisor, and must abide by all departmental regulations regarding work assignments. Student employees must maintain complete confidentiality concerning information related to their job and the office in which they work.

**SUBSTANCE ABUSE POLICY:** Student employees must abide by the terms of the substance abuse policy as stated in the Student Handbook.

**FORMS:** Student employees must complete certain forms before they may begin work. These forms include:

**I-9 FORM:** All students hired to a campus position must complete the I-9 form. University of Saint Mary must have an I-9 form on file from all student employees **before the initial application process.**

Completion of this form requires presentation of the following items:

- Passport or driver's license and social security card or driver's license and birth certificate.
- Contact the Business Office to complete this form.

**W-4 FORM:** All students hired to an employment position are required by law to complete a W-4 form. **This form must be completed before the student can begin work.** Student employees may need to consult their parents for assistance in completing this form. Contact the Business Office to complete the W-4 form. If exempt status is claimed, a new W-4 form must be completed each January.

**AUTHORIZATION FORM:** Work study students will be asked to sign a form authorizing the University to withhold monthly work study net pay to credit a student account for any outstanding charges for the academic semester.

**STATEMENT OF UNDERSTANDING:** All students hired to an employment position are required to sign a Student Worker Statement of Understanding of the Family Educational Rights and Privacy Act of 1974 (Appendix E).

### SCHEDULES

Each semester, supervisors and students cooperate and make every effort to arrange working hours in view of students' class schedules. However, student employees' work schedules may include exam week.

**SCHEDULE CHANGE:** Student employees may not change work schedules without the approval of their supervisor.

**ATTENDANCE:** Student employees are required to work the hours they have been assigned. Should illness prevent student employees from working, they are responsible for informing their supervisor in writing or by phone as early as possible. For other absences, students must submit a written request to the supervisor three days in advance. On approval of the supervisor, the work hours are rescheduled or adapted. In some departments and offices, it is necessary for student employees to find a suitable replacement. Supervisors will inform student employees in such cases.

## EARNINGS

Student employees may not earn student employment money beyond the amount awarded them by the Director of Financial Aid. During the year, it is students' responsibility to:

- Know how much they have earned to date. If unsure, contact the supervisor or the Director of Financial Aid.
- If the total appears to exceed or fall short of the amount awarded, contact supervisor to arrange hours accordingly. A revision of the amount awarded is possible only in unusual circumstances, and may be made only by the Director of Financial Aid in advance of when the money is awarded.

**TIME RECORDS:** Time sheets should be done online and are available to both student employees and supervisors. Time sheets are found by logging onto [www.stmary.edu](http://www.stmary.edu). Click eSpire; type in user name/password; click Campus Life; click Work Study; then click work study timesheet. Daily records must be kept of time actually worked. A student record time sheet (Appendix B) is used to indicate hours actually worked. Student employees must include time in and time out. Time sheets are completed and signed in ink. Pay period is from the 16<sup>th</sup> of the month to the 15<sup>th</sup> of the next month. *Supervisors are responsible for delivering time sheets to the Work Study Coordinator within 2 business days of the pay period ending date or the 16<sup>th</sup> of each month.* Student employees are allowed lunch and breaks without pay.

**BENEFITS:** Paid vacation, holidays, insurance, retirement and sick leave are not allowed for the student employment program.

## EVALUATIONS

Student employees are given a written evaluation (Appendix D) by their supervisor at mid-semester and as needed. Evaluations are sent to the Work Study Coordinator. Evaluations are filed in the students' personal files in the Student Life Office for possible use as criterion for future references.

## RESIGNATION

If it should prove necessary for student employees to ask for release from their positions, they must give their supervisors at least two weeks written notice. A copy of the notice, signed by the supervisor, must be given to the Work Study Coordinator. New job assignments cannot be confirmed until this notice is received in the Work Study Coordinator.

Job positions are posted as they become available. Student employees are not assured of new job openings.

## NOTICE OF WRITTEN WARNING

Should student employees' performance, behavior, or attitude be unacceptable, the supervisor issues a notice of warning (Appendix G) to the student employee. A copy is sent to the Work Study Coordinator. Student employees receiving the notification of warning are then placed on a probationary status. If the situation is not corrected, termination may result. The student will receive a notice of removal from probationary status (Appendix H) after the situation has improved and when the probation has ended. If the same situation recurs, or no improvement is made during the probation period, termination proceedings are begun without notice of warning.

## TERMINATION

Student employees are doing work essential to the office or department which employs them, and students agree to give careful, conscientious service. If their work is not satisfactory or if other circumstances make continuance inadvisable, student employees may be terminated after due notification (Appendix I).

Student employees are not assured that there will be job openings. New job positions are posted as they become available. **Student employees who do not abide by the policies in this Student Employment Handbook may have their student employment award reduced or eliminated.**

## SUPERVISOR RESPONSIBILITIES

### HIRING PROCEDURES

Supervisors submit a job vacancy form to the Work Study Coordinator. Job vacancy announcements are posted in the Student Employment vacancy notebook in the Work Study Coordinator Office. Completed applications are forwarded to supervisors.

Supervisors conduct interviews with applicants and select employees.

Supervisors complete a selection form (Appendix C), have selected employees sign it, and return it to the Work Study Coordinator within one week.

Supervisors must not allow students to begin work until they have gone through the application process.

**RETENTION OF EMPLOYEES:** Employment is for one academic year. However, when both supervisor and employee want to extend the job placement for another academic year, they complete a retention form (Appendix F) and return it to the Work Study Coordinator. It is the supervisor's responsibility to initiate the retention process. **RETENTION OF EMPLOYEES IS BASED UPON THE STUDENT EMPLOYEE RECEIVING WORK ELIGIBILITY THROUGH THE FINANCIAL AID PROCESS. THE RETENTION FORM DOES NOT ASSURE STUDENT EMPLOYEES THAT STUDENT EMPLOYMENT WILL BE AWARDED. STUDENT EMPLOYEES MUST APPLY ANNUALLY FOR FINANCIAL AID.**

### **REGULATIONS**

It is essential that supervisors provide the necessary number of work hours agreed upon and recorded on either the selection or the retention form.

Information concerning current balance of work hours is furnished monthly by the financial aid office on the over/under report. Please review this information monthly with your student workers.

Supervisors are responsible to plan the work, to provide clear oral or written instructions for student employees, and have the assignments ready for student employees at their designated work time. Supervisors must work with students on tasks, which require supervision.

Student employees are given all possible means with which to do a good job (i.e. direction, equipment, supervision). Work should be constructive and in keeping with the learning environment of the academic community. Student employees assist the department or office to fulfill its functions, and may not perform personal tasks for supervisors.

Each semester, supervisors and student employees should cooperate and make every effort to arrange working hours in view of the student employees' academic schedules.

### **EARNINGS**

Supervisors determine hourly pay rate within the range designated by the Vice President for Finance and Administrative Services.

**TIME RECORDS:** Time sheets should be done online and are available to both student employees and supervisors. Time sheets are found by logging onto [www.stmary.edu](http://www.stmary.edu). Click eSpire; type in user name/password; click Campus Life; click Work Study; then click work study timesheet. Daily records must be kept of time actually worked. A student record time sheet (Appendix B) is used to indicate hours actually worked. Student employees must include time in and time out. Time sheets are completed and signed in ink. Pay period is from the 16<sup>th</sup> of the month to the 15<sup>th</sup> of the next month. *Supervisors are responsible for delivering time sheets to the Work Study Coordinator within 2 business days of the pay period ending date or the 16<sup>th</sup> of each month.* Student employees are allowed lunch and breaks without pay.

### **EVALUATION**

Each semester at mid-term and as necessary, supervisors will complete an evaluation (Appendix D) on student employees. These evaluations are returned to Work Study Coordinator who files them in students' personal files in the Student Life Office for possible use as criterion for future references.

### **RESIGNATION**

If it should prove necessary for student employees to ask for release from their positions, they must give their supervisors at least two weeks written notice. A copy of the notice, signed by the supervisor, must be given to the Work Study Coordinator. New job assignments cannot be confirmed until this notice is received in the Work Study Coordinator Office.

Job positions are posted as they become available. Student employees are not assured of new job openings.

### **NOTICE OF WRITTEN WARNING**

If student employees' work performance, behavior or attitude is unacceptable, supervisors issue a notice of warning (Appendix G) with a copy furnished to the Work Study Coordinator. A written warning places student employees on employment probation for a time designated on the form. If the situation improves during the probation period, the student is removed from probation (Appendix H) and receives a notice of removal from probationary status. If the same situation recurs, or no improvement is made during the probation period, termination proceedings are begun without notice of warning.

## TERMINATION

Termination of student employees may result if they do not correct the performance, behavior, or attitude specified on the written warning. A letter notifying the student of termination is required (Appendix I). A copy of this letter is sent to the Work Study Coordinator. **Student employees who do not abide by the policies in this Student Employment Handbook may have their student employment award reduced or eliminated.**

## INTERNATIONAL STUDENTS

International students are eligible to apply for any vacant student employment positions three weeks after classes begin. Employment is only available to students when jobs must be filled and eligible work study students are not available to fill positions. Vacant positions are on file in the Vice President for Finance and Administrative Services Office.

## APPENDIX



STUDENT EMPLOYMENT POSITION APPLICATION

I. Name \_\_\_\_\_

Current Address:

Residence Hall \_\_\_\_\_ Room # \_\_\_\_\_ Current Phone # \_\_\_\_\_

Permanent Address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

II. Position Desired \_\_\_\_\_

Department \_\_\_\_\_

What is your current financial aid award for the year? \$ \_\_\_\_\_

Job request is for Fall 2 \_\_\_\_\_ Spring 2 \_\_\_\_\_

1) Based on the responsibilities listed on the job vacancy announcement, describe your skills that are applicable to the job.

2) What do you have to offer this position?

3) Typing skills: \_\_\_\_\_ wpm Accuracy: good  fair  poor  Computer skills:

4) Major or intended Major: \_\_\_\_\_

5) How many class hours are you/will you be taking? \_\_\_\_\_

III. WORK EXPERIENCE

1) \_\_\_\_\_  
Employer Position Title Dates of Employment

Responsibilities \_\_\_\_\_

2) \_\_\_\_\_  
Employer Position Title Dates of Employment

Responsibilities \_\_\_\_\_

May previous employers be contacted? \_\_\_\_ Yes \_\_\_\_ No

IV. REFERENCES

1) Name \_\_\_\_\_ Title \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_

2) Name \_\_\_\_\_ Title \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_

V. Applications are forwarded to the appropriate supervisor who will conduct interviews and select the employee(s). Employment in based on receiving an annual work study financial aid award and expectations.

PLEASE READ CAREFULLY:

I understand that my employment at University of Saint Mary is conditional on maintaining good standing in my course of study and performing satisfactorily on the job.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



WORK STUDY TIME SHEET

STUDENT'S NAME

FOR THE TIME PERIOD

BEGINNING /16/ ENDING /15/

Table with columns for Day of Month (16-22) and rows for Time In, Time Out, Hours, and Sub-Total.

Table with columns for Day of Month (23-29) and rows for Time In, Time Out, Hours, and Sub-Total.

Table with columns for Day of Month (30-5) and rows for Time In, Time Out, Hours, and Sub-Total.

Table with columns for Day of Month (6-12) and rows for Time In, Time Out, Hours, and Sub-Total.

Table with columns for Day of Month (13-15) and rows for Time In, Time Out, Hours, and Sub-Total, plus a Total Hrs for Month box.

STUDENT'S SIGNATURE, SUPERVISOR'S SIGNATURE, DEPARTMENT, DATE, ACCOUNT #

Student: Time Sheet must be completed online. Due to Work Study Coordinator by the 16th of each month. Supervisor is responsible for turning in timesheet.



Student Employment Selection Form

Department

Supervisor

I understand that my employment at University of Saint Mary is conditional on maintaining good standing in my course of study...

Furthermore, I understand my employment is based on my receiving student employment through the financial aid process. However, if I am unable to work enough hours to earn my total award...

Table with columns for Student Name(s), hours/week, and hourly pay, with multiple rows for signatures.

Please complete and return to the Work Study Coordinator

Supervisor Signature Date





**Student Employment  
Retention Form**

*Please print or type*

Student Name \_\_\_\_\_

Department \_\_\_\_\_

Supervisor Name \_\_\_\_\_

**Student Worker Statement of Understanding of the Family Educational  
Rights and Privacy Act of 1974**

I understand that by the virtue of employment with the \_\_\_\_\_  
Office at University of Saint Mary, I may have access to records, which may contain individually  
identifiable information, the disclosure of which is prohibited by the Family Educational Rights  
and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by  
me of this information to any unauthorized person could subject me to criminal and civil penalties  
imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates  
University of Saint Mary's policy and could constitute just cause for disciplinary action including  
termination of my employment regardless of whether criminal penalties are imposed.

I choose to continue employing the student listed above for the next academic year, from  
September 2\_\_\_\_\_ until May 2\_\_\_\_\_ under the following conditions:

- 1) student continues to receive student employment award
- 2) student performs satisfactorily on the job
- 3) student maintains good academic standing as defined by the federal guidelines.

I plan to employ the student at a rate of \$\_\_\_\_\_ per hour.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

I choose to remain employed by the department listed above during the next academic year, from  
September 2\_\_\_\_\_ until May 2\_\_\_\_\_.

I understand that my employment at University of Saint Mary is conditional on maintaining good  
academic standing and performing satisfactorily on the job.

Furthermore, I understand my employment is based on my receiving a student employment award  
for the next academic year, and that I must apply for financial aid.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



**Student Employment Notice of Warning**

To: \_\_\_\_\_  
From: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date: \_\_\_\_\_

This is to inform you that your work/performance/behavior/attitude (circle one) has been unsatisfactory and is not in keeping with the policies and procedures set forth under the Student Employment Handbook. You have failed to comply with the following:

This notice places you on probation. If after \_\_\_\_\_ weeks this situation has not improved, I will recommend termination to the Work Study Coordinator.

Student Comments:

\_\_\_\_\_  
Student Signature Date

Cc: Work Study Coordinator



**Probationary Status Release Form**

To: \_\_\_\_\_  
From: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date: \_\_\_\_\_

This is to inform you that your work/performance/behavior/attitude (circle one) has improved during the time you have been on probation.

You are no longer on probationary status as of (date)\_\_\_\_\_.

If the situation recurs, however, termination will be necessary and proceedings will begin without notification of written warning.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Student's Signature

Cc: Work Study Coordinator



**Student Employment Notice of Termination**

To: \_\_\_\_\_

From: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

This is to inform you that your work/performance/behavior/attitude (circle one) has been unsatisfactory and is not in keeping with the policies and procedures set forth under the Student Employment Handbook. You have failed to comply with the following:

Your termination from the position of \_\_\_\_\_ is effective \_\_\_\_\_.

Student Comments:

\_\_\_\_\_  
Student Signature Date

Cc: Work Study Coordinator

University of Saint Mary is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, gender, age, national origin, disability, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification



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