



# **Student Employee Supervisor Handbook**

# **STUDENT EMPLOYEE SUPERVISOR HANDBOOK**

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## **STUDENT EMPLOYEE DEFINITION**

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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 Grand Valley State 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. A student must be enrolled for a minimum of six credits fall and winter semester.

## **GOALS OF THE STUDENT EMPLOYMENT OFFICE**

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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.

## HIRING PROCEDURE

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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 LakerJobs. The completed I-9 form should be delivered to the Student Employment Office, 100 Student Services Building. We cannot take a scanned & emailed or faxed version of this federal form – we must have the original. A link to (and instructions for) the I-9 form is available on the SEO webpage 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, 1035 Zumberge Hall. The forms are available on the SEO web page under Forms.
3. Enter the student placement (Report a Hire) on LakerJobs. See our FAQ Video Library on [www.gvsu.edu/studentjobs](http://www.gvsu.edu/studentjobs) for instructions on to ‘Report a Hire’.
  - a. All student jobs should be posted on LakerJobs for a minimum of two weeks.
  - b. A Hiring Notification is made online for all new and continuing students for two separate periods.
    1. Academic Year (August – April)
    2. Spring/Summer Term (May – August)
4. If the department cannot continue the student’s employment if he/she should exceed their federal 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.

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

Example:

Award Amount		Pay Rate		#		Number of Pay Periods left in the year		Approximate hours per week student can per pay period		Divide by 2		Approximate hours per week
\$3,000	/	\$9.25	=	324.32	/	18	=	18.01	/	2		9.00

6. Review Hour Limitation Guidelines on page 10 of this handbook.
7. Establish office policies with students before they start (i.e. office dress code, cell phone use, ability to work on homework in quiet times, etc.). Provide these policies in writing.

## TYPES OF EMPLOYMENT

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### Federal Work Study (a form of financial aid)

**ELIGIBILITY:** In order to be eligible for Federal 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 through filing the FAFSA. If a student demonstrates financial need as a result of filing the FAFSA, Federal Work Study may be awarded. Money awarded under the Federal Work Study program is actually earned over the course of the academic year and will never pay toward the student's tuition bill.

Students awarded Federal Work Study must accept their financial aid award before they can work.

Students awarded Federal Work Study are not assigned to employment, but are asked to search for jobs online through our LakerJobs electronic job board. Each employer will have application instructions posted with their job description that the student should follow.

Federal Work Study must be applied for each year by completing the FAFSA.

**EARNINGS:** Federal Work Study students are limited to maximum earnings equal to the amount of their Federal Work Study award.

If the student earns over their Federal Work Study award, the on-campus department will be responsible for 100% of those earnings. In some cases, a student may be terminated from their position because the department cannot afford to keep them working and pay 100% of their hourly wage. Discuss this possibility with your student before they begin working.

**NOTE:** Students may work at more than one job; however, the TOTAL combined hours worked per week must not exceed the maximum (25) allowed. If the student

is a Federal Work Study student, the earnings from both jobs are deducted from their Federal Work Study award.

## **NON WORK-STUDY EMPLOYMENT**

Student employees are paid 100% from the employing unit's budget. Regular employees may be receiving financial aid, but were not awarded Federal Work Study as part of their award package.

Students in non-Federal Work Study positions must be enrolled for a minimum of six credits during the academic year and are limited to a 25-hour work week. Students are allowed to work up to 40 hours per week when school is not in session during the academic year (i.e. spring break, between semesters, and spring/summer semester).

**International Students** are limited to a maximum of 20 hours per week during the academic year, but allowed to work up to 40 hours when classes are not in session. This is a regulation based on their international student visa.

## **SUMMER EMPLOYMENT**

A limited number of jobs are available on-campus during the spring/summer semester. Students must be officially admitted to attend Grand Valley. The student does not need to be enrolled for spring/summer but must be enrolled in at least 6 credits for the following fall semester. 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 department's account if the student is enrolled for less than six credits at any time of the year.

## **GRADUATE ASSISTANTSHIP**

Information on Graduate Assistantships can be found on the Graduate School's web site [www.gvsu.edu/gs](http://www.gvsu.edu/gs).

## INTERNATIONAL STUDENTS

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### F-1 VISA:

Enrolled international students with an immigration status of F-1 are permitted to work part-time on campus for a maximum of twenty (20) hours per week. During holiday or vacation periods (spring break, summer, etc.) they are permitted to work up to 40 hours per week.

1. W-4 forms should be completed in the Payroll Office, 1035 Zumberge Hall or the Student Employment Office, 100 Student Services Building.
2. I-9 forms should be completed in the International Center, 130 Lake Ontario Hall or the Student Employment Office, 100 Student Services Building.

Questions regarding employment of F-1 international students may be addressed to the Barbara H. Padnos International Center (331-3898) or the Student Employment Office (331-3238).

### J-1 VISA:

Enrolled international students with a J-1 visa may be employed on the campus of the school in which they are enrolled to a maximum of twenty (20) hours per week with prior written authorization from the Barbara H. Padnos International Center, 130 Lake Ontario Hall.

1. W-4 forms should be completed in the Payroll Office, 1035 Zumberge Hall or the Student Employment Office, 100 Student Services Building.
2. I-9 forms should be completed in the International Center, 130 Lake Ontario Hall or the Student Employment Office, 100 Student Services Building.

## TIME KEEP

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Student Employees will record their time electronically on UltraTime (either by swipe card or web time). The student's user ID to record time on the web in the UltraTime system is their G number. The student's password is the last four digits of their Social Security Number.

For information about approving students' hours on UltraTime, please contact the Payroll Office at 1-2235.

## PAYCHECKS

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Direct deposit is strongly recommended. Direct deposit forms are available on our [website](#).

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 Student Transaction Center windows in the Student Services Building.
2. Those who work at the Grand Rapids Pew Campus will have their checks delivered to the Student Transaction Center windows in the DeVos Building.

A chart with pay periods and pay dates can be found [here](#).

### **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.

## REQUEST FOR STUDENT WAGE INCREASE

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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 LakerJobs. The wage increase will be effective on the next pay period. See our FAQ Video Library on the Student Employment website for help with increasing a wage.

**STUDENT PAY INCREASES ARE NEVER RETROACTIVE.**



## TERMINATION OF ASSIGNMENT

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All student employees should have an end date for the academic year or the summer semester. They must be re-authorized (re-hired) by the department for the next academic year or spring/summer session. Specific dates are noted on the [SEO website](#). 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 LakerJobs 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 dismissed. Throughout the process it is important to provide the student an opportunity to improve performance and improve his or her skills. Dismissal procedure is outlined on page 11 of this handbook.

## BENEFITS

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1. **WORK BREAKS:** If possible, student employees should be allowed a paid fifteen-minute break for each four hours of continuous work. If the work period is less than four hours, breaks are not required. Break periods may not be accumulated and are not reason to arrive at work fifteen minutes late or leave work fifteen minutes early. Students must discuss with their supervisor the appropriate times and condition of break periods. If a student is scheduled to work an 8 hour block of time, we recommend a half hour unpaid lunch break.
2. **HOLIDAYS:** In general, student employees are not required to work on a legal holiday nor are they paid 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 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.

3. **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 dismissal or other appropriate action.
4. **VACATION:** Vacation benefits are not extended to student employees. Students may make arrangements with their supervisor for time off without pay.
5. **OVERTIME:** Student employees should never work over 40 hours in a week.

## UNEMPLOYMENT COMPENSATION

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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, 1090 Zumberge Hall.

## WORKER'S COMPENSATION

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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 (1090 Zumberge Hall). 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.

## POLICIES

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### **EQUAL OPPORTUNITY POLICY**

Grand Valley State University is an affirmative action, equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the university.

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](http://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](http://www.gvsu.edu/hro) under Policies, Leaves & Contracts.

### **REGISTRATION STATUS**

According to the definition of a "Student Employee" a student must be registered for a minimum of 6 credits to be eligible to be a student worker. Enrollment is checked each pay period and upon falling below the minimum credits required a student will be terminated. If a department wishes to continue employment, the supervisor will need to contact Human Resources to hire the individual as a Temporary Employee. Upon re-enrollment to minimum credits, students can be rehired as student employees. The exception is during the Spring/Summer semester – students must be enrolled in at least 6 credits for the Spring/Summer semester and/or the upcoming Fall semester.

### **HOOR LIMITATIONS**

Student employees may not exceed 25 hours worked per week during the academic year. This is a combined total for all on-campus positions.

These hours limitation do not apply during break times (spring break, holiday break, between semesters, etc.) and summers when school is not in session. During these periods students should not exceed 40 hours per week. However if a student works more than 40 hours per week, he or she must be paid time and a half for the hours

worked in excess of 40 hours. Overtime is paid for hours worked over 40 hours per week, not hours worked per day.

Regularly allowing student employees to work over the allotted hours may result in notification of infractions to Human Resources.

### **SUMMER EMPLOYMENT**

Students can be employed throughout the summer months. Students must be officially admitted to Grand Valley. The student does not need to be enrolled during the Spring/Summer term, but must intend to enroll in at least 6 credits during the next fall semester. A student employee can work up to 40 hours per week during Spring/Summer,;however, the student must cut back to 25 hours or less per week during the academic year.

### **FICA CHARGE**

The department and the student will be charged FICA (7.65%) if the student is not enrolled in a minimum of 6 credits during the semester in which they are employed.

### **INTERNATIONAL STUDENTS**

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. This hour limitation is imposed by Homeland Security and working in excess of 20 hours could result in their visa being revoked.

### **GRADUATE ASSISTANTSHIP**

Full time Graduate Assistants cannot work more than the 20 hour stated in their contracts. Half time Graduate Assistant can work up to an additional 10 hours outside of their contract, with permission of the Dean of the Graduate School. This work can be with a second half time Graduate Assistantship or as an hourly student. Information on Graduate Assistantships can be found on The Graduate School's web site at [www.gvsu.edu/gs](http://www.gvsu.edu/gs).

## **DISMISSAL**

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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.

**FACTORS IN DETERMINING CAUSE FOR DISMISSAL MAY INCLUDE, 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. Excessive absenteeism or tardiness.
4. Malicious behavior (this is cause for immediate dismissal and termination).
5. A student is convicted of a criminal offense.
6. Lack of funding.
7. Degree of severity of the infraction/offense
8. Employee's length of service and history with the University
9. Provocation, if any, that may have led to the offense
10. Number of previous offenses
11. Previous warnings or other disciplinary action for previous offenses
12. Employee's pattern of conduct
13. Violation of University rules and/or regulations
14. Past practices of the department for handling similar offenses

## **DISCIPLINARY PROCEDURES**

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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.

### **Supervisor's Responsibilities during the Disciplinary Process**

1. Initiate discussion with employee that exhibits behavioral or performance issues.
2. Initiate a plan of action to help restore the employee to an acceptable level of behavior, conduct and/or performance.
3. Investigate and/or research, in a timely fashion, incidents in violation of University policies, procedures, rules and standards.
4. Provide employee with an opportunity to present his/her version of the events in question.
5. Meet individually with student to explain the purpose of performance plan and the consequences if improvements are not made.
6. Provide employee with continuous feedback on progress during the disciplinary process.

### **Employee's Responsibility during the Disciplinary Process**

1. Work cooperatively with the manager to develop a plan of action to restore behavior, conduct and/or performance to a satisfactory level.
2. Provide clear and concise information regarding incidents or performance issues in question.
3. Ask for clarification of issues or concerns that are unclear.
4. Agree on a final plan of action to ensure success.

## **PROGRESSIVE DISCIPLINE PROCESS**

The university recommends a process of Progressive Discipline to collaboratively address issues of unsatisfactory performance or conduct. The disciplinary process may start at any stage, taking into consideration the severity of the infraction and maintaining consistency in the administration of the disciplinary process. All sides of an issue should be heard prior to management administering any disciplinary action.

Recommended procedure for disciplinary actions:

1. Verbal Counseling
  1. \*(form can be found in SEO Website in forms section)
    - a. Verbal communication with student employee of issue.
2. Written Counseling & Performance Improvement Plan
3. \*(form can be found in SEO Website in forms section)
  - a. Meeting between supervisor and student employee.
  - b. Written confirmation of warning with student employee.
  - c. Performance plan with goals and agreed upon timelines.
4. Review Performance Plan to determine if goals have been met.

## GRIEVANCE PROCEDURE

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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 Assistant 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 Assistant 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 President for Enrollment Development. The Vice President for Enrollment Development 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 President for Enrollment Development 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.

**Confidentiality:** As with all negotiations that raise to the level of intervention it is appropriate to keep the situation confidential. This includes not discussing or complaining about the situation to others outside of the situation and not having external discussions of the meetings or conversations while a mutually agreeable solution is being reached. This applies to all parties concerned.