



STUDENT EMPLOYMENT SUPERVISOR HANDBOOK

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Introduction

Student Employment provides significant opportunities on and off campus for students to obtain experience working with the faculty and staff of the university and many prominent members of the community.

This handbook outlines the policies and procedures that are in place for departments that plan to hire student employees. As a supervisor, it is your responsibility to learn and understand the handbook ensuring compliance with regulations and that we provide the best possible service to our students possible.

If you need any clarification or have any questions at any time, please contact Student Employment at 860-465-4435 or email: stuemp@easternct.edu.

Budget

The Fiscal Affairs Office determines the student employee budget for each department on an annual basis. The student employee budget will be sent by Fiscal Affairs to each department each year. It is the individual department's responsibility to stay within the allocated budget by reviewing the monthly summary report and submitting any corrections in writing to Student Employment.

Department Participation Agreement Form

All faculty, administrators and staff who will supervise student employees must submit a Department Participation Agreement form at the beginning of each academic year. Supervising includes but is not limited to hiring students on ecsujobs.org, signing timesheets, submitting timesheets, obtaining state employee ID numbers and other supervisory duties.

If your name is not on the department participation agreement, your account to ecsujobs.org will be deactivated.

If at any time your position changes or you wish to gain access, please contact Student Employment.

Equal Opportunity Act

Before hiring a student make sure you have read and understand the Equal Opportunity Act.

It is the policy of Eastern Connecticut State University that employment decisions be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices will not be influenced or affected by virtue of an applicant's or employee's race, sex, color, religious creed, national origin, national ancestry, sexual orientation, marital status, veteran status, age, criminal record, disability including learning disability, past or present history of a mental disorder, genetic information, or any other characteristic protected by law. In addition, the University intends to provide a work environment that is free of unlawful harassment of any kind. This policy governs all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment. (<http://www.easternct.edu/equityanddiversity>)

Hiring Process

The Hiring process consists of four steps:

Step 1: Post job on ecsujobs.org (if you need help posting a job, please refer to the website manual)

Step 2: Interview potential candidates

Step 3: Hire student on ecsujobs.org

Step 4: Submit a completed Work Authorization Contract (prior to the anticipated student start date) to the Student Employment Office.

Employment Paperwork:

Background Check Procedure

Student employees working on campus may require a background check depending on their responsibilities. Responsibilities that require a background check are listed on the front of the Work Authorization Contract and should be checked off by the supervisor if applicable.

Students requiring a background check *cannot* work prior to the background check clearing.

If the student requires a pre-employment background investigation, the student will need to complete the Student Employee Pre-Employment Form with guidance from their supervisor.

The Pre-Employment Form must be submitted to the Student Employment Office.

When Student Employment gets clearance of the background check, the student and supervisor will receive an email notification. After receipt of the email notification, the student can submit the Employment Authorization Contract to the Student Employment Office.

Important Note: The start date on the Work Authorization Contract cannot precede the date of the background clearance.

Work Authorization Contract

Student employees are required to submit paperwork *before* their first day of employment for every contract period. Employment cannot begin prior to the completion of the Work Authorization Contract. The number of hours students can work may vary each contract period. Employment paperwork can be obtained at the Student Employment Office or on ecsujobs.org.

Contract Periods

Academic Year: The contract period runs from the first day of classes for the fall semester until the day of commencement the following the spring semester. Intersession and Spring break are included in the academic year. Students must be registered for courses and be enrolled in a degree-granting program to work during the academic year.

Summer: This contract period runs from the day after commencement in the spring to the day before the first day of classes in the fall. Students must be registered for the following fall semester courses and be enrolled in a degree-granting program to work during the summer.

When all employment paperwork is submitted to the Student Employment Office, a signed copy of the Work Authorization Contract will be given to the student. The student must return this to their supervisor. When the supervisor receives the signed copy of the authorization contract, the student can begin work.

W-4 Tax Forms

New student workers are required to fill out Connecticut and Federal taxes. We cannot advise students on how to fill out tax forms.

I-9 Form

This form is required by the US Department of Homeland Security (DHS) to confirm employment eligibility. Along with this form, new student workers are required to bring in **ORIGINAL** identification. Acceptable forms of identification are indicated on the last page of the I-9 packet:

When handing in the I-9 Form, the student must have one type of identification from list “A” or have two separate types of identification, one from list “B” and one from list “C”.

- List “A” identification consists of documents that establish both identity and employment eligibility, such as a passport, U.S. citizenship, etc.
- List “B” identification consists of documents that establish identity, such as a driver’s license, state ID, etc.
- List “C” identification consists of documents that establish employment eligibility, such as social security card, birth certificates, etc.

The complete list of identification documents is available on the form.

Direct Deposit (optional)

Students can have their paychecks direct deposited into either their checking or savings account. Forms are available at the Student Employment Office, on ecsujobs.org, and at Payroll. This form can take up to eight weeks to process. Direct deposit remains active until student cancellation; students will need to update banking information should any changes occur.

Immigration Law Compliance

Eastern Connecticut State University employs only United States citizens and aliens who are authorized to work in the United States and complies with the Immigration Reform and Control Act of 1986.

As a condition of employment, each new employee must provide specified identification, and properly complete the Immigration and Naturalization Service Form I-9 with correct signature, and date (see I-9 Form). Within three (3) days of commencing work, newly hired employees must also complete the form if they:

- ✓ have not previously filed an I-9 with the University;
- ✓ have previously filed an I-9 but it is more than three years old; or,
- ✓ have previously filed an I-9 that is no longer valid.

I-9 Verification of employment eligibility is the sole responsibility of the employer. Form I-9 requires every employer to obtain and keep on file positive evidence that they have checked each employee's identity and U.S. work eligibility. Employers are subject to audit by the Department of Homeland Security and may be required to show I-9 employment form documentation upon request.

Pay Rate System

The Student Employment pay rate system is based on the amount of time a student has worked for a given department and the responsibilities included in their job description. The system is broken down into three classes and various steps within each class.

The current rates can be found under "Forms & Information" on the ecsujobs.org.

Below is a general outline of the classes:

Class I: Semi-skilled positions requiring little or no work experience. These positions generally require training and supervision.

Class II: Positions requiring proven skills and/or technical knowledge with capability of assuming additional responsibility such as supervision and basic training of others.

Class III: Advanced positions requiring skills and training acquired through prior employment or training in the appropriate area. These positions usually require supervisory responsibilities, the ability to work independently, and specific job skills.

Student Hours

Student Employment reserves the right to set a maximum number of hours for student employees.

- ✓ Students perform an hour's work for an hour's pay; no other arrangements are acceptable. Therefore, no "substituted work" will be paid, including Jury Duty.
- ✓ Students may work a **maximum of 8 hours a day**.
- ✓ Student must take a half-hour unpaid lunch break if they work an 8-hour shift and this is to be recorded on the timesheet as 7.5 hours worked.
- ✓ Students are not allowed, per University HR policy, to work from home.
- ✓ Student Employment sets the maximum hours per pay period each year. However, Board of Trustees Resolution states students may work **not more than 40 hours per pay period** when school is in session. Currently, the maximum set by Eastern for students is **no more than 24 hours per pay period**.
- ✓ During Intersession and Spring Break, students may be allowed to work more hours if your department budget allows for more hours. The summer is a separate contract period, not included in the academic year, and students will need to submit additional paperwork.
- ✓ It is the supervisor's responsibility to monitor student worker hours ensuring they do not exceed the maximum hours available per pay period. Any hours worked over the maximum will likely be postponed for payment until the next pay period. The additional hours may impact subsequent pay periods.

Sick Time

- ✓ Sick time is available to students once they have worked a consecutive 680 hours.
- ✓ Once the student reaches the 680 hours, they receive 17 hours of sick time to use right away.
- ✓ Students can accumulate 1 hour of sick time per 40 consecutive hours of work.
- ✓ When the student wishes to use sick time, the timesheet is to be completed as normal but the day(s) under which the sick time is to be used should also have "SICK" handwritten with the hours that should be charged to sick time.
- ✓ The following link provide additional information: [Part-Time Sick Pay](#) or you can contact the Payroll Office at (860) 465-5746.

Payroll Calendar

The payroll calendar shows the beginning and end date of each pay period, the date on which timesheets must be submitted, and the date that checks will be issued. The current payroll calendar can be accessed from the payroll website.

<http://www.easternct.edu/fiscalaffairs/payroll/>

Timesheet Process

- 1) Student timesheets can be printed from the payroll website.
- 2) Timesheets are for a two-week period, referred to as “pay period”. The pay period starts on a Friday and ends (two weeks later) on a Thursday.
- 3) Timesheets must be filled in and signed using *ink* (no white-out).
- 4) Only the *total hours worked per day* is to be recorded on the official timesheet provided by Student Employment. Please record total hours per day using the nearest quarter hour (.00, .25, .50, .75). Supervisors may require a time in/out sheet to be completed as well. Students are not allowed to work more than 8 hours a day (includes a half hour unpaid lunch).
- 5) On the last day of the pay period, the student will total hours worked, sign the timesheet, and hand it in to the supervisor. The supervisor will verify the hours, sign the timesheet, and submit it to the Payroll Office.
- 6) Please stay within the guidelines that are provided in the “Notes” section of every timesheet.
 - ✓ For the pay period, DO NOT EXCEED, the maximum number of hours allocated:
 - Returning/non-freshmen: 24 hours per pay period.
 - Freshmen – 20 hours per pay period
 - ✓ All corrections and cross-outs, etc. must be initialed by the student and supervisor.
- 7) Timesheets should be handed in by 9:00am on the Friday after the pay period ends. Timesheets can be delivered through interdepartmental mail or hand delivered to the Payroll Office, on the third floor of the Gelsi-Young Building.
- 8) **Incomplete or incorrect** timesheets will be returned to supervisor. Late timesheets will be processed in the following pay period.

Paycheck Pick-up

Students may pick up their payroll checks at the Payroll Office in the Gelsi-Young Building after 3:00pm, the Thursday of pay week. Under no circumstances will a check be given out before 3:00pm; please do not call the office for early check release. Checks will remain at Payroll until received by the student. The line will be extremely heavy on payday. To avoid this wait, the student can get direct deposit by filling out a Direct Deposit form.

Students will need *a valid picture ID* to receive their check. No other form of identification will be accepted. If the student has lost or misplaced their identification, the supervisor of the department may contact Payroll.

A student may pick up another student’s check with their own Identification, the other student employee’s valid ID, and a written note signed and dated by both students.

Proper Computer Usage

Supervisors and students must recognize the importance of proper computer usage. Your student employees should not use, access, alter, or duplicate anything to which they have not been given access or permission. Your student employees should not be on computer games, social media, shopping sites, etc. They should not be sharing their own computer account with others or using another person's account. All students reviewed and signed the Computer Usage Policy as part on their Work Authorization Contract. For additional information visit, <http://www.ct.edu/files/pdfs/nursing-student-code-of-conduct.pdf> and http://www.ct.edu/files/it/BOR_IT-001.pdf

Grievances & Terminations

There is a specific process in place for grievances with student employees. Students *may not be fired or transferred* until Student Employment decides that it is the best course of action. All sides will be given a chance to present their case.

Below are the steps to follow when there is a persistent problem with student employees:

- 1) **Verbal Warning:** If problems arise on the job, the supervisor must first discuss them with the student.
- 2) **Written Warning:** If a verbal warning fails to help student employee behavior, the department supervisor or chair should write a letter to the student citing the problem behavior and exact descriptions of how to correct it. A copy should be forwarded to Student Employment. The student must be given 10 days to correct their behavior. See [Page 11](#) for a sample written warning letter.
- 3) **Referral to Student Employment:** If a written warning has been issued and the problem behavior continues, the supervisor or chair should refer the matter to Student Employment for further action.

Resolution Alternatives

Student Employment may decide on mediation, transfer of the student to another department (if any jobs are available), resignation or termination of the student employee's employment or some other reasonable course of action. Student Employment reserves the right to immediately *suspend or terminate* a student's employment if the health and/or safety of others may be jeopardized by continued employment in that position.

Non-Grievance Solutions

When minor problems arise, Student Employment will gladly intercede without the filing of a formal grievance if either party requests such intercession. Often this unstructured course of action leads to more effective communication between parties and to a better working relationship. Student employees and supervisors are expected to discuss problems among themselves before taking further action.

Terminations/Separations

Students who stop employment prior to the end date of their contract period must be officially terminated. To do so, supervisors must go to the Forms and Information page on the Student Employment website and complete the Separation Form. Remember to include the last day the student worked as this is pertinent for Student Employment to complete the termination procedure. Once Student Employment is formally informed of the separation, your department is free to post the open position on the Student Employment website and hire a student.

Student Resignations & Separations

If a student decides to leave a position, the supervisor must obtain a letter of resignation. This letter should be submitted along with the Separation Form (refer to [Terminations/Separations section](#)). If a resignation letter is impossible to obtain, the supervisor should complete a Separation Form and explain the reason for the student's resignation.

A student is considered to have resigned their position seven days after failing to attend work without notifying his/her supervisor. In these cases, supervisors should notify Student Employment in writing with the student's identifying information and the date of non-attendance. Either Student Employment or the supervisor will send a letter to the student terminating the student from the position.

Working Test Period (WTP)

The WTP shall be deemed an extension of the hiring process and applies to all student employees. The WTP shall consist of 45 calendar days beginning on the first day the student works.

- At any time during the WTP, the supervisor may ask Student Employment to terminate a student employee, if in the opinion of the supervisor, the student employee is unable or unwilling to perform his/her duties to merit continuance in the position. Similarly, during the WTP, the student employee may inform Student Employment that she/he is terminating his/her employment without the usual two-week notice. Student Employment must be notified in writing of the decision of either party to terminate.

If the above procedures are followed, the student's eligibility to be hired by another department or the department's right to hire a replacement, once the student has ceased working, will not be impaired or jeopardized.

Warning Letter: Sample

Student Employee's Name

Dear [Student Employee's Name]:

In accordance with Student Employment policy this is a letter of warning. This action is based on your [list performance deficiencies and/or unacceptable behaviors].

On previous occasions detailed reviews of expectations regarding your [performance and/or behavior] have been undertaken to ensure that you understand the requirements of your position. They have been discussed with you orally [list dates, if available] and in writing [list dates of performance appraisals, counseling memos, and previous disciplinary actions; attach copies]. However, you continue not to meet these expectations.

Your failure to adhere to the requirements of your job on an ongoing basis has a serious impact on the operations of our department [work unit], and our ability to meet our goals. [Describe in detail, e.g., interrupted service to clients, missed payroll deadlines, safety hazards, overtime for other employees.]

In the future you are expected to:

- [List correct work requirements i.e. Report for scheduled hours on time.]

Should you not meet these expectations, we will move to the next step and issue you a final written warning. Following the final written warning, you will be referred to Student Employment to follow up with this process. The process can include transfer to another department, resignation or dismissal from employment. Should you have any questions about the decisions that have been made please ask now.

I _____ acknowledge that I have read and received a copy of this warning.

Student Employee's Signature

Tips for Success

Here are some helpful hints for hiring student employees and working with them:

- ✓ **Interview:** Interviewing each applicant is the best way to evaluate a student's personality and communication skills that are vital for the position. Considering, this job may be the student's first work experience, you can expect some nervousness about the interview. In addition to asking the standard questions for the job, remember to lay out the important skills and job requirements needed for the job like hours, duties, dress code, etc.
- ✓ **Train & Motivate:** Help employees develop their skills through appropriate training accurate coaching, and regular performance evaluation.
- ✓ **Create goals:** Let your students know their responsibilities. Set expectations, communicate with them clearly, and welcome new ideas from the students. Work with them as a team and make them feel valued.
- ✓ **Decision making:** Encourage student workers to demonstrate problem solving skills involving your department and present them to you in a professional way. This allows the students to feel more important to the department and encourages them to think for themselves.
- ✓ **Being flexible:** Remember student employees are always students first. If scheduling conflicts arise, academics should always be the student's primary concern. Set clear guidelines about these situations and how the student should contact you regarding any concern.

Student Eligibility, Regulations & Policies

Student Eligibility to Work

The following criteria, established by CSU Board of Trustees Resolutions, ECSU Policies, and Federal Laws, need to be met for a student to be eligible to work:

- *Matriculation:* A student must be enrolled in a degree-seeking program within the CSU system.
- *Enrollment:* A student must be enrolled in the semester in which they desire to work as either full or part-time status. Please note: In most cases students are hired for a contract period which runs an entire academic year, (Fall and Spring semesters) however, if they discontinue enrollment at the university within that time, they are no longer eligible to work.
- *Good Academic Standing:* Students who are academically dismissed must stop working immediately and notify the supervisor and Student Employment.
- *No Concurrent State Employment:* Students must not be employed in another state agency during the time they are officially employed at ECSU.
- *Bill Delinquency:* Students with delinquent bills and a hold on their Bursar's account may not be employed until arrangements have been made with the Bursar. The hold must be lifted, or permission given to Student Employment by the Bursar to approve the hire. If students have a delinquent bill, they will be notified by Student Employment and given instructions on how to remedy the situation.
- *One Position:* Students may hold only one job at a time being paid by ECSU. To change jobs during the school year, students must have their current employer complete a Transfer Form (available at the Student Employment Office). In The Student Employment Office will not hire a student for a second job until a Dual Employment Form has been returned and approved by the Director of Financial Aid.
- *Student Employment Authorization:* **Students may NOT begin working until all Student Employment paperwork is completed and turned in.** A supervisor will know this has been done when they receive the copy of the signed Work Authorization Contract.

Federal Regulation – Work Prohibitions

- Students may not be required to use their personal vehicles for work activities.
- The Student Employment Program cannot pay for any work that benefits religious or political organizations, or an individual. For example, student workers could not be paid to help a professor organize a political or lobbying campaign or to do research for an article for which a professor is under contract to an outside organization.
- Impair the organization's existing service contracts.
- Displace the organization's regular employees.
- Fill jobs that are vacant because the organization's regular employees are on strike.
- Involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction.
- Include employment for the U.S. Department of Education.

International Student Workers

1. International Student Employment Requirements
 - Employment must be an on-campus job (educationally related).
 - Work a maximum of 10-12 hours per week. A maximum of 40 hours is permitted during official breaks.
 - Must remain "In-Status" with your VISA:
 - Retain a valid I-20 or IAP-66
 - Do not apply for or accept any extra work (for example, off campus)
 - Do not apply for or receive public services
 - Must retain a Grade Point Average of 2.0 or above.
 - Must remain a full-time student (12 credits or above)
 - Must be currently paid on your bills to the University (no holds)

International Programs will check these requirements once the student has secured a job on campus.

2. Preparing to work: In order to work, the student will need a Social Security Card. Students who do not have a Social Security Card may not be issued paychecks through the payroll system. Therefore, the student should apply for a valid Social Security Number to be employed. The current location and contact information for the Social Security Office in Willimantic is on file at the Student Employment Office.
3. All international students are paid through the Operating Fund.
4. International student employees are hired on a semester by semester basis; unlike domestic students who are hired for an entire academic year. International students must complete the F1-J1 form with Indira Petoskey, Director of the International Studies Program at ECSU.

Additional Policies

Our office follows Eastern's Human Resource related policies. A few are listed below. More details about these policies can be found at the links and Eastern's Human Resource page.

1. <http://www.easternct.edu/humanresources/policies/>
2. [Statement of Policy and Grievance Procedures on Discrimination and Sexual Harassment](#)
3. [Drug and Alcohol-Free Workplace Policy](#)
4. [Policy on Workplace Threats and Violence](#)

Student Family and Medical Leave Act (FMLA) Student employees are not eligible for FMLA.

Worker's Compensation: Student Employees

Procedure:

STEP 1: Notify your supervisor as soon as possible. If your supervisor is unavailable contact the Campus Police at 860-465-5310.

STEP 2: If employee needs medical attention please direct employee to:

Med East Medical walk in Clinic, 1703 West Main St., Willimantic, CT 06226. This is the mandatory initial treatment center.

In case of emergency please call 911.

STEP 3: The supervisor must complete the First Report of Injury and then contact the Injury Hotline at 1-800-828-2712 as soon as possible.

STEP 4: The supervisor or injured employee must provide initial notification to the Office of Human Resources.

STEP 5: In lost time cases, the employee **MUST** come to Human Resources to complete necessary paperwork.

STEP 7: The employee must keep the Office of Human Resources updated on all medical appointments, dates and times. Etc.

Failure to adhere to these steps may impact the processing of the Workers Compensation claim, delay in the receiving of benefits, or a discontinuation of benefits. If you have any questions, please call Doris Decyk at 860-465-4649. Student workers must also notify the Student Employment Office – Wood Support Services Center at 860-465-4435.

Closing Statement

The Student Employment Staff at Eastern Connecticut State University would like to thank you for reviewing the information in this handbook. If you have any questions regarding the information in this handbook, please contact our office.

Phone: (860) 465-4435

Fax: (860) 465-2811

Email: stuemp@easternct.edu

Website: www.ecsujobs.org

Wood Hall Support Services Building

Student Employment is located on the Main Floor (Next to Financial Aid).