Student Supervisor Handbook

A guide on policies and procedures for employing STUDENT ASSISTANTS.

Equal Opportunity Employment

VALDOSTA STATE UNIVERSITY

STUDENT SUPERVISOR HANDBOOK

Published by:

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Equal Opportunity/Affirmative Action Employer

This handbook is available on-line at
http://www.valdosta.edu/finadmin/human_resources/studemp/.

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MISSION STATEMENT

The mission of the Student Employment Office is to provide financial assistance to students of Valdosta State University (VSU) through employment opportunities on campus. The student assistant program fosters leadership development, substantive employment opportunities, transferable life skills, and personal and career development for student employees.

SUPERVISOR EXPECTATIONS

Supervisors are expected to serve as role models for student employees, for example:

- Provide an environment where students will learn transferable life skills and leadership skills.
- Provide accurate job descriptions and clear job expectations for student employees.
- Provide a formal hiring process.
- Complete necessary student employment forms required by the Student Employment Office in collaboration with the Payroll Office.
- Provide orientation, training, and evaluation for all student employees.
- Recognize and energize student employees.
- Consider nominating a student assistant for VSU Student Employee of the Year.
- Celebrate successes!

HIRING STUDENT ASSISTANTS

Job Descriptions

It is mandatory to maintain current job descriptions for all student assistant positions.

Job descriptions must include the following information:

- Job Title
- Department
- Supervisor
- Job summary
- Essential job functions
- Minimum qualifications
- Abilities required

✓ For an example of "Job Description" template, please refer to the *Forms Section* of this handbook.

Job Postings

All on-campus job openings are listed with the Student Employment Office, PeopleAdmin, https://valdosta.peopleadmin.com/hr/. **To ensure equal opportunity for all eligible student applicants, all open, on-campus student assistant positions must be posted on PeopleAdmin.**

Applications

The PeopleAdmin application provides a consistent method for supervisors to review all interested applicants and for the student to provide an initial overview of her/his skills and abilities. Applications include:

- General Information (i.e., name, address, phone number, and availability to work)
- Prior Work History
- Hours Available to Work
- Class Schedule
- Skills & Abilities
- Certifications
- Disclaimer

Interviewing

Interviews are a significant part of the hiring process. The interview is used to determine if the applicant's skills, abilities and interests are a good match with your specific departmental needs. It is also an opportunity for the supervisor to gain information not provided in the application (and resume).

Interview questions should be open-ended (questions which require more than a "yes" or "no" answer) and will provide the applicant an opportunity to talk about her/himself. All interviewing questions must relate to the job description and cannot pertain to age, gender, religious affiliation, ethnicity, sexual orientation, marital status, transportation, GPA, class status, or extracurricular activities.

✓ For "Interview Guidelines," please refer to the *Forms Sections* of this handbook.

Eligible Students

In order to be eligible for on-campus student employment, students must meet the following criteria:

1. Students must have a cumulative 2.0 GPA.
2. Students must be admitted* to Valdosta State University and enrolled for **6 hours or more**.
3. Student must not be holding another classification, such as "Temporary Laborer" or "Graduate Assistant."
4. Student must not be working more than 20 hours per week in all jobs combined; if so, he or she will need to be hired as a "Temporary Laborer" *(Note: Please refer him or her to Freda Wade in the Human Resource Office.).*

*   Note: According to Payroll, Registrar, and Admissions, a consortium student may attend a class on campus through the entry program; however, he or she is admitted through a different higher education institution, not Valdosta State University. Because of this, a consortium student is not eligible to be a VSU student assistant; however, he or she may work as a "Temporary Labor" classification.

Student Classifications

Besides a "student assistant" classification, there are different opportunities for student employment on campus; they are as follows:

1. *Federal Work-Study (FWS) Program*: This employment program is based on established financial need. Departmental assignments are made for the entire academic year. For further information, please visit the Financial Aid Department's website, http://www.valdosta.edu/financialaid/, or contact Rett Moore at 229-333-5935.

2. *Temporary Labor*: Temporary Labor is a "Temporary/Non Benefited status," which is subject to re-approval each 90 days for a period not to exceed 12 months of continuous employment. Upon completion of 12 months employment, a service break of 30 consecutive calendar days must be met to be eligible for further employment.

3. *Graduate Assistantships*: Graduate students are eligible to work in various departments on campus. A selection process determines the eligibility and qualification for candidates in this program. The base pay for GAs is $1226 per semester (summer pay will vary). Assistantships funded by other departments or grants may pay more if their budgets allow. For further information, please visit the Graduate School's website, http://www.valdosta.edu/GRADSCHOOL/, or contact Michelle Jordan at 229-333-5694.

Working More Than One Job

Students are limited to working no more than two, student assistant jobs on campus during one semester; this includes positions which are paid through stipends, such as Music, Orientation, Band, Resident Assistant, etc. In addition, student assistants may not hold a student assistant classification in addition to a "temporary laborer" and "graduate assistant."

Working for a Relative

The Student Employment Office does not recommend the hiring of students in a department or agency where an immediate family member is employed. An immediate family member is defined, inclusively, as: spouse, parent, child, grandchild, grandparent, brother, sister,

stepparent, stepchild, mother in-law, father in-law, son in-law, daughter in-law, brother in-law and sister in-law.

Orientation

Departments are expected to have training and orientation opportunities for all student assistants. The orientation session should include:

- Departmental policies,
- Staff introductions,
- Departmental tours,
- Safety information,
- Scheduling, and
- Specific training for the particular job (i.e. telephone etiquette for a position where the employee will be answering the telephone.)

✓ For an "Orientation Check List," please refer to the *Forms Section* of this handbook.

PAYROLL PROCEDURES

Payroll Forms

Students will complete and sign their payroll forms in the Student Employment Office. Payroll forms include, but are not limited to:

- Direct Deposit/CashPay
- Drug Free Policy & Drug Policy Acknowledgement
- Federal Form 8233 - To be completed by Non-Resident Aliens when applicable.
- Federal Form W-4
- Georgia Form G-4
- I-9
- Right-to-Know Training
- State Security Questionnaire Form

- VSU Tax Information Form for International Students

Once a student completes all paperwork with the Student Employment Office, the payroll process is estimated to be completed in two weeks (10 business days). Therefore, requests for student workers should be submitted no less than three weeks (15 business days) prior to the proposed start date for a prospective student worker. Requests submitted for a student to begin working within a two-week or less time span will be prepared with a tentative start date.

Work Authorization

The *Student Assistant Supervisor* is responsible to verify that one of the two following employment processes have been completed before the student begins working:

1. **New Student Hires**: As new hires are entered in ADP, an email will be sent by Payroll to the student (if the email was provided on the application) and the supervisor notifying them that the student can now register and giving them the student employee ID number. Supervisor must verify registration is completed by their student assistant.
2. **Existing Students**: As additional jobs are entered, an email will be sent by Payroll to the student and all of the corresponding supervisors notifying them that the student has an additional job and payroll transfers must be initiated to charge the new job. This email will list the position numbers and the approver names and employee IDs.

Please note the *Student Assistant Supervisor* (as identified on the "Top Sheet" hiring form) must verify that student employees have completed the initial hiring procedures. Consequences for allowing a student to work before employment forms are completed include the following:

- The student is not officially employed.
- The student is not covered by worker's compensation.
- Off-cycle checks may not be requested.
- The student's paycheck for hours worked before the receipt and processing will be considerably delayed.

Valdosta State University utilizes E-Verify, an online employment eligibility verification system operated jointly by the Department of Homeland Security and the Social Security Administration, in our employment process. In a continuing effort to operate in compliance with the Immigration Reform and Control Act (IRCA) which legally mandates that U.S. employers verify the employment eligibility status of newly-hired employees and make it unlawful for employers to knowingly hire or continue to employ unauthorized workers, the following procedures require adherence:

1. All newly hired student assistants must complete their payroll information (Top Sheet and Employment Packet) ON OR BEFORE THEIR FIRST DAY OF EMPLOYMENT. This will allow Student Employment Office to complete employment eligibility (E-Verify) within the time set by the Department of Homeland Security.
2. When a department hires a student assistant who has previously worked on campus but does NOT have an *active payroll** account, the student will be requested to complete a "Top Sheet" in addition to a new I-9 (Note: The I-9 requires that the applicant present original identification.).

"Active Payroll" status will be determined by Student Employment Manager.

Criminal Background Checks

Background checks will be conducted on student assistants who hold the following responsibilities:

- Key access to University-owned residence and/or other facilities
- Direct responsibility for the safety and security of students; or the safety and security of personal or University property
- Direct access to, or responsibility for, cash and cash equivalent, or University property disbursements or receipts
- Direct access to, and/or responsibility for, protected, personal, or other sensitive data.

Hiring departments must determine whether a student assistant position requires a background check, and the requirement must be articulated during the hiring process, and reflected in the position description and job announcement.

Background checks are required of applicants and university employees to help protect the campus community and its assets, as well as to maintain data security. The need to investigate an applicant or employee must be balanced with the need to protect the privacy of the applicant or employee. Background checks, which may include checks of employment records, social security records, workers' compensation claims, criminal records, civil records, credit reports, motor vehicle records, and sex offender registries, may be initiated as a part of the selection process.

Employment is contingent on the completion of a criminal background check.

Taxes

All earnings are subject to statutory state and federal income tax regulations. Students, who are enrolled for 6 credit hours or more during the academic year, are exempt from FICA and FICA Med taxes.

The maximum hours a student assistant can work is 20 hours per week cumulative (in all jobs). This is because he/she is exempt from Social Security and Medicare taxes as a student assistant. If the student assistant is working hours in excess of 20hrs/wk, we will reassess his/her classification resulting in termination as a *Student Assistant*; however, supervisors have the option to refer the student to the Human Resources Department to be hired as a *Temporary Laborer* which will result in earnings being subject to FICA Med tax.

Overtime

No overtime is permitted.

Job Injuries

All injuries and accidents must be reported to the Department of Administrative Services within 24 hours. Supervisors may contact a Nurse Case Manager at 877-656-7475.

Dress Code for Student Employees

Students are expected to be appropriately attired for the position they hold; however, some departments may have a specific dress code to follow. The Student Employment Office has some established guidelines for student dress code. They are as follows:

- Shoes must be worn at all times.
- Everyone must where shirts (including those working in Grounds, Maintenance and on Paint crews).
- If your department allows students to wear shorts, the shorts should be of appropriate length.
- Bathing suits, tube tops and halter-tops are not allowed.

Breaks & Lunch

Student employees who work four consecutive hours are entitled to and should take a 15-minute rest period. During this period, students may be encouraged to leave their work station and relax. Rest periods may NOT be accumulated to extend their lunch hour, arrive late or leave early.

Student employees who are working more than six consecutive hours must take a 30-minute, off-the-clock, lunch break.

Confidentiality

Student assistants are required to maintain VSU's confidentiality policy. All student employees are required to abide by the policies governing review and release of student

education records. The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education records must be kept confidential, including:

- Student's Class Schedule
- Academic Transcripts
- Grade/GPA Information
- Student ID number (SSN) – may not be given out or posted in any manner

✓ For a "Confidentiality Form," please refer to the *Forms Section* of this handbook.

Performing Duties Unrelated to Job Description

Student employees may not perform work unrelated to their job description. Examples include: typing personal correspondence, working on projects for a supervisor's non-college business, running personal errands, babysitting, checking personal e-mail, conducting personal Internet searches. This policy does not include the hiring of student services outside of the work environment and paid for with personal funds (i.e., babysitting).

Use of Office Equipment on the Job

Use of office equipment and supplies (i.e., computers, telephone, paper, stamps, envelopes, etc.) is not allowed during work time or after hours. Office supplies and equipment are to be used for the sole purpose of completing the assigned tasks of the student's position.

EVALUATION & TERMINATION

Evaluations

The performance evaluation is an integral part of every employment position. When thoughtful time is invested in the process, evaluations are a valuable tool: (1.) in developing the student assistants, (2.) for the supervisor to provide and receive feedback, and (3.) to assist in strengthening the employment environment.

Each student's job performance should be evaluated at least once per year; however, many departments evaluate students each semester. The evaluation will be based on dependability, completion of job expectations, attitude, initiative/leadership, quality of work, and other areas. The student employee and supervisor should meet to discuss the student's job performance.

Key Points to a Good Evaluation Session:

- Set up a date and time to meet in advance.
- Meet with student in a private and confidential location.
- Meet in a relaxed atmosphere with no barriers in the room between the two of you.
- Keep the evaluation relaxed and let the student do 80% of the talking.

✓ For an "Evaluation Form," please refer to the *Forms Section* of this handbook.

Student Employee References

The Family Educational Rights and Privacy act (FERPA) restricts the release of certain information about VSU students to individuals outside the university without a signed consent by the student. This includes some information that would be normally given in a work reference for student employees. Supervisors cannot release information about student employment without a specific release.

✓ For a "Consent for Release" form, please refer to the *Forms Section* of this handbook.

Disciplinary System

During the orientation include a discussion of offenses that require disciplinary action, and the procedure that will be followed if the offenses occur. Listed below are offenses that may require disciplinary action:

1. Tardiness
2. Absences

3. Sloppy or unclean appearance

4. Carelessness or lack of attention

5. Impolite to fellow employees or public

Supervisors may add or delete from this list to suit his or her departmental requirements and needs.

The preceding offenses may be subject to the following action:

1. **First occurrence—verbal warning**

2. **Second occurrence—written reprimand**

3. **Third occurrence—discharge**

Termination

Student employment may be terminated for the following reasons:

- Insubordination

- Theft

- Falsifying records, reports or information

- Intoxication or drinking on the job

- Habitual absence or tardiness

- Willful damaging of equipment or property

- Gambling

- Sleeping while on duty

Dismissal requires the completion of the "Student Employment Termination Form." A copy should be given to the student, the hiring department, and the Student Employment Office.

NOTE: Termination is based on the supervisor's discretion.

✓ For a "Student Employment Termination Form," please refer to the *Forms Section* of this handbook.