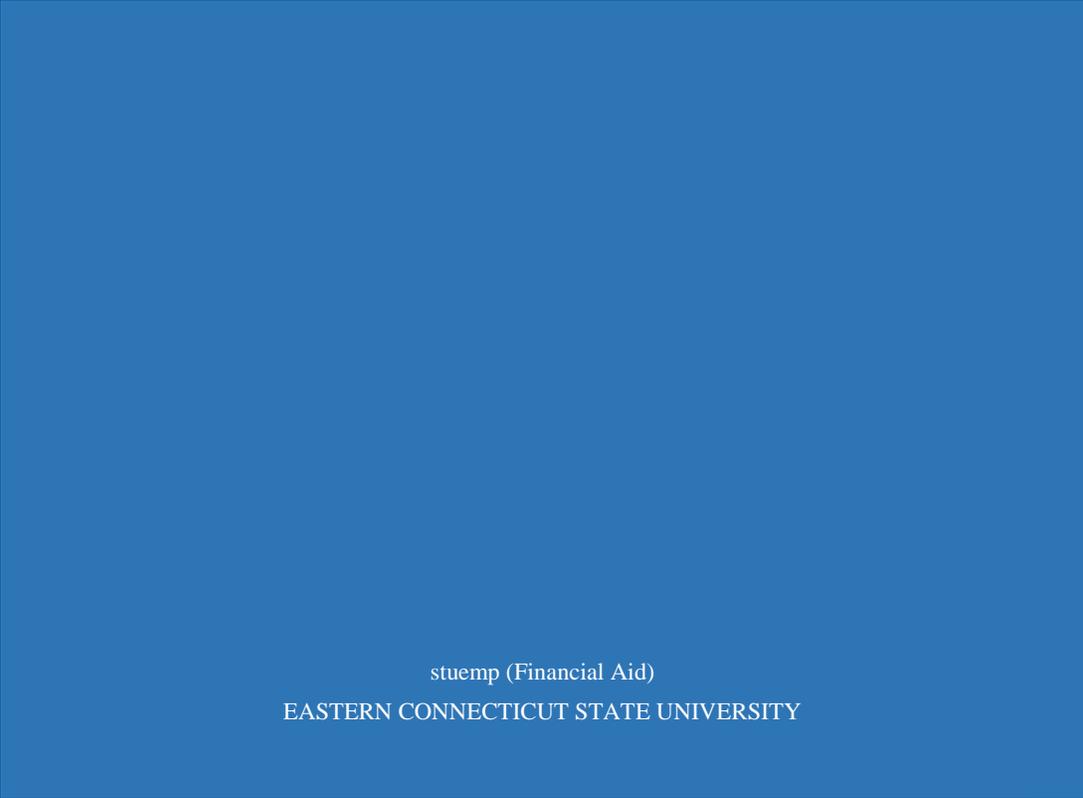


STUDENT EMPLOYMENT SUPERVISOR HANDBOOK



stuemp (Financial Aid)
EASTERN CONNECTICUT STATE UNIVERSITY



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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.

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This handbook is intended to give you a quick view of basic and simplified information about your job as a supervisor of Eastern's students. Please familiarize yourself with the policies included in the handbook and use this as a reference guide.

If you need any clarification or have any questions at any time, please give our office a call or an email! We are always willing to help. Our contact information is provided below:

Phone: 860-465-4435

E-mail: stuemp@easternct.edu

Budget

Allocations are determined by the Fiscal Affairs Office. Each year a budget for student employees will be sent to each department.

Department Participation Agreement Form

All faculty, administrators and staff who wish to participate in supervising student employees must submit a department participation agreement form prior to 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 supervisor duties.

If you are not on this agreement, your account to ecsujobs.org will be deactivated.

If at any time your position changes, or you wish to gain access please contact our office! We will send you the current agreement we have on file and you may make the necessary additions or edits. Your chair or supervisor must approve and initial these changes!

Hiring and Paperwork

Hiring

All students must be hired online on ecsujobs.org prior to bringing paperwork to our office. If you have questions on this process please refer to the “Website Manual”.

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Background Check Procedure

Some student employees on campus require a background check due to their responsibilities. These responsibilities are listed on the front of the Work Authorization Contract and should be checked off by the supervisor if they apply. **Students requiring a background check cannot work prior to the background check clearing.**

- If the student requires, pre-employment background investigation, the student will need to complete the Student Employee Pre-Employment Form with guidance from the supervisor. That form will be collected by Student Employment first, before the rest of the paperwork
- When Student Employment gets clearance of the background check, the student and supervisor will receive an email notifying them of the clearance and then bring in the remaining paperwork.
- **Note:** The start date on the Work Authorization Contract cannot precede the date the background clearance is received since the student **cannot** work before that date.

Paperwork

Student Employees are required to submit paperwork for every contract period in which they are employed. The number of hours students are allowed to work may vary from contract period to contract period.

- *Academic Year:* This contract period runs from the first day of classes of the fall semester until the day of commencement following the spring semester. Intersession and Spring Break are included in 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 also have to be registered for the following fall semester in order to work during the summer.

Once the student has been hired for a position as a student employee they must complete the necessary paperwork. There will be paperwork to be completed at the start of each contract period. This paperwork can be obtained at the Student Employment Office or on the ECSUJOBS website.

- *Work Authorization Contract:* Each contract period students will fill out a voucher documenting the department, job title, pay rate, and duration of employment. This form informs all parties of the conditions of employment and updated University Policy. After all completed, necessary paperwork is brought to Student Employment, a copy of this will be given to the student to give to their supervisor to inform them that they are ready to work. ***Students should not work*** until this form is given to them with a signature from the Student Employment Office. All students, new or returning, need to complete this form for every new contract period (Academic Year and Summer).
- *W-4 Tax Forms:* Each new student worker is required to fill out Connecticut and Federal taxes for payroll purposes. Please be aware that we may not advise the student on how to fill out these tax forms.
- *I-9 Form:* This form is required by the US Department of Homeland Security to confirm employment eligibility. Along with this form, new student workers are required to bring in **ORIGINAL** identification in which we make copies of. The IDs that we accept are indicated on the last page of the I-9 packet.
- *Direct Deposit (optional):* Students have the opportunity to have their paychecks direct deposited into either their checking or savings account. These forms are available at the Student Employment Office, on the website and at payroll. This form can take up to eight weeks to process. Direct deposit will still be active for future semesters, students will need to update banking information should any changes occur.

Immigration Law Compliance

Eastern Connecticut State University is committed to employing 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 sign, and date. 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 DHS and may be required to show I-9 employment form documentation upon request.

When handing in the form you must have either one type of identifications from list "A" or you must have two separate types of identifications from list "B" and "C".

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

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. Longevity raises will be granted when the budget can support it.

The current rates can be found under "Forms & Information" on the ECSUJOBS website. 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.

*****File is currently being revised and edited. More content will be added.*****