



UNIVERSITY  
ST. THOMAS

# Student Employment Handbook for Employers

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The University of St. Thomas offers students opportunities for on campus employment through both Institutional and Work Study positions. The UST Student Employment Program assists the University of St. Thomas Community with part-time employment needs while connecting the educational experience with the world of work.

The student employment program will financially assist the student with educational costs, while providing the student with the necessary work-related tools that will be essential for his or her career. It will also support the University and potential supervisors in obtaining an educated work force.

This handbook will guide you through the Student Employment Program at the University of St. Thomas. If you have any questions, please contact the Career Services Office at (713) 525-3160 or [career.services@stthom.edu](mailto:career.services@stthom.edu).

## Student Employment Overview

### Who qualifies for Student Employment?

The following students are eligible for the Institutional student employment program:

- Students attending the University of St. Thomas full-time.
- Students who are enrolled part-time, and who are completing University of St. Thomas degree requirements.

Only full-time matriculated University of St. Thomas students are eligible for the Work Study Student Employment Program. The program is funded from three sources:

- The Federal Government (Federal Work Study Program)
- The State (Texas Work Study Program)
- The University (Institutionally funded 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 funding 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 are still eligible for the Institutional Student Employment program.

### What are the types of Student Employment programs at UST?

The Career Services and Testing Center coordinates two student employment programs:

- Institutionally funded on-campus employment
- Government funded (Work Study) on-campus and off-campus employment

**Institutionally funded** on-campus employment provides part-time job opportunities for currently enrolled students, regardless of their financial need. **The hiring department pays 100% of the student wage.**

**Work Study** provides job opportunities for students demonstrating financial need to help pay for educational expenses. A student's eligibility for Work Study is reviewed each year and is determined by the FAFSA (Free Application for Federal Student Aid). If the student is eligible for Work Study, it will be noted in his or her financial aid award letter and will be included in the financial aid package. **For Work Study employees, the hiring department pays 25% of the student wage, while 75% is subsidized by the government.**

To learn more about Work Study awards, contact the Financial Aid Office at (713) 525-2170.

## **Student Employment Program Agreement**

The student's acceptance of on-campus employment signifies an agreement to the terms and conditions set forth in this statement. Failure to meet any of these expectations can be grounds for dismissal. The student, in accepting employment, agrees to:

1. Participate in the employment program as discussed in the Student Employment Handbook (located on the Career Services Center website, [www.CeltCareers.com](http://www.CeltCareers.com)).
2. Participate in the Student Employment Orientation Training conducted each semester by the Career Services Center staff.
3. Fulfill the employment assignment as agreed upon with the employment supervisor.
4. Work the hours contracted with the supervisor.
5. Strive to meet duties, responsibilities, and standards required by the employment position as defined by the supervisor.
6. Notify the supervisor in advance of any absence.
7. Maintain the security and confidentiality of information as required by federal law and college policy.

The University of St. Thomas agrees to:

1. Provide opportunities for student employment which foster the goals of the employment program.
2. Maintain all employment records in the interest of effective administration and documentation of student work experience, and in accordance with general policies and relevant legislation such as the Federal Educational Rights and Privacy Act of 1974 (Buckley Amendment).
3. Promote equal opportunity to comply with related laws.
4. Make available to students any changes in procedures for the implementation of conditions of this agreement.

The University of St. Thomas reserves the right to revise procedures and/or forms for the implementation of the above agreement.

## **Advertising a Job**

### **Post a Student Worker Position**

All job vacancies must be listed with the Career Services office by posting them on the UST Connect system. This will ensure that all job postings will be available and accessible to all students.

### **Posting Your Position on UST Connect**

New Users –

1. Go to the Career Services Center website, [www.CeltCareers.com](http://www.CeltCareers.com), and click on “UST Connect for Employers” in the left menu.
2. Click on the “Click here to register!” link directly below the “Login” button.
3. Type “UST – ‘insert your department’” in the “Find your Organization” box.
  - If your department is listed, select it from the list. Click “continue” and enter your contact information. All fields with an asterisk are required.
  - If your department is not listed, select the “Can’t Find Your Organization” button. Complete all required fields (marked with an asterisk) in the “Employer Information” and “Contact Information” sections. The “username” and “password” you create will be case sensitive. Keep this information in a safe location to log on to UST Connect in the future.
4. Once your profile is complete, you can post jobs for your department.

### Existing Users –

1. Go to the Career Services Center website, [www.CeltCareers.com](http://www.CeltCareers.com), and click on “UST Connect for Employers” in the left menu.
2. Log on to the UST Connect sign on page using the username and password you created when completing your profile. If you’ve forgotten your username and/or password, contact Career Services.
3. Your profile page will be displayed. From this page, you can post new jobs and view previously posted/currently existing jobs for your department.

### Create a Job Description

1. Log on to UST Connect using your previously created username and password.
2. Select “My Jobs” at the top of your profile page.
3. Select “New Job”.
4. Fill in all required fields in the “Posting Information” boxes and any optional information you would like to include in your job listing.
5. In the *Position Type* box, select both “Part-Time: On Campus” and “Work Study” by holding down the CTRL key on your keyboard while clicking on both categories.
6. Click “save” at the bottom of the job posting form to submit your position on-line.

### Reactivate an Expired Job Description

1. Log on to UST Connect using your previously created username and password
2. Select “My Jobs” at the top of your profile page.
3. Select “Job List” from the drop down menu.
4. Click on the job title that you would like to reactivate.
5. Click on the “Copy Job” link above the posting information.
6. Click “OK” on the “Copy this record as a new job?” prompt.
7. The old job information will appear as a new listing. Edit any information that needs to be changed by clicking on the “Edit” link at the top of each box.
8. Don’t forget to update the expiration date by editing the last box, “Posting Information”.

### Remove an Existing Job Posting

1. Log on to UST Connect using your previously created username and password.
2. Select “My Jobs” at the top of your profile page.
3. Select “Job List” from the drop down menu.
4. Click on the job title that you would like to remove.
5. Click “Close Job” at the top of the page.

### Interviewing a Student

It is important to gather as much information as possible during your interview with the student.

Below is a list of information you may want to find out about your candidate.

- Classification, major, & interests
- Does the candidate live on or off campus? If off campus, does he or she have reliable transportation?
- Does the candidate qualify for Work Study funding?
- What hours is the candidate available to work? What is the candidate’s class schedule?

To find out more about the candidate's skills and traits, you may want to ask questions about the following areas:

- Customer service
- Organizational skills
- Creativity
- Computer skills and other special skills
- Willingness to run errands across campus
- Willingness to learn new skills
- Willingness to help maintain office appearance
- Assertiveness and initiative
- Appreciation for punctuality
- Appreciation for protocol
- Ability to maintain confidentiality
- Interest in the position

After interviewing the applicant, remember to follow-up with the student informing them of hire or not.

### **Sample Interview Questions**

- Tell me a little about yourself.
- Why are you interested in working for this department?
- Describe your best/worse boss.
- What would you like to learn by working here?
- What are your 3 strengths most relevant to this position? Name your weakness in relation to this position.
- What three character traits would your friends use to describe you?
- Give me an example of a problem you encountered either in school or at work, and explain how you solved it.
- What is your major and why did you choose it?
- What are three positive things that your last boss would say about you? Would he/she say anything negative?
- Describe an experience in which you worked as a part of a team.
- What do you like to do for fun?
- Can you describe a time when your work was criticized?
- If you had to choose one, would you consider yourself a big picture person or a detail oriented person?
- How would you describe your work style?
- Is there anything else I need to know about you?
- Do you have any questions for me?

### Illegal Interview Questions

Below is a list of illegal interview questions and their legal counterparts.

Inquiry Area	Illegal Questions	Legal Questions
National Origin / Citizenship	<ul style="list-style-type: none"> <li>• Are you a U.S. Citizen?</li> <li>• Where were you/your parents born?</li> <li>• What is your “native tongue”?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you authorized to work in the United States?</li> <li>• What language do you read/speak/write fluently? (This question is okay only if this ability is relevant to the performance of the job.)</li> </ul>
Age	<ul style="list-style-type: none"> <li>• How old are you?</li> <li>• When did you graduate?</li> <li>• What’s your birth date?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you over the age of 18?</li> </ul>
Marital / Family Status	<ul style="list-style-type: none"> <li>• What’s your marital status?</li> <li>• With whom do you live?</li> <li>• Do you plan to have a family? When?</li> <li>• How many kids do you have?</li> <li>• What are your childcare arrangements?</li> </ul>	<ul style="list-style-type: none"> <li>• Would you be willing to relocate if necessary?</li> <li>• Would you be able and willing to travel as needed for the job?</li> <li>• Would you be able and willing to work overtime as necessary?</li> </ul> <p>(These questions are okay assuming they are asked of all applicants for the job.)</p>
Personal	<ul style="list-style-type: none"> <li>• How tall are you? How much do you weigh? (Questions about height and weight are not acceptable unless minimum standards are essential for the safe performance of the job.)</li> </ul>	<ul style="list-style-type: none"> <li>• Are you able to lift a 50-pound weight and carry it 100 yards, as this is a part of the job?</li> </ul>
Disabilities	<ul style="list-style-type: none"> <li>• Do you have any disabilities?</li> <li>• Please complete the following medical history.</li> <li>• Have you had any recent or past illnesses or operations? If yes, list them and give dates when these occurred.</li> <li>• What was the date of your last physical exam?</li> <li>• How’s your family’s health?</li> <li>• When did you lose your eyesight? How?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you able to perform the essential functions of this job? (This question is okay if the interviewer has thoroughly described the job.)</li> <li>• Can you demonstrate how you would perform the following job-related functions?</li> <li>• As part of the hiring process, after a job offer has been made, you will be required to undergo a medical exam. (Exam results must be kept strictly confidential, except medical/safety personnel may be informed if emergency medical treatment is required, and supervisors may be informed about necessary job accommodations, based on exam results.)</li> </ul>
Arrest Record	<ul style="list-style-type: none"> <li>• Have you ever been arrested?</li> </ul>	<ul style="list-style-type: none"> <li>• Have you ever been convicted of ____? (The crime named should be reasonably related to the performance of the job in question.)</li> </ul>
Military	<ul style="list-style-type: none"> <li>• If you’ve been in the military, were you honorable discharged?</li> </ul>	<ul style="list-style-type: none"> <li>• In what branch of the armed forces did you serve?</li> <li>• What type of training or education did you receive in the military?</li> </ul>

## Supervisor Paperwork

After hire, a student must visit the Human Resources office to complete employment paperwork. The student must provide two forms of acceptable identification, i.e. driver's license, social security card, passport. The Human Resources office can provide you with a complete list of acceptable forms of identification.

If the student chooses to participate in direct deposit, a blank, voided check must be provided to the Human Resource office.

Work Study students must have the hiring supervisor complete the "Work Study Employment Form". Make a copy for your records and then return the original to the student. The student will then return it to the Financial Aid Office prior to the first pay period.

## Salary and Time Sheet Procedures

Supervisors are responsible for setting individual pay rates of their student assistants. The rate should be reflective of the skills and experience required by the position. The minimum you can pay is minimum wage, as determined by the U.S. Federal Government. The UST pay scale for student assistants is \$7.25 - \$8.50 per hour.

Time sheets are completed to indicate the hours the student has worked in your department. Both the supervisor's and student's signatures are required on the time sheet. Hours are calculated in 1/4 hour increments.

Time sheet due dates are determined by the Payroll office and are located on the payroll time schedule. Late time sheets will be paid the following pay period.

Payroll will send supervisors a payroll schedule at the start of each semester. Please share this schedule with your student assistants.

It is both the supervisor's and student's responsibility to monitor the balance of a Work Study award, if applicable.

## Benefits and Legal Policies

### Benefits

Your student employees are not eligible for benefits such as sick leave, holiday pay, vacations or retirement plans. They are eligible for worker's compensation under provisions of Texas State law. Worker's compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or disabilities incurred on the job. In the event of on-the-job injuries, you should contact Human Resources as soon as possible to allow for completion of the necessary reports.

### Legal Policies

- **Sexual Harassment** is defined as unwanted sexual attention, unwelcome sexual advances, or intimidating, unwanted or unwelcome verbal or physical conduct of a sexual nature. Any form of conduct that has the purpose or effect of interfering with a student's performance or access to University programs or facilities or which creates an intimidating or hostile learning or living environment is also sexual harassment. Sexual harassment will not be tolerated at the University. If a student reports an incident of sexual harassment to you, please contact Human Resources immediately so that a proper investigation can be conducted.

- The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- The **Fair Labor Standards Act (FLSA)** establishes minimum wage, overtime pay, record-keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to a minimum wage of no less than \$7.25 an hour.
- The University of St. Thomas will offer **equal employment opportunities** to all persons qualified by academic preparation, experience and ability for the various levels of employment, without discrimination based on race, color, national origin, sex, age or disability status.
- The **Americans with Disabilities Act (ADA)** ensures equal opportunity for persons with disabilities in employment, State and local government services, businesses that are public accommodations or commercial facilities, and in transportation. Title I of the ADA prohibits discrimination against persons with disabilities in employment by businesses having 15 or more employees, or by State and local governments. Title I, with respect to private supervisors, is enforced by the Equal Employment Opportunity Commission (EEOC).

## Resignation and Termination Procedures

### Resignation Procedure

If a student decides to terminate employment, it is recommended that a two-week notice is provided to the supervisor. In addition, the reason for termination should be discussed with the supervisor. If the student voluntarily resigns or is released, employment is not guaranteed elsewhere on campus.

### Termination Procedures

Failure on the part of your student employee to meet the job responsibilities or to abide by department rules may result in disciplinary action. Infractions include, but are not limited to: the failure to adequately perform job duties in a professional manner, unexcused absences or tardiness, leaving the job without permission, violating safety practices, and/or failure to accurately record hours worked. In the event that disciplinary action is necessary, the following process will be followed to enable a review of the circumstances surrounding the student's behavior. Except in serious cases of rules violation requiring immediate action, the following procedures are recommended:

1. Provide a verbal warning to the student employee for the first offense.
2. Document the same offense a second time, in the form of a written warning. A copy of the written warning must be provided to the student employee. The warning should include suggestions and a time period for the student to correct the unacceptable behavior. Your follow-up is required to ensure correction of the problem.
3. A third offense may warrant a decision by you to suspend or terminate the student's employment.

When adequate advance verbal and written warnings have been given for repeated tardiness, unexcused or excessive absenteeism, or other forms of unacceptable behavior, immediate termination of the student's employment may take place without further notice.

Other instances that may warrant immediate dismissal from a job may include, but are not limited to: provoking or instigating a fight or coercing others; willfully misusing, destroying, or damaging UST property; deliberate insubordination; falsifying University documents; theft; unauthorized possession of firearms or explosives; immoral conduct or indecency; consuming or being under the influence of intoxicants of any type; lack of appropriate regard for confidential information; and actions which jeopardize the University's public image.

When a student's employment is terminated within your department, whether for voluntary or involuntary reasons, you must provide the Human Resources Office and Payroll Office with an email containing the following information:

- Department Name
- Student Name
- Position title
- Last day of work
- Date of termination
- Reason(s) for termination

## Frequently Asked Questions

### ***Can I hire a student?***

If you have allocated Student Worker funds in your departmental budget, you can hire students to work within your department.

### ***How do I post a position?***

If you would like to post a new position, you must create a job description online through the UST Connect system. If you have an existing job description in UST Connect, simply reactivate the job online. Instructions for posting, reactivating, and closing positions are located in the *Advertising a Job* section of this handbook.

### ***Am I required to post my position on UST Connect?***

Yes. According to Federal regulations, all available positions must be posted and accessible to all students.

### ***I filled all of my jobs, and students keep calling. What can I do?***

Your job posting will remain active and can be viewed by students until it expires or the Supervisor closes the job on UST Connect. Procedures to close a position are located in the *Advertising a Job* section of this handbook.

### ***How do I know if the student I am hiring is eligible for Work Study?***

Students are notified of Work Study eligibility in the Financial Aid Award letter.

### ***Can I hire a student who is not Work Study?***

Departments may hire non-Work Study students as long as they have the Institutional funds available to do so. You pay 100% of the wages for Institutionally funded students. Remember that only 25% of the student's salary will be deducted from your Student Worker budget line when you hire a Work Study student. Employing a Work Study vs. a non-Work Study student will extend your Student Worker budget.

### ***How many hours per week can my student employee work?***

All students are encouraged to work a maximum of 20 hours per week.

- Work Study students may work up to 39 hours maximum a week or until their Work Study award is exhausted.
- Institutionally employed students may work 40 hours per week.
- Students may not work more than 8 hours a day.

### ***Where do I get a time sheet for my employee?***

Time sheets are distributed to supervisors by the Payroll office. If you need additional time sheet, please contact the Payroll office.

***What happens if my student's time sheet is late?***

Time sheets must be delivered to the Payroll office on their due dates, in accordance with the payroll schedule. Late time sheets will be paid the following pay period. You should receive a payroll schedule from Payroll at the start of each semester. Please share this payroll schedule with your students.

***How much can I pay my employee?***

Supervisors are responsible for setting individual pay rates. The rate should be reflective of the skills and experience required by the position. The minimum you can pay is minimum wage, as determined by the U.S. Federal Government. The UST pay range for student assistants is \$7.25 - \$8.50 per hour.

***How do I give my student employee a raise?***

Raises are not guaranteed and are determined by you. Raises can be given at your discretion on a per semester basis and can be based upon length of service and/or exceptional performance. Raises must fit within your student hourly budget allotment and take into consideration award amounts for Work Student students. Increases in pay rate should be noted on the student's time sheet.

***How do I know if my Work Study student employee is about to reach the maximum award?***

It is the student's responsibility to monitor the Work Study award with you and your department. When a student is approaching the maximum Work Study award, the Financial Aid Office will contact the departmental Supervisor.

***My student's Work Study money ran out, but I still need assistance, what can I do?***

Payment beyond a student's maximum award is not guaranteed. Each situation will be reviewed and any one of the following options will occur:

- The student's financial aid package will be reviewed. If the Financial Aid Office has the ability to increase the student's work-study award, the student will be notified and will receive a new award letter.
- If the student is not eligible for additional Work Study funding, you can choose to continue employment through your Institutional budget. Your department will be responsible for paying 100% of the student wages, and you agree to pay the wages from your institutional budget. If you elect to continue the student's employment using your institutional funds, you must send an email to the Human Resources and Payroll offices.
- If the student is not eligible for additional Work Study funding and your department is unable to continue employment through your Institutional budget, the student will have to be terminated.

***Can I terminate my student employee?***

Yes, a student employee can be terminated. Your student employee may be dismissed from the position if the student does not adhere to the Employment Agreement when hired. Please refer to the *Resignation and Termination Procedures* listed in this handbook.