

Western Connecticut State University

Student Employment Handbook

Western Connecticut State University is an equal opportunity employer and as such employs students without consideration of race, sex, religious creed, national origin, age, sexual preference, physical or learning disability.

UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

INTRODUCTION

This publication is for the use of all WCSU student workers and supervisors participating in on-campus employment. There are two classifications, based on funding source, of student labor; one is the Federal College Work Study and the other is the State Institutional Employment (Regular Payroll). College Work-Study is a financial aid program that enables the University to place eligible students in on-campus jobs that are funded 75% by the federal government and 25% by the University. The Regular Payroll System is state funded and available to all students. The students are employed under this program based on the needs of the department, the availability of funding and the student's experience in specific areas.

GUIDELINES FOR PARTICIPATING IN THE STUDENT EMPLOYMENT PROGRAM

1. A student must be a U.S. Citizen or an eligible non-citizen.
2. No student is authorized to work until she/he has completed all the required papers at the Financial Aid Office and Human Resources Department.
3. The student must be matriculated.
4. To be eligible for summer session work, the student must have been enrolled during the prior semester or must certify in writing her/his intention of attending WCSU during the next semester.
5. Students must be enrolled in a course(s) at the university.
6. When classes are in session, a student may work no more than, 20 hours per week / 40 hours per pay period. When classes are not in session a student may work up to 40 hours per week / 80 hours per pay period.
7. No overtime pay is allowed. Students are paid only for hours ACTUALLY worked.
8. No student may be employed for more than 8 hours per day.
9. No student is allowed to work during the times that their classes are in session.

NOTE: For those students working under the College Work-Study Program, in addition to the above, the student must also meet the federal guidelines for funding.

GENERAL GUIDELINES FOR STUDENTS WORKING ON CAMPUS:

1. Students should arrive on time and be prepared to work.
2. Students should notify the supervisor or other staff members that she/he has arrived.
3. Students should be prepared to work the number of hours and times of day agreed upon between the student and supervisor, although special schedules may be made for midterms and/or finals week.
4. Students should contact the supervisor in advance in the case that she/he cannot be at the scheduled time and realize that there is no paid sick leave or vacation time.
5. Students should dress appropriately for the job assignment.
6. Students should conduct themselves in a safe and responsible manner and be familiar with all emergency procedures for the job assignment.
7. Students should portray a courteous, friendly atmosphere.

INSTITUTIONAL PAYROLL

Students' eligibility for the Institutional Payroll is determined on the basis of the employer's desire to hire, the student's desire to be employed by that department, and, most importantly, the availability of funds in that department.

ELIGIBILITY FOR COLLEGE WORK-STUDY

Student eligibility for the College Work-Study Program is determined by the financial aid staff on the basis of documented student need and the availability of resources.

RESPONSIBILITIES OF THE STUDENT EMPLOYEE

A University Job Placement is an employment opportunity that allows a student to acquire work experience, often in an area related in some aspect to the student's major. The job is an educational opportunity in which the student can form relationships with other students, faculty, and staff. The experience may be beneficial when the student later seeks professional employment. Former work-study supervisors frequently serve as references.

A student is responsible for adhering to the following rules:

1. Students are responsible for making an appointment to receive a work assignment as soon as possible in the semester.
2. The student is to complete all required interviews and student employment paperwork in the Financial Aid Office and Human Resources Department.
3. To act in a professional manner concerning confidentiality of the University and student records and confidentiality of information which comes to the students by virtue of his work. Breaches of such confidentiality and/or any acts of dishonesty are just cause for immediate dismissal from the Student Employment Program.
4. A student should look for his supervisor if the student arrives at work and no work is laid out. However, common sense must dictate some useful work which can be done for the department during work time.
5. A student must notify the Registrar's Office of any change in name or address.
6. To carry out the following procedure if they wish to cease working:
 - Speak with your supervisor about your decision two weeks before leaving, then inform the Financial Aid Office because this decision may effect your work-study award.

NOTE: Please understand that individual offices may have more specific and restrictive guidelines for student employees. These guidelines however shall not contradict what has been set up in this handbook.

RIGHTS OF THE STUDENTS

1. The student has a right to expect training adequate to the degree that they can be expected to function satisfactorily in a job.
2. Students should be informed to whom they directly report and should receive full instructions from that person.
3. The student has a right to expect that their supervisor will approve their time worked via the Time Processing System (TPS) by the deadlines established.
4. A student has a right to know the reason(s) for his termination.
5. Students should contact the Financial Aid Office in the event of a serious difficulty in the work situation so that the Financial Aid Director may intervene, if this is deemed appropriate and necessary.

DUTIES OF THE SUPERVISOR

1. To provide training, counseling, supervision, and understanding for the student employee. If a student is not performing up to the standards expected, the supervisor must make an effort to improve the students' level of service. Many students have not worked before and need guidance in how to perform effectively.
2. Each supervisor should, once an academic year, sit down with the student and discuss his work performance as described on the job description. Please keep these evaluations for future reference.
3. To demonstrate to the student employee how to log their hours worked into the Time Processing System (TPS).

4. It is the supervisor's responsibility to approve hours entered by the student employee into the Time Processing System (TPS) by noon on the Monday following the last day of the pay period.
5. To go through the appropriate procedures regarding changing things such as pay rates and budgets charged for their student employees. These procedures can be found at the following website address: www.vax.wcsu.edu/hr/TPS.HTML
6. The supervisor should report serious difficulties with student workers to the Financial Aid Office prior to student dismissal from that department. The supervisor must inform the Financial Aid Office and the student of the reason for the students' dismissal.

RIGHTS OF THE SUPERVISOR

1. The supervisor has a right to expect satisfactory job performance from the student according to the job description he has given the student, including reporting to work on time.
2. The supervisor has a right to be notified by a student when the student is ill or indisposed, and to hold students accountable for not properly notifying the supervisor of absences, except in cases of emergencies.

INFORMATION REGARDING THE TIME PROCESSING SYSTEM (TPS)

- Students are expected to submit their hours worked each pay period to their supervisor via the Time Processing System (TPS)
- Students working after 12:00AM (Midnight) must put those hours on the next day.
Midnight = 12:00 AM Noon = 12:00 PM
- Hours worked must be submitted by the student employee and approved by the supervisor by noon on the Monday following the end of the pay period. If hours worked have not been entered and approved via the TPS by the deadlines established a student employee will be paid late.