

SUPERVISOR'S GUIDE TO STUDENT EMPLOYMENT



**VCSU CAREER SERVICES
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To: Supervisors of Student Employees

I am delighted to share with you the ins and outs of student employment at Valley City State University! Campus employment enhances staff and faculty operations, boosts student retention rates, and provides hands on experience and skill building for our students.

This handbook will outline the types of student employment, process to advertise and hire students, tips for training and managing, as well as opportunities for recognition.

We have many deserving students who ought to be recognized for their exceptional work on campus. Please nominate student employees for "Student Employee of the Month," which advances the following University values:

QUALITY AND INTEGRITY

- Exceptional quality of work; especially with little to no supervision.
- Going above and beyond the job requirements.

INNOVATION

- Suggestion of a new idea, method, or program. This may result in saving money, time, improving productivity, and/or team morale.

COMMUNITY AND DIVERSITY

- Understands and contributes to the commitment to diversity of the university.

If at any time you are having problems or have concerns about any student employee, please let me know. I'm here to assist you any way that I can.

Have a great year!

Kari Bodine

Kari Bodine
Career Services Coordinator



VALLEY CITY
STATE UNIVERSITY

GUIDELINES/PROCESS FOR CAMPUS STUDENT EMPLOYMENT

There are two types of student employment on campus: Federal Work Study and Student Assistance. The student expectations are the same but processes are different.

WHAT IS THE FEDERAL WORK STUDY PROGRAM?

This program is based on financial need and is part of the student's financial aid package by completing the FAFSA form. The student is paid 75% from federal funds and 25% from your departmental budget. Most work study students are allotted 10 hours per week. Hours worked beyond the 10 hours per week must come out of your departmental budget as a Student Assistant.

Students complete a questionnaire and when possible, are assigned to a department that matches with the student's skills and experience. Returning students are given priority in placement. These students go through an orientation before their work begins and work performance is monitored by the work site supervisor.

HOURS AND DOLLARS ARE MONITORED THROUGH THE FINANCIAL AID OFFICE AND SUPERVISORS WILL BE NOTIFIED IF THERE IS A PROBLEM.

Students who are awarded work study must be given the opportunity to earn the money allotted. However, if the students do not perform adequately in the assigned position, they are not guaranteed the position. The supervisor should discuss any issues with the student to resolve any problems. A work inventory is included to guide the conversation and outline steps to resolve performance issues. If the problem persists, Career Services should be notified and if a solution cannot be reached, the student's employment may be terminated. When a student leaves or must be terminated, every effort will be made to replace that student, provided there are students eligible and students who want to work in that department.

FEDERAL WORK STUDY STUDENTS ARE NOT TO WORK DURING SCHEDULED CLASS HOURS, EVEN IF CLASS HAS BEEN CANCELED. THIS WILL BE MONITORED AND COULD BE CAUSE FOR DISMISSAL.

HOW DO I HIRE A WORK STUDY STUDENT?

Contact Career Services to let them know you are seeking a work-study student prior to the beginning of the fall semester. Students are assigned to a position granting them 10 hours per week.

WHAT IF I HAVE A STUDENT CHOSEN ALREADY?

Students are not guaranteed work study because it is based on financial need. If you would like to hire a specific student, please do so through the Student Assistance Program.

WHAT IS STUDENT ASSISTANCE?

This program is NOT based on financial need, but rather is open to any students who are interested in applying for a campus position. Departments pay 100% of the student's salary but

may also advertise, interview, and select the most qualified student. **VCSU's current minimum wage is \$8.25/hour.**

HOW DO I HIRE A STUDENT ASSISTANT?

Notify Career Services that you would like to hire a student and the type of work the student will perform. Career Services collects student applications and will send student applications interested in the type of work to you via campus mail. It will be up to you to contact the student, interview, make a hiring decision, and complete the online form to hire (www.vcsu.edu/careerservices/). A Student Assistant is **NOT** to begin work until you have received a confirmation email from the Payroll Office indicating the student is **ELIGIBLE** and has completed necessary paperwork.

WHAT IF I HAVE A STUDENT CHOSEN ALREADY?

Direct students interested in a campus job to register online using the Viking Vacancies system at www.vcsu.edu/careerservices/. Once they complete a profile, a copy of the application will then be sent to you indicating interest and availability.

Please do not promise students positions; this creates hard feelings if we are unable to fulfill your promise. You should only consider students who have completed applications to work.

WHO IS ELIGIBLE FOR STUDENT EMPLOYMENT?

If students who are eligible for the Federal Work Study Program **decline** this as part of their financial aid package, they will **NOT** be eligible for Student Assistance work.

First consideration for all campus jobs will be given to full time enrolled Valley City State University students. (Based on 12 semester credits.)

To be eligible for summer employment, first preference will be given to currently enrolled full time Valley City State University students. Second preference will be given to new students who will be enrolling full time for the Fall Semester.

HOW MANY HOURS PER WEEK CAN STUDENT EMPLOYEES WORK?

Career Services authorizes a total of 20 cumulative hours per student, per week during the academic year and 40 cumulative hours per student, per week for the summer. This includes ALL positions held on campus, as many students work multiple positions.

It is up to the department/office to monitor the hours allotted/worked and the money available to them. Career Services will not monitor and report this to the supervisor. Student assistance budgets are determined through the normal budget process.

WHAT IF THE STUDENT I WANT TO HIRE IS AN INTERNATIONAL STUDENT?

International students may work on campus without a green card. VCSU's campus is the only place that it is legal for them to work.

Please complete the online work authorization form as you would hire a regular student. The student will be required to apply for a Social Security Card before they are eligible to begin working, so please leave extra time for international students to begin. International students are not eligible to work after their graduation from VCSU.

HIRING PROCESS/PAYROLL:

Any student looking for campus employment should register with Viking Vacancies that can be found at the Career Services Webpage www.vcsu.edu/careerservices/.

Any supervisor looking to hire a student employee should contact Career Services for student applications.

If a background check is applicable, supervisors must complete the [Background Check Initiation Form](#) per [V602.03 VCSU Criminal Records Check Policy](#). Background checks must be completed and cleared prior to the student employee's first day of work. This process typically takes 2-5 business days. While waiting for the results, supervisors may begin the next step.

Supervisors are required to complete the [online work authorization form](#) for new hires and/or rehires. This form should be completed once per academic year and each summer.

International students will need to contact Career Services prior to completing the online hiring process to determine work eligibility.

New student employees must complete the online hiring process prior to their first day of work. The online hiring process consists of three system generated emails which will take two days to complete once initiated. The student must follow the action item instructions within each email.

1. Email Subject Line: ACTION REQUIRED New Hire in Process - Please Log In
 - a. Enter your personal data
2. Email Subject Line: ACTION REQUIRED New Hire On-boarding steps
 - a. Complete step 1, wait 24 hours to allow time for our system to update, then continue with steps 2 and 3
 - b. Direct Deposit is required under NDUS policy 702.5 Direct Deposit of Wages.
3. Email Subject Line: Please Complete I9 (Section 2)
 - a. Complete section 1 of the I9 form
 - b. Bring I9 documents to Employee Services (McFarland 211) on or before your first day of employment
 - c. This step is mandatory in order to ensure you are paid in a timely manner and for both you and your employer to remain in compliance with Federal guidelines.

Supervisors will be notified once the student employee is eligible to begin work. They are not to begin work prior to receiving this notification!

Supervisors will need to communicate with student employee/s on tracking their hours.

If an employee is no longer working for you, please initiate the termination in HRMS.

Payroll is processed semi-monthly with a two week pay lag. Pay dates are on the 15th and the last working day of each month. Pay advices can be reviewed in HRMS Self-Service.

STUDENT EXPECTATIONS

Relatives: Student employees will not be assigned for employment in a department where they are supervised by a relative.

Academic Departments: student employees are not to perform grading assignments of any kind.

Work Schedule:

Work with your student to set up a work schedule that meets both of your needs. Work is not to interfere with classes and adequate study and recreation time. Be sure to schedule around classes, athletics, organizations, and other commitments they may have.

The student should not work on any days other than scheduled school days unless asked by the supervisor and prior approval of the Career Services Office has been given (this includes school breaks).

Outline with your student who and how to notify if they must miss a shift. For example, if they have an appointment, get sick, or must find a substitute for a scheduled shift.

Web Clock:

At the beginning of employment, teach your student employee how to log in to use the electronic time clock and remind them it is their responsibility to do this daily. You are responsible for approving hours at the end of each pay period to ensure they are accurate.

Breaks:

1. Breaks are given: If you work 4 continuous hours = One, 15 minute break.
If you work 8 continuous hours = Two, 15 minute breaks and one, unpaid $\frac{1}{2}$ (half) hour lunch.
2. Breaks are to be taken in the building.
3. If a student must leave the building during a break, it will be up to you to determine if it is necessary to clock out.

Training:

Supervisors should discuss with the student employee at the very beginning what the position involves, the expectations, and responsibilities of the student worker. It is up to the supervisor to make it very clear to the student what the procedures are for that individual's work area. Training is a key to success!

This is the first job for many of our college students. They may have limited knowledge of appropriate work behaviors – go over the basics, most obvious things – don't assume. Student employees are only as good as the supervisors who train them.

Topics to discuss at the beginning of employment:

- Explain work hours – expectations
- Review general departmental standards and expectations including what your department does and how it fits into the university
- Show them around the department, introduce them to people who work in the area, take them to other areas of the campus that they may not know about such as FMC, mailboxes, storage, etc.

- Discuss any basic emergency procedures
- Outline workplace expectations/duties
- Discuss level of customer service expected
- Confidentiality and FERPA
- Acceptable office areas for snacks
- Discuss use of office functions including the copier, printer, and phone
- Dress code for work
- Deal with workplace issues as they arise including dress, punctuality, etc. – set up corrective actions
- Use of cell phone or non-work computer usage
- Listening to music while at work

Appearance/Dress Code:

Outline how students ought to dress appropriately for the work site. Always make sure that you are neat and clean. If you are working in a heavy traffic, student and visitor area, you may feel more confident by dressing like the full-time office staff. Being neat, clean, and well groomed will take you far in any campus position.

We recommend students refrain from wearing hats, t-shirts/sweatshirts with derogatory slogans, alcohol/cigarettes, pictures, or ones from *other* universities while working. If it is deemed to be offensive or inappropriate, you may ask your student to clock out, go home and change.

In addition to appropriate attire, good personal hygiene is expected of all employees. Hair should be clean, combed and neatly trimmed or arranged. If a supervisor believes an employee is not dressing and/or practicing good personal hygiene, the employee is expected to cooperate in making the necessary changes to meet expectations.

Work Performance:

Students who don't perform satisfactorily will, after a warning, either be terminated or re-assigned. Please complete the included work inventory and share with your student to outline steps to resolve performance issues. If the problem persists, Career Services should be notified and if a solution cannot be reached, the student's employment may be terminated. When a student leaves or must be terminated, every effort will be made to replace that student, provided there are students eligible and students who want to work in that department.

Confidentiality: Many student positions are in offices or areas where the employees must handle highly confidential materials and information. What is seen and heard in the office must stay in the office. You may ask your student to sign a statement of confidentiality to be kept on file in the student's work file.

Termination: Student employees who have their work assignment at Valley City State University terminated, because of just cause, misuse of the position, facilities, equipment, may be considered ineligible for future employment. To terminate a student assistance employee, the supervisor logs into HRMS and initiates the termination process for each student employee.

If you have any questions, any concerns, please feel free to contact Career Services or Payroll.

Student Employment Supervisors

Student Employee Supervisors interact with the student employee daily – they train, motivate, guide and evaluate the student employee. They serve as role models for the development of good work ethics: punctuality, dependability, honesty, and efficiency. Student employees have the opportunity to develop good interpersonal skills and job skills as well as references for future job searches. Positive student employment aids in retention as it helps students meet financial need and connects the student to the university in one more way.

Pay/Raises

As of June 1, 2015, the base salary for all student employees will be \$8.25/hour. Raises may be given to student employees who have served you well and really gone above what is required. It is suggested, \$0.25/hour as the amount. Pay raises are encouraged between semesters where a new work authorization form is required, such as a new academic year.

Recruiting and Supervising

You should consider having a detailed job description for each student employee in your area. This gives the student a guideline as to what they will be doing. It also helps in the training of new student employees. We have job descriptions in our office from most departments.

If you are going to interview several students, (which you can for the Student Assistant positions) make sure you are following the law.

- Have a set of pre-determined questions and ask the same questions of each candidate.
- Do not inquire about race, age, religion, family status, etc.
- Appropriate follow up with candidates who were not selected – an email thanking them for interviewing and notifying them about the decision is appropriate.

Supervising:

Student employees are to perform only work-related tasks. As part of their job they are not to perform personal errands such as taking care of pets, rides to and from the airport, dry cleaning, etc.

As a supervisor, performance evaluations will be sent out at the end of each semester. Please go through these evaluations with your student employee before you send it to our office for their files.

Reminder: Career Services is available to help with anything you may need!

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STUDENT EMPLOYEE WORK PERFORMANCE INVENTORY

Student Name: _____

Work Area: _____ Supervisor: _____

Check and identify the areas where the student employee needs to make improvements and/or is exhibiting exceptional quality: Use **NP** for Needs Improvement and **EQ** for Exceptional Quality.

_____ Timeliness

_____ Appearance

_____ Ability to follow directions

_____ Work Attitude

_____ Responsibility

_____ Quality of Work

_____ Carries out work assignments

_____ Good customer service skills

_____ Attendance

_____ Initiative

Date: _____

Action Taken as a Result of Meeting:

Next Step:

Student's Comments:

Student Signature: _____

Supervisor's Signature: _____

Career Services Action

Date: _____

Action Taken:

Signed: _____

Nomination - Valley City State University Student Employee of the Month

Student Name:

Work Site:

Supervisor:

Person Submitting Nomination:

Criteria:

QUALITY AND INTEGRITY

- Exceptional quality of work; especially with little to no supervision.
- Going above and beyond the job requirements.

INNOVATION

- Suggestion of a new idea, method, or program. This may result in saving money, time, improving productivity, and/or team morale.

COMMUNITY AND DIVERSITY

- Understands and contributes to the commitment to diversity of the university.

Please specifically explain why this student is deserving of Student Employee of the Month.

Student Employee Confidentiality Agreement

I understand that as an employee of the _____ Office at Valley City State University, my day to day job duties may allow me to encounter or have access to information that is sensitive or confidential. This information may include, but is not limited to academic records, test and grades, employment records, personal/personnel files, or other academic records.

I also understand that access to this student information is governed by federal laws and policies including the Family Educational Rights and Privacy Act of 1974 (FERPA). Any unauthorized disclosure of or access to this information is considered a violation of these policies. I acknowledge that I fully understand that the intentional disclosure by me violates FERPA and Valley City State University's policy and could constitute just cause for disciplinary action including termination of my employment.

I have read and understand the information above. I understand that failure to comply with this agreement may subject me to disciplinary action. I acknowledge that this form will become part of my permanent personnel file.

Employee's Signature

Date

Employer's Signature

Date