
SUPERVISOR HANDBOOK

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STUDENT EMPLOYEE DEFINITION

A student employee is a part-time employee who is enrolled and regularly attending classes at Grand Valley State University and whose primary purpose for being at the university is to further his/her education. Such employment, therefore, is interim or temporary and incidental to the pursuit of an education. Student employees shall not work more than twenty-five (25) hours per week except with prior approval from the Student Employment Office. A student employee must be enrolled for a minimum of six credits during the academic year.

GOALS OF THE STUDENT EMPLOYMENT OFFICE

Provide a centralized source of employment information and opportunities for students and employers both as a means of financial assistance and an opportunity for work experience for the student.

Establish and administer student employment policies and procedures to ensure that these policies and procedures preserve and advance the basic philosophy of the University.

Maintain and monitor statistics, earnings and other student employment information so as to comply with the University and other agency guidelines.

SUPERVISOR RESPONSIBILITIES

University faculty and staff, when supervising student employees, have the following responsibilities:

1. Complete the Employment Eligibility Verification Form (I-9) with the student **before** “Reporting A Hire” on the Job Board. The completed I-9 form should be delivered to the Student Employment Office, 105 Student Services Building. A link to (and instructions for) the I-9 form is available on the SEO web page under Forms.
2. Have student complete the income tax withholding forms (W-4) Federal, State, and City (where applicable). W-4 forms must be sent to the Payroll Office, 201 Lake Michigan Hall. The forms are available on the SEO web page under Forms.
3. Enter the student placement (report-a-hire) on the SEO Job Board. Full instructions can be found on the SEO web page under “On-Campus Employer” then Job Board instructions.
4. If the department cannot continue the student’s employment if he/she should exceed their work study award, the department should make the student aware at the time of hire they will not be able to continue working.
5. Establish a work schedule with the student.

Work-study students: Hours should be based on the work study award amount divided by the hourly rate of pay, divided by the remaining weeks in the academic year.

Example: \$2000 divided by \$7.40, divided by 36 weeks equals approximately 8 hours per week.

Non work-study students can work a maximum of 25 hours per week during the academic year. Summer semester a student may work up to 40 hours per week. They are not required to be enrolled spring/summer but must be returning as a full time student Fall semester. The department and the student will be charged FICA (7.65%) if the student is not enrolled in a minimum of 6 credits.

International Students with an F-1 or J-1 Visa are permitted to work a maximum of 20 hours per week during the academic year. They may also work up to 40 hours a week when classes are not in session.

TYPES OF EMPLOYMENT

WORK STUDY (a form of financial aid)

ELIGIBILITY: In order to be eligible for work-study, a student must demonstrate financial need, be a full-time student (at least 12 credit hours during the academic year), be a U.S. citizen or permanent resident and meet other Federal/State eligibility requirements. A student must apply for financial aid and be awarded work-study as part of the financial aid package. If a student demonstrates financial need as a result of filing the FAFSA, work-study may be awarded. Money awarded under the work-study program is actually earned over the course of the academic year.

Students on work-study must accept their financial aid award before they can work.

Students awarded work-study are not assigned to employment, but are asked to visit the on-line job board with instructions to arrange an interview with the department(s) listed.

An application (FAFSA) must be submitted each academic year for eligibility to be determined.

EARNINGS: Work-Study students are limited to maximum earnings equal to the amount of their work-study award. The employing department is responsible for 30% of the student's earnings; 70% is paid from the work-study fund. If the student earns over their award the department is responsible for 100% of those earnings. The student's supervisor can identify the BALANCE of the student's work-study award by going to the Job Board, search for student by name, and scroll down to Student Awards.

NOTE: Students may work at more than one job; however, the TOTAL combined hours worked per week must not exceed the maximum (25). If a work study student, earnings from both jobs are deducted from their work study award.

REGULAR EMPLOYMENT (NOT FINANCIAL AID)

Regular (not work-study): student employees are PAID 100% from the employing unit's budget. Regular employees may be receiving financial aid, but were not awarded work study as part of their award package.

Students working regular must be enrolled for a minimum of six credits during the academic year and are limited to a 25-hour work week unless classes are not in session (i.e. Spring Break a student is allowed to work 40 hours.)

International Students are limited to a maximum of 20 hours per week during the academic year. If classes are not in session they may work up to 40 hours in that week.

SUMMER EMPLOYMENT

A limited number of jobs are available on-campus during the summer semester. Students must be officially admitted to attend Grand Valley. The student does not need to be enrolled summer but must intend to enroll as a full time student in the Fall. A student employee can work up to 40 hours per week during summer, however, the student must cut back to 25 hours or less per week during the academic year. FICA Tax (7.65) will be charged to the student and the departments account if the student is enrolled for less than six credits.

GRADUATE ASSISTANTSHIP

Information on Graduate Assistantships can be found on Graduate Studies web site www.gvsu.edu/gs.

PAYMENT FOR SERVICES RENDERED/PAYING A STIPEND

All students should be paid by the hour through Ultra Time.

If you are considering paying a student a stipend there are **few** exceptions. You must first consult with the Student Employment Office to determine if the work performed falls under the approved criteria for this method of payment. Phone 1-3764 or email silerl@gvsu.edu.

REQUEST FOR STUDENT WAGE INCREASE

If a student has been employed by a unit for 2 semesters the employing unit has the option to increase the student's wage. Refer to the wage schedule to determine the pay increase. This increase is meant to be used as a reward for longevity but it is not automatic. The department must recommend the NEW wage by changing the end date for the student's current placement and then entering a new placement (report-a-hire) on JB. The wage increase will be effective on the next pay period from the date printed in the Student Employment Office. **STUDENT PAY INCREASES ARE NEVER RETROACTIVE.**

TERMINATION

All student employees should have an end date for the academic year or if working summer the end date for summer semester. They must be re-authorized by the department for the Academic year or for the spring/summer session. Specific dates are noted on the Student Pay Periods and Pay Dates schedule on the SEO web site. The Student Employment Office should be notified when a student is no longer working for you by changing the end date of the student's placement on the Job Board to the end of the pay period that the student last worked.

The Student Employment Office recommends when performance of a student is not up to par, the student should be verbally notified of their lack of performance and how it can be improved. If improvement is not shown in a reasonable amount of time, a written statement outlining the shortcomings should be given to the student. If performance is still not acceptable the student may be terminated. Throughout the process it is important to provide the student an opportunity to improve performance and improve his or her skills.

TIME KEEP

Student Employees will record their time electronically on Ultra Time (either by swipe card or web time). The student's user ID to record time on the web is next to their name in the ultra time system. It is the supervisors' responsibility to provide the student with their user name (badge number). The student's password is the last four digits of their Social Security Number.

For information about approving students' hours on Ultra Time, please contact the payroll office 1-2235.

PAYCHECKS

Direct Deposit is strongly recommended. The Direct deposit forms are available on-line. Please encourage your students to utilize Direct Deposit.

If a student does not elect to use direct deposit:

1. Those who work on the **Allendale** Campus will have their checks sent to the transaction center in the Student Services Building
2. Those who work at the **Grand Rapids** Campus will have their checks delivered to the Transaction Center in Devos.

A chart with pay periods and pay dates can be found on the SEO web site under Pay Period.

BENEFITS

Work Breaks:

We recommend that student employees be allowed a paid fifteen-minute break for each four hours of continuous work if possible. If the work period is less than four hours, no break need be provided. Break periods may not be accumulated and are not reason to arrive at work fifteen minutes late or leave work fifteen minutes early. It is the responsibility of the supervisor to determine the appropriate times and conditions of break periods. If a student is scheduled to work an 8 hour block of time we recommend a half hour unpaid lunch break.

Holidays:

In general, student employees are not required to work on a legal holiday nor do they receive holiday pay. However, offices of the University may be required to maintain services on certain holidays and students may be scheduled to work. All wages will be paid at straight time rates. Any student has the option of declining work on a legal holiday, but only if their employment was not contingent on their working holiday hours. Please inform the student at the time of hire if there is a requirement for them to work holidays. We recommend that the department put this in writing with the student's initials or signature. This will prevent confusion later on.

Sick Leave:

Sick leave benefits are not extended to student employees; however, it is not intended that students lose their jobs because of reasonable absences associated with illness. In the event of illness, the student employee must notify his/her supervisor as early as possible on each day of absence. Failure to give notification shall be cause for appropriate action and may result in dismissal.

Vacation:

Vacation benefits are not extended to student employees. Students may make arrangements with their supervisor for time off without pay.

UNEMPLOYMENT COMPENSATION

Student employees are NOT eligible for Michigan Unemployment Compensation benefits. Any papers or materials received from the Bureau of Workers and Unemployment Compensation should be forwarded to the Human Resources Office, 140 Lake Michigan Hall.

WORKER'S COMPENSATION

All employees of the university are protected by the provisions of the Worker's Compensation Act. This law provides for expenses for medical care, as well as certain benefits for loss of pay because of any injuries and subsequent disability received during the regular performance of university duties.

The following procedures should be observed in cases of accidental injury while in the performance of duty:

1. Seek medical attention.
2. The student should use the university Health Service or see their doctor, although this is not a requirement.
3. Notify Supervisor.
4. A Grand Valley Workers Compensation Injury Report form should be completed. These are available in the Human Resources Office (140 Lake Michigan Hall) or from the HR web site under Forms. The form must be returned to Human Resources after completion.

Any subsequent bills resulting from the injury should be sent to the Human Resources Office.

EQUAL OPPORTUNITY

DISCRIMINATION PROHIBITED

Title VI of the Civil Rights Act of 1964 states:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Title IX of the Higher Education Act states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance."

ANTI-HARASSMENT POLICY

See Student Code Handbook by going to Dean of Students web site, www.gvsu.edu/dos under Student Code and/or the Anti-Harassment Policy Pamphlet by going to Human Resources web site, www.gvsu.edu/hro under Policies and Procedure heading.

DISMISSAL

Employment may be terminated at any time by the University. However, the supervisor should make their expectations clear and give the student ample opportunity to improve. The termination should be communicated both verbally and in writing along with the reasons for dismissal. The student employee may appeal a dismissal for cause at Step 2 of the grievance procedure.

CAUSES FOR DISMISSAL MAY BE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. A student fails to enroll for the required number of credits at GVSU during any term of employment.
2. Unacceptable job performance.
3. Violation of university work rules and regulations
4. Excessive absenteeism or tardiness.
5. Malicious behavior (This is cause for immediate termination).
6. Lack of funding.

DISCIPLINARY PROCEDURES

Discipline is primarily the responsibility of the supervisor. When performance is not up to par, a student should be verbally notified of their lack of performance and how it can be improved. If improvement is not shown in a reasonable amount of time, a written statement outlining the shortcomings should be given to the student. If performance is still not acceptable the student may be terminated. Throughout the process it is important to provide the student an opportunity to improve performance and improve his or her skills.

GRIEVANCE PROCEDURE

An employee with a grievance shall first discuss the matter with his/her supervisor no later than five (5) working days from the date of the occurrence. (If the grievance involves a termination of employment, the employee will go directly to Step 2 below.) As used herein, working days are Monday through Friday irrespective of an individual's actual schedule. If the employee is not satisfied with the supervisor's response, he/she may file a formal grievance as follows:

Step 1: The employee shall submit the grievance in writing to the supervisor no later than five (5) working days from the supervisor's response. The supervisor then has five (5) working days in which to respond to the grievance in writing.

Step 2: If the grievance is not resolved in Step 1, the employee has five (5) working days in which to appeal, in writing to the Director of the Student Employment Office. The Student Employment Office has ten (10) working days in which to schedule and hold a meeting with the employee and the supervisor. After the meeting is held, the Director of the Student Employment Office will communicate his/her answer in writing to the employee and the supervisor within five (5) working days.

Step 3: If the grievance is not resolved at Step 2, the employee has five (5) working days in which to appeal, in writing, to the Vice Provost. The Vice Provost will communicate his/her decision in writing to the employee, supervisor, and the Student Employment Office within five (5) working days. The decision of the Vice Provost shall be final.

All grievances shall be considered permanently settled if the employee does not file at the next step in accordance with the prescribed time limits or upon termination of student status. Time limits may be extended only by mutual consent.

TIPS FOR INTERVIEWING PROSPECTIVE STUDENTS

1. Prepare for the interview. Create a list of questions ahead of time. Attempt to ask all applicants for the same job the same type of questions, although individual experiences and follow-up questions may send you down different paths. Clear your desk. Do what you can to minimize interruptions, and focus on the candidate.
2. Put the student at ease with some small talk. Job interviews can make even the seasoned employee stressed, and you may have applicants who have no formal employment experience. If you can't move to a separate office or leave your post, explain to the student the nature of your work, and that the phone might ring (let it go to voicemail if you have it) during your interview.
3. Give the student some perspective about the job. Go over the job description from the posting, and put it in the framework of the function of your office or department. i.e. "Our department is responsible for on-campus employment, and the student hired for this position will be helping newly hired students complete the hiring paperwork." (Give the student a copy of the job description.)
4. Ask questions that will get the information you need. Use open-ended questions instead of ones that result in "yes" or "no." You can begin with "What interested you in this position?" "Tell me a bit about yourself" and "What did you like best/worst about your last job?" If the student does not have formal work experience, try asking "What did you like best about your senior year in high school?" "What accomplishment has given you the most satisfaction?"
5. Give a brief overview of your performance expectations, beginning with the schedule. Is it fixed, or flexible? What happens when a student can't make a scheduled work shift? To whom will the student report? What kind of supervision will be provided? How is performance evaluated? What type of training will you provide?
6. Allow the student to ask questions, as well as clarify what information he/she has already offered. Summarize the student's comments about his/her work experience and interests, and ask if your summary is accurate.