

STUDENT EMPLOYMENT

GUIDELINES

FOR SUPERVISORS

2010



UNIVERSITY
ST. *of* THOMAS

*Office of Scholarships and
Financial Aid
University of St. Thomas
(713) 525-2170*

PREFACE

These Guidelines have been prepared with a two-fold objective. The primary objective of this publication is to provide student employment supervisors with a desk reference of the procedures necessary to the student employment process. Secondly, these Guidelines are designed to assist student employment supervisors in developing and maintaining productive relationships with the student employees of the University of St. Thomas. Such relationships have been proven to be strong contributors to student retention and persistence to graduation.

TABLE OF CONTENTS

| | | |
|--|-------------|----------|
| WORK-STUDY PROGRAM DESCRIPTIONS | page | 3 |
| WHERE CAN STUDENTS WORK? | page | 3 |
| WHY RECRUIT WORK STUDY STUDENTS? | page | 3 |
| ON-CAMPUS DEPARTMENTS | page | 3 |
| OFF-CAMPUS NOT-FOR-PROFIT ORGANIZATION | page | 4 |
| HOW TO RECRUIT A WORK STUDY STUDENT | page | 4 |
| DAILY SUPERVISION | page | 5 |
| IMPORTANT THINGS TO KNOW AND REMEMBER | page | 6 |
| WHO TO CONTACT IF YOU NEED HELP | page | 7 |

WHAT IS THE WORK STUDY PROGRAM?

The work-study program is designed to offer students with financial assistance while providing some work experience.

The program is funded from three sources:

1. The Federal Government (Federal Work Study Program)
2. The State (Texas work-study program)
3. The University Student Employment Program

Students who demonstrate financial need may qualify for Federal or Texas work-study awards. Students apply through the Financial Aid office and are notified of the amount of work-study awarded prior to the beginning of each semester. They then seek employment on campus or off-campus (with selected employers) and are paid wages up to the amount awarded.

Students who do not qualify for Federal or Texas work-study may still qualify for the University Student Employment program. All they have to do is seek student employment on campus.

WHERE CAN STUDENTS WORK?

Most student employment is found on campus. Students may inquire directly with a department for a possible openings or they may search for job postings online via 'UST Connect' administered by the Career Services Office.

Students who qualify for the Federal Work Study Program may also seek employment off-campus through the Community Service Work Study Program. This program places UST students with not-for-profit agencies in and around the city of Houston. This is a great way to earn wages while helping another organization. The Office of Scholarships and Financial Aid coordinates employment opportunities with the Community Service Work Study Program. A list of selected will be available at The Office of Scholarships and Financial Aid and The Career Services and Testing Center. Off-Campus work-study positions will also be available for online browsing on 'UST Connect.'

WHY RECRUIT WORK STUDY STUDENTS?

ON-CAMPUS DEPARTMENTS:

Almost all departments on campus are awarded a budget for student wages. You can hire any student of your choice to work for you.

- If the student does not qualify for Federal or Texas Work Study, your department will pay 100% of the student's wages.
- If the student qualifies for Federal or Texas Work Study, your department will pay for 25% of the student's wages, the remaining 75% or 67% will be obtained from the Federal Government or the State, up to the amount awarded to the student. **Federal or Texas Work Study enables you to stretch your budget by getting more hours of student work for your money; it also helps our students by providing them financial aid.**

For example:

Your department has been given a budget of \$1,000 for student workers.

You hire student A, who is not eligible for Federal or Texas Work Study and pay her \$5.75 per hour. Student-A will be able to work for 174 hours before you run out of money.

If you hire student B, who has received a Federal Work Study award in the amount of \$500, at the same rate of pay. Your department will be charged only \$1.44 for each hour student B works. The remaining \$4.31 will be charged to Work Study. B will be able to work 116 hours by using his award. The 116 hours will cost your department \$167 and you will have \$833 in your budget to either hire another student or pay student B at his full rate of pay for another 145 hours.

The bottom line:

Student A will work 174 hours,

Student B will work 260 hours!

OFF-CAMPUS NOT-FOR-PROFIT ORGANIZATION:

Your student worker's wages will be paid 100% by the Work-Study program!! You are responsible for any dollar amount earned by the work-study student that is in excess of the student's award. The Financial Work-study award may or may not carry into the summer term, eligibility will be determined by the Office of Scholarships & Financial Aid and contact will be made accordingly. An Off-Campus Contract is required every academic year. The University reserves the right to revoke any Off-Campus Contract.

HOW TO RECRUIT A WORK STUDY STUDENT:

Because the Federal and Texas work-study programs are heavily regulated, we, as an institution, need to make sure we are following the appropriate guidelines so that UST and our students can keep benefiting from the program.

1. Register with the 'UST Connect' job posting website* to post available positions within your office. Make sure your job postings contain the following:

- Name of the supervisor.
- Your department or the name of your organization
- Your contact address and phone number
- A job description listing the essential duties and responsibilities for the job
- A list of qualifications and skills required to perform the job
- Date and signature

**Please note: Off-Campus Organizations are not required to register with UST Connect and are required to submit Work-Study Request forms for all positions desired. The work-study coordinator will post these positions on the UST Connect website for these organizations..*

2. Make sure the position you are recruiting for is eligible under the program:

- The position cannot displace or fill the job of a regular employee
- The position cannot impair or replace an existing service contract
- Work cannot be of a political nature
- Work cannot involve lobbying at the Federal level
- Work cannot be in a for-profit activity
- Work cannot be of a religious nature (contact the Office of Scholarships and Financial Aid for specific details)

3. When you are ready to hire, ask for the student's "**Work Study Employment form.**" The Office of Financial Aid provides this form to eligible students, who have received a work-study award.

- The form will contain the student's name, address, student ID number, phone number, major, dates of authorized employment and the amount of the financial award.
- Fill in the following:
 - Your department or organization's name
 - The name and phone number of the supervisor
 - Your department code
- Make a copy of the form for your records and ask that the student to return the original to the Office of Scholarships and Financial Aid prior to the first pay period.

DAILY SUPERVISION

The work-study program is an opportunity for our students to learn and be accountable. As a supervisor, you have financial responsibility to verify the hours worked and the accurate payment of salaries. You have the educational responsibility to promote a positive work relationship with clear objectives and boundaries.

Payment of wages:

- If the work-study student is new and has never participated in the work-study program, send him/her to the Human Resources Office to complete employment paperwork.
- Every pay period, review and sign the student timesheet and forward to the Human Resources Office. Time sheets and pay schedules are available in the HR Office. All time sheets need to include the student's name, ID #, hours and dates of work, rate of pay, department and both the supervisor's signature and the student's signature.

Work relationship:

- Provide the student with a clear, written job description.
- Discuss and agree on days and hours of work.
- Explain departmental rules.
- Review the need for confidentiality. It is highly recommended that a dated statement of confidentiality be signed by yourself and your student employee for your records.
- Give periodic feedback on the student's performance.
- It is highly recommended that work-study students attend the student worker orientations that are held through the Office of Career Services. Please contact them for additional details.
- **Once a year, complete a Student Employment Evaluation form, discuss with the student, and send it back to the Office of Scholarship and Financial Aid** (this is a Federal requirement).
- If things do not work out, try to attempt to resolve the issue informally with the student or seek help from either the Office of Scholarship and Financial Aid or the Office of Human Resources.
- If a serious problem arises, such as workplace drug abuse, breach of confidentiality, theft, harassment, sexual harassment or workplace violence, immediately alert the Office of Human Resources for immediate action.
- The University of St. Thomas is an at-will employer, which means that non-contract employees, including student employee, can be terminated for any or no reason without notice.

IMPORTANT THINGS TO KNOW AND REMEMBER:

Federal and Texas Work Study:

- Students can work no more than 8 hours per day.
- Students are encouraged to work 20 hours per week, but may work a maximum of 39 hours a week.
- Federal or State funding may or may not be available during the summer.
- Foreign students do not qualify for this program.
- Students may not use their work-study awards before or after the dates of the award.
- 25% of the student wages is charged to your department (on-campus departments)
- 100% of the student wages is paid for by the program (off-campus institutions)
- Students may lose their work-study award immediately and for future awards if not in compliance with the programs restrictions.

University Work Study:

- Students can work up to 39 hours per week.
- Overtime is not allowed.
- Open to foreign students
- Open to federal and state work-study students who have already used their awards.
- No regulations concerning job descriptions, annual evaluations or work request forms though all three are strongly encouraged.
- 100% of the student wages charged to your department.
- Not available to off-campus institutions.

WHO TO CONTACT IF YOU NEED HELP:

Office of Scholarship and Financial Aid – Lety Gallegos – (713) 525- 2177

Award and eligibility questions. Forms. Federal and Texas Work Study. Off campus program.

Career Services and Testing Center – Lindsey Guthman – (713) 525- 3160

Recruiting and advertising of student positions.

Human Resources – Holly Graham – (713) 525- 3142

Time sheets. Payroll. Processing of new hires. Employee relations. Terminations of employment and grievances.