

student employment handbook

for supervisors

Office of Financial Aid & Student Employment

Old Main 105

Human Resources Department

University Hall



September 2015

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INTRODUCTION

This publication is for the use of all Western Connecticut State University (WCSU) supervisors participating in the student employment program.

Student employment is an integral part of the university and of university life for many students. Student labor benefits the institution in almost every academic and administrative department on campus. The student's employment can be related to his/her program of study and/or interests and work schedules can be arranged around the student's academic schedule.

WCSU employs approximately 800 students during the academic year. The types of positions available are as diverse as the students themselves. A comprehensive list of position announcements can be found on the Financial Aid & Student Employment website.

Students are paid biweekly with an hourly rate of pay contingent on the difficulty of the position and the experience of the student. Please refer to the Payroll Calendar on the Human Resources website for pay periods.

EMPLOYMENT PRACTICES & POLICIES

Equal Employment Opportunity Policy

Equal opportunity is employment of individuals without consideration of race, color, religious creed, age, sex, marital status, sexual orientation, national origin, ancestry, mental retardations, past or present history of mental disorder, physical or learning disability or prior conviction of a crime, unless the provision of Section 46a-60(b) or 46a-80(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. Equal employment opportunity is the purpose and goal of affirmative action.

Student Employment Time Accrual

There is no overtime, holiday, or vacation pay allowed. Student employees are paid only for hours **actually** worked. Student employees may accrue sick leave time; please see the [sick leave policy](#) for more information.

For a comprehensive list of employment policies, please visit the [Human Resources website](#).

TYPES OF EMPLOYMENT

There are two major funding sources for the student labor force at Western Connecticut State University:

- The Federal Work Study Program
- The Institutional Payroll

FEDERAL WORK STUDY PROGRAM (FWSP)

The Federal Work Study Program is a federally funded program based on demonstrated financial need; work experience is not the qualifying factor. A Federal Work Study award is based on available funding.

Students eligible for the Federal Work Study Program will find an allocation on his/her Financial Aid Award Letter; the amount is not a guaranteed receivable. The allocation is a fair estimate of what a student could earn throughout the academic year in a position on-campus or in specific off-campus locations. The funds are not directly deferred on their bill or automatically applied while they are working. The amount **cannot** be exceeded.

Students eligible for FWSP are encouraged to take advantage of employment opportunities in the local community. Partnerships with organizations allow FWSP students to be employed by said organizations, on and off campus. Examples include, but are not limited to, the WCSU Child Care Center, Ellsworth Avenue Elementary School, and Literacy Volunteers. Position descriptions can be found on the Financial Aid & Student Employment website.

Students with more than one position are only allowed to use their federal work study allocation at **one** employment location. The designated work study position will be determined by either the first position secured or as determined by the Student Employment Coordinator.

If a student does not put in the necessary hours or is released from employment for just cause, the allocation shown on the Award Letter will not be obtained.

The work study student employee and department supervisor will be notified when a low balance remains in their allocation. At the discretion of the supervisor, the student employee can be terminated once funds are exhausted or changed to the appropriate departmental student labor budget.

The period of employment for FWSP is only during the academic year – beginning on the first day of the fall semester and ending on the last day of the spring semester.

INSTITUTIONAL PAYROLL (IP)

The Institutional Payroll is state funded, is specific to the department, and is allocated based on the departmental fiscal budget request process. It is the responsibility of the department to monitor its student labor budget.

Institutional payroll is available to all students and is not based on a student's financial need in relation to qualifying under the federal programs. Students are employed based on the needs of the department, the availability of funds, and the student's experience in specific areas.

All federal and state funds are subject to federal and state regulations and Western Connecticut State University will comply as mandated.

The period of employment for IP is the fiscal year – July 1 to June 30.

STUDENT EMPLOYMENT PROGRAM GUIDELINES & ELIGIBILITY

1. A student must be a U.S. citizen or an eligible non-citizen.
2. Students are **NOT** authorized to work until she/he has completed all the required paperwork with the Office of Financial Aid & Student Employment and Human Resources Department.
3. The student must be matriculated in a minimum of 6 credit hours at the university.
4. To be eligible for summer session employment, a student must have been matriculated and enrolled during the prior semester and be registered for the subsequent semester.
 - a. If a student has graduated at the completion of the prior semester, he/she may only work until June 30th (the end of the fiscal year).
 - b. If a student is an incoming, matriculated student for the upcoming fall semester, he/she may begin working July 1st (the start of the new fiscal year) provided they are registered for the upcoming fall semester.
5. When classes are in session a student may work up to 20 hours per week / 40 hours per pay period.
6. When classes are not in session a student may work up to 40 hours per week / 80 hours per pay period.
7. No overtime, holiday, or vacation pay is allowed. Students are paid only for hours **actually** worked.
8. Students are not allowed to work for more than 8 hours per day.
9. Students are not allowed to work during the times that their classes are in session.

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

ROLE, RIGHTS, AND RESPONSIBILITIES

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 position.
2. Students should be informed to whom they directly report and should receive full instructions from that individual.
3. The student has a right to expect that their supervisor will approve their time worked via the Core- CT system by the deadlines established.
4. A student has the right to know the reason(s) for his/her termination.
5. Students should contact the Office of Financial Aid & Student Employment in the event of a serious difficulty in the work situation so that the Director of Financial Aid & Student Employment 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, meet with the student and discuss work performance as described on the position description. Please keep these evaluations for future reference.
3. To demonstrate how to log their hours worked into the Core-CT system.
4. It is the supervisor's responsibility to approve hours entered by the student employee into the Core- CT system by 8:00 pm on the Monday following the last day of the pay period.
5. To go through the appropriate procedures regarding pay rate and budget changes. These procedures can be found on page 9 of this handbook and on the Human Resources Department website.
6. The supervisor should report serious difficulties with student employees to the Office of Financial Aid & Student Employment prior to student dismissal from that department. The supervisor must inform the Office of Financial Aid & Student Employment 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 position description given to the student employee, 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.

HIRING PROCEDURES

Most positions are available at the start of the fall semester. Positions do become available throughout the year, and any student who is not immediately successful with a student employment job search should be encouraged to continue their search. It is common to have open positions mid-semester. All positions are filled on a first-come, first-served basis and are contingent on departmental need.

POSTING POSITIONS

Please submit a full position description, including desired qualifications and/or experience, pay rate/range, and contact person.

An online position announcement form can be found on the Financial Aid & Student Employment website at: <http://www.wcsu.edu/finaid/forms/student-employment.asp>

STUDENT EMPLOYEE APPOINTMENT FORM

To initiate the process of hiring a student employee, departments must accurately complete the Hiring Department Information section of the [Student Employee Appointment Form](#). The prospective student employee or hiring department may submit the form to: Dr. Anna-Maria Heredia in the Office of Financial Aid & Student Employment at herediaa@wcsu.edu or fax to (203) 837-8528.

The Office of Financial Aid & Student Employment will verify departmental Core-CT information and budget, as well as the student's eligibility for employment. The form will be sent to Human Resources for processing.

Students should **not** begin working until all paperwork is processed and approved. New student employees must submit required paperwork to the Human Resources Department. Student employees and supervisors will receive a confirmation email from Human Resources with Core-CT record number and effective date that student is authorized to begin working.

This form can be completed to cover the academic year, fall only, spring only, or summer employment. A new form must be completed for each new term. Choosing 'academic year' covers both fall and spring terms and only one form should be submitted.

If a specific department requires additional paperwork be completed by the prospective student employee, it is suggested that they complete simultaneously with Human Resources paperwork.

NEW STUDENT EMPLOYEES

New student employees are required to complete new hire paperwork with Human Resources before they can be authorized to work.

Forms/Information required:

- New Hire Data Sheet for Student Employees
- Employment Eligibility Verification - Form I-9
- Tax Form: Federal W-4
- Tax Form: CT State W-4
- [Payroll Direct Deposit](#) (optional)
- IPEDS Race/Ethnicity Survey Form (optional)

NOTE: Acceptable documents for Form I-9 include U.S. Passport, Permanent Resident Card, state issued driver's license, social security card, and birth certificate. For complete list of acceptable documents, visit Human Resources.

No photocopies of documents will be accepted; must be original. If unavailable, only notarized copies will be accepted.

Some forms can be found on the [Human Resources – Forms](#) website.

Please allow 2-3 business days for processing. Student employees and supervisors will receive a confirmation email from Human Resources with Core-CT record number and login credentials, effective date that student is authorized to begin working, and employment policies.

BACKGROUND INVESTIGATIONS

The CT Board of Regents for Higher Education made revisions to the Pre-Employment Background Verification Policy that is used at Western. The background investigations are required for certain categories of student employees.

The following categories are affected:

- Resident Assistants
- Graduate Assistants / Graduate Interns
- Students assigned to the Public Safety Department
- Students who handle DCL3 data as defined in the CSCU Data Management Standards (DCL3 is protected confidential data, which comprises identity and financial data)
- Students who have a fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget
- Students deemed by the institution's chief human resources officer to be in safety or security-sensitive positions

For the above group of individuals, the following items will be searched:

- Social Security Trace or SSN Validation: CBSV (Consent Based SSN Verification)
- County/Statewide Criminal Search (where lived, worked, attended school – as obtained from disclosure form or Social Security Trace)

- Federal Criminal Search (where lived, worked, attended school – as obtained from disclosure form or Social Security Trace)
- Multi-Jurisdictional Criminal Search (includes National Sex Offender)

The revised policy applies to all hires, beginning with the Fall 2015 semester. For example, if an individual has been employed as a Resident Assistant for the last two (2) years, they will still be required to have a background investigation conducted for them. However, once an individual successfully completes a background investigation, they will not need to have another one conducted unless they have a break in service of more than one (1) year.

The [Student Employee Appointment Form](#) has been revised to include a question about the type of access your Student Employee will have. If you check the “Yes” box, this is what will prompt the Human Resources Department that a background investigation will need to be conducted. In this case, once the completed Student Employee Appointment Form is received from the Office of Financial Aid & Student Employment, Human Resources will then contact the potential Student Employee directly regarding the background investigation process. Once the Student Employee submits the necessary, properly completed paperwork, it will take approximately three (3) to five (5) business days to complete the background investigation process. Once HR receives the results a Human Resource staff member will communicate the results to the Department Supervisor and Student Employee.

If, for some reason, the Student Employee does not successfully complete the background investigation, the department head will be contacted to discuss the appropriate next steps. Our intention is to complete the background investigation for all Student Employees prior to the department's desired starting date, but this may not always be possible. If this is the case, the Student Employee will be permitted to begin employment prior to the background investigation being successfully completed, but please be aware that if they fail the background investigation, then HR will have no choice but to end their employment immediately.

With regards to Resident Assistants, once the Human Resources Department receives the completed Student Employee Stipend Form, it will prompt HR to contact the Student Employee in order to begin the background investigation process.

Once the Human Resources Department receives the appropriate appointment form for Graduate Assistants/Interns, the Graduate Assistant/Intern will be contacted in order to begin the background investigation process.

Please contact Fred Cratty, Associate Vice President for Human Resources, at (203) 837-8665 or via email at crattyf@wcsu.edu.

COMPENSATION

NOTE: Effective January 1, 2015, the state of Connecticut minimum wage is \$9.15.

Excerpt: CT Board of Regents for Higher Education – Resolution concerning student worker pay rate schedule & minimum wage compliance at the Connecticut State Colleges and Universities

EFFECTIVE DATE: December 26, 2014

CONNECTICUT STATE COLLEGES & UNIVERSITIES STUDENT WORKER PAY RATE SCHEDULE

CLASS I	Position requiring no work experience or some experience and/or training sufficient to work at semi-skilled jobs not requiring supervisory responsibility. Hourly Range: Effective 12/26/14: \$ 9.15 - \$10.98 Effective 12/25/15: \$ 9.60 - \$11.52 Effective 12/23/16: \$10.10 - \$12.12
CLASS II	Position requiring demonstrated skills and/or technical knowledge with capability of assuming extra responsibilities such as supervision of others. Hourly Range: Effective 12/26/14: \$10.07 - \$12.81 Effective 12/25/15: \$10.56 - \$13.44 Effective 12/23/16: \$11.11 - \$14.14
CLASS III	Advanced position requiring skills and knowledge acquired through prior employment or training in the appropriate area. This class usually requires supervisory responsibilities or the ability to work independently on projects requiring specialized skills. Hourly Range: Effective 12/26/14: \$11.90 - \$15.56 Effective 12/25/15: \$12.48 - \$16.32 Effective 12/23/16: \$13.13 - \$17.17

PAY RATE CHANGES

To request a pay rate change for a student employee, the department supervisor should send an email with the student employee's name and new pay rate to: Dr. Anna-Maria Heredia in the Office of Financial Aid & Student Employment at herediaa@wcsu.edu.

Once verified, the request will be sent to Human Resources for processing. The new pay rate will be effective on the first day of the subsequent pay period. Confirmation will be sent to supervisor.

The [payroll calendar](#) can be found on the Human Resources website.

BUDGET CHANGES

To request a budget change, the department supervisor should send an email with the previous fund information, the new fund information and effective date for the change to: Dr. Anna-Maria Heredia at herediaa@wcsu.edu.

Federal Work Study Program Student Employees

The work study student employee and department supervisor will be notified when a low balance remains in their allocation. At the discretion of the supervisor, the student employee can be terminated once funds are exhausted or changed to the appropriate departmental student labor budget. It remains the responsibility of the student to track earnings.

TERMINATION OF EMPLOYMENT

If a student employee's appointment terminates earlier than anticipated, the supervisor should send an email with the last day worked or anticipated ending date to: Dr. Anna-Maria Heredia in Financial Aid & Student Employment at herediaa@wcsu.edu.

Human Resources will terminate the student employee in Core-CT for payroll purposes.

CORE-CT SELF-SERVICE PROCEDURES

Students are expected to submit their hours worked each pay period to their supervisor via the Core-CT system.

Students working after 12:00 am (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 8:00 pm on the Monday following the end of the pay period. If hours worked have not been entered and approved via the Core-CT system by the deadlines established, a student employee will not be paid on the scheduled pay date.

Core-CT users have the ability to set-up and change password recovery on their Core-CT profile. Please see the [password recovery](#) on Core-CT Self-Service.

For more specific information on Core-CT Self-Service, please see the [End User Manual for Supervisors](#) on the Human Resources website.