

STUDENT EMPLOYMENT MANUAL FOR SUPERVISORS

A manual for supervisors hiring Non-Work Study, Work Study, and Graduate Assistant student workers

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INTRODUCTION

Please note policies within this [manual are subject to change without notice](#). For the most up-to-date version, please visit <https://studentemployment.wcu.edu>

Student employment is a valuable part of the experience for students at WCU. It provides a chance for students to gain work experience, develop skills, and earn money to help pay for their education. The policies in this manual are designed to ensure that student employment is a positive experience for all involved.

credit hours. Continuing graduate students must have a minimum graduate cumulative GPA of a 3.0 to be eligible for an assistantship.

A graduate

week for 12 weeks or more may qualify for the employer-mandated insurance plan in accordance with the

INTERNATIONAL STUDENTS

Social Security Cards

POLICIES AND PROCEDURES

Authorization to Work

No student is permitted to begin work under any circumstances until they have been approved to work by the appropriate department based on position type.

Non-Work Study – approval from Human Resources

Federal Work Study – approval from Financial Aid

Graduate Assistants – approval from the Graduate School

Educational Stipends

Stipends are paid monthly on the last day of the month;

Start dates prior to the 15th of the month will have a first payment date as the last day of the same month, e.g. start date 10/14, first payment date 10/31;

Start dates after the 15th of the month, will have a first payment date on the last day of the following month, e.g. start date 10/18, first payment date 11/30;

Stipends are divided per the number of pays between the start and end dates and must be paid each month. e.g. start date 8/17, end date 12/5, is a total of 4 pays, the first pay 9/30.

Stipends may not be paid prior to the end date of a stipend contract under any circumstances;

Stipend contracts must be electronically signed through the Talent Management System for both non-work study and graduate assistantships also referred to as eAA15's.

Allowable Work Hours (Academic Year)

Non-Work Study: Non-Work Study student workers

position, but may also acquire multiple Non-Work Study positions, provided they do not exceed 25-hours per week.

Work Study students can work during the enrollment period for which Work Study is part of their Financial Aid Package. This means that they can begin working, if approved by Financial Aid, on the first day of classes and may work until the last day of final exams.

Work Study student workers may work up to 25 hours per week, this is the total number of hours allowed and includes non-work study or graduate assistantships.

Graduate Assistantships:

Twenty (20) hours per week is the standard for graduate assistantships; however, 10 hour per week assistantships are allowed if the stipend is prorated.

Overtime

Should a student in an hourly position work more than 40 hours in a week, the department that hired the student last must pay the student time-and-a-half for any hours worked over their 40-hour limit.

FICA Social and Medicare tax, if applicable, will be charged to the department responsible for the overtime pay.

Concurrent Employment

Students who are granted Work Study may also work a Non-Work Study job provided they do not exceed

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HIRING AND TERMINATION PROCESS

Job Postings

Non-Work Study

All Non-Work Study positions must be posted online through Talent Management, even if the department has chosen the student beforehand. A vacant job is any position currently open for students to apply. If a supervisor wants to hire a student that they employed the semester before, a hiring action must be completed in Talent Management.

To post a job to Talent Management, visit <https://jobs.wcu.edu/hr>. Postings are .

All new hire students are sent an email prior to the start of the school semester with information on where to find job postings.

Graduate Assistantships

Graduate Assistantships funded by Graduate School

offices, this documentation should not be emailed. .

- **Statement of Understanding FERPA**
- **Confidentiality Agreement**
- **W-4/NC-4:** All student workers including those receiving educational stipends must complete W-4/ NC-4 for state and federal taxes.
- **I-9:** As required by the federal government, all student workers including those receiving educational stipends must complete the I-9 form and present acceptable forms of ID and documentation, as listed on the List of Acceptable Documents, located in the onboarding portal. Please note that scanned, faxed copies or photographs of IDs or other documentation will not be accepted under any circumstances. Students, including those receiving educational stipends may not begin work until they have completed this requirement and their hiring manager has received authorization.
- **Acknowledgement of ACA Healthcare Options:** This document provides information on the Affordable Care Act and lists toll-free phone numbers should students request more information.

Federal Work Study

The hiring documents for the academic year are available at workstudy.wcu.edu. Additionally, students given Work Study in their Financial Aid Package receive hiring documents by email during the first week of the academic year with instructions on how to apply for jobs in JobCat and request an appointment with the Office of Financial Aid and Scholarships to complete the hiring process.

All documents must be complete, and approval provided before the student can begin working. Students are not allowed to begin working prior to the first day of classes for the academic year.

- **I-9:** As required by

I-9 is a Federal Requirement: All newly hired students paid by Western Carolina University for employment or that are receiving educational stipends must complete the Eligibility Verification Form (or Form I-9) prior to the start of work or training. This is a requirement of U.S. Citizenship and Immigration.

- Section 1 of the I-9 can be completed electronically via remote use of the kiosk as part of the onboarding process for those students seeking non-work study positions. Federal work study and graduate assistants will complete Section 1 during their intake meeting in the Financial Aid Office and Graduate School respectively.

- It must be completed on or before the first day worked. Two original forms of identification are required as outlined as acc

PAYROLL AND TIMESHEETS

Tax Withholding on Student

instructions for student workers can be found in the appendix; instructions for approving timesheets are also located in the appendix.

Timesheet Deadlines

Student workers must submit timesheets no later than 5 p.m. every other Monday. MyWCU will block students from submitting timesheets past 5 p.m., which includes those who have opened their timesheets but have not submitted before the deadline. The payroll calendars may be accessed here: [Supervisors must approve student timesheets no later than 12 noon every other Tuesday. The payroll calendars may be accessed here:](#)

Requesting a Late Timesheet

In the event a student's timesheet was not submitted, the supervisor will need to make a request for a paper time sheet as follows: Pc o1 (o)()TjEy.1 (e)-8.ID 11 BD OTJo Ty /MCy /MC-2.3 c (s)3.12.873 o ,291C Tc o.0151B13

Name or Address Changes

End of-year tax forms (W-2) are mailed by January 31 for the preceding year. The W-2 forms will be sent to the active mailing address that is listed in myWCU. The student will need to make sure the mailing address in myWCU is updated and correct. To change the address on file:

1. Log into [myWCU](#)
2. Under Quick Links select "Personal Services", select "Personal Information", then choose "Update Address/Phone"
3. Select the type of address you would like to update; i.e. Current Student, Permanent Mailing Address, Emergency Contact, etc. A permanent mailing address MUST be on file or an "Address Hold" will be placed on the student's account

If a student's tax deductions, marital status or name changes, a new form (W-4) will need to be completed. The tax form (W-4) and other payroll forms are located in Human Resources & Payroll, 302 H.F. Robinson.

STUDENT WORKER COMPLAINT PROCEDURES

Sexual Harassment

Sexual harassment under Title IX of the Civil Rights Act of 1964 (Title IX) constitutes unlawful discrimination based on gender and threatens the University's culture of civility and mutual respect. Western Carolina University (University or WCU) is committed to creating and maintaining an environment that is free of Title IX Sexual Harassment and that promotes a healthy spirit of responsibility, dignity, and respect in matters of sexual conduct and interpersonal relationships. It is the policy of the University that its employees, visitors, and students should be free from Title IX Sexual Harassment within any education program or activity. The University's Title IX Sexual Harassment Policy (#129) is available at <https://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/numerical-index/university-policy-129.aspx> . Reporting options are as follows:

Information concerning a violation of this Policy may be directed to the Title IX Coordinator, University Police, a Responsible Employee, or the United States Office for Civil Rights at OCR.DC@ed.gov or (202) 453-6020. A Report made to these individuals shall be reviewed by the Title IX Coordinator.

Anonymous Reporting: Any individual may make an anonymous Report of conduct prohibited by this Policy to the Title IX Coordinator, University Police, a Responsible Employee, or the Office for Civil Rights without disclosing their name, without identifying the Respondent, and/or without requesting any action. However, the University's ability to respond to an anonymous Report may be Cg Td(b)-7.ay

Student complaints about other students: Complaints of this nature should be reported to the Department of Student Community Ethics (Brown Hall; telephone no. 227-7234) or the Office of the Vice Chancellor for Student Affairs (227 H.F. Robinson Administration; telephone no. 227-7147) for investigation and resolution. Complaints should be reported as soon as the incident occurs to ensure a prompt, impartial, and complete investigation; however, the University reserves the right to initiate investigations and take action at any time depending on the nature of the alleged harassing action.

Student Complaints about Employees/ Employers (or agents and contractors of the University): Complaints of this nature should be reported to the Director of Employee Relations (302 HFR Administration Building; telephone no. 227-7218) for investigation and resolution. Complaints should be reported as soon as the incident occurs to ensure a prompt, impartial, and complete investigation; however, the University reserves the right to initiate investigations and take action at any time depending on the nature of the alleged action. Investigations may be conducted in consultation with the Office of the Vice Chancellor for Student Affairs.

Discrimination

In accordance to the University's Statement on Non-Discrimination and Equal Opportunity (Policy #10), available at <https://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/numerical-index/university-policy-10.aspx> should be reported directly to the Office of the Vice Chancellor for Student Affairs. It is the responsibility of the Vice Chancellor for Student Affairs to investigate and resolve student complaints made under this Policy in accordance with University policy and the Code of Student Conduct. Investigations may be conducted in consultation with the Director of Employee Relations if the complaint involves a student worker.

Dispute Resolution Policy

Student workers are expected to discuss concerns regarding work conditions and/or work expectations first with their immediate supervisor. The supervisor should respond within 7 workdays. If that conversation does not produce a mutually agreed resolution to the concerns, student workers may then discuss those concerns with the next-level supervisor whose decision on the matter is final and should be delivered within 7 workdays.

GENERAL EMPLOYMENT PRACTICES

Interviewing

Departments should develop selection procedures, which might incorporate the following:

1. **Job Requirements and Description** – Review the job requirements and description with the student to ensure he/she understands the duties and skills required of the vacant position.
2. **Position Details** –

when making the decision. Store all interview notes and applications in a locked drawer for up to six months for retention purposes.

Training

Supervisors have a dual role in not only managing students but also teaching them how to be productive workers. Supervisors have the opportunity to have a tremendous impact on students. Many students begin their college career with no prior work experience and need instruction and guidance on how to be effective workers. Successful employment experiences are especially valuable to graduating students who are preparing to enter the workforce, supervisors should consider some type of training program to help students develop healthy work habits, a sense of pride in their work, and confidence in their abilities. Training programs may consist of the following:

4. Present an overview of office/ departmental functions and an organizational structure to new workers. Describe the goals and roles of the department and discuss how the student worker's role fits with the overall campus mission.
5. Introduce new students to co-workers.
6. Describe the student's specific duties and responsibilities and how they relate to other office activities. If appropriate, the student may observe and/or meet other staff members.
7. Discuss expectations of the student's work performance, including quality and quantity standards.
8. Assign a workstation and explain how assignments will be communicated and where personal items may be stored.
9. Agree on a work schedule

improve or is unwilling to change, termination may be the only solution.

If students are concerned about any employment-related condition they consider unjust or harmful to their personal welfare, they should be encouraged to bring that concern to their supervisor, financial aid if a federal work study position, human resources if a non-work study position or the graduate school if a graduate assistantship.

Personal Conduct of Student Workers

Please be aware as a supervisor that all student workers should adhere to University policies and be aware of their rights and responsibilities. As a supervisor, please share with them the information found on the [Student Worker Rights and Responsibilities](#) page, as well as state and federal policies including FERPA, confidentiality agreements, etc. Departments may establish additional rules for its students which are considered necessary for effective operation. Some rules that should be considered for disciplinary action or termination of employment are included below. An accumulation of minor infractions or a single infraction of a serious nature may need consideration regarding termination of employment. Please consult with Financial Aid for Work Study and Human Resources for non- work study positions.

1. Absence of work without prior notification or without good cause, or excessive absenteeism/tardiness
2. Malicious destruction or

Student Responsibilities

Student workers are required to comply with the performance standards of the department for which they work. Students who accept a student worker position accept the responsibility of maintaining professional standards and agree to the following:

1. Perform assignments in a responsible manner
2. Adhere and comply with privacy and confidentiality agreements
3. Student records may not be removed from a University office by student workers unless they are requested to do so by their supervisor.
4. Student workers who are granted access to student records are held responsible to protect the information and contents while in their possession
5. Accessing personal records or records of family, friends, or peers is prohibited
6. Discussing personnel records of family, friends, or peers is prohibited
7. Making personal use of University equipment or supplies is prohibited, except as granted by the supervisor
8. Student records are to only be accessed when a work assignment requires the student worker to do so
9. Student workers are prohibited from working with their own student records
10. Student workers are strictly prohibited from unauthorized access, entry, alteration, tampering, falsification, copying or distribution of academic, personnel, or payroll records
11. Follow a predetermined work schedule as agreed upon with the supervisor
12. Work a combined maximum of 20 hours per week (or 30 hours if granted permission from the Associate Vice Chancellor of that division) except during breaks when classes are not in session, in which case students may work up to 40 hours
13. Report on their timesheets in MyWCU the correct number of hours worked on the correct days. NOTE: It is a federal offense to falsify any information on a student's payroll timesheet. Hours reported must be hours worked
14. Notify supervisors as soon as possible when illness or other circumstances prohibit the student from working
15. Dress appropriately and conduct themselves in a professional manner
16. Avoid studying or doing homework during work hours unless given permission to do so by the supervisor
17. Discuss any work-related problems with the supervisor or report any concerns if the problems cannot be solved on a departmental level to either Financial Aid or Human Resources as appropriate.
18. Not start a position u u

