

Student Employment Handbook

for Students

University of St. Thomas
Career Services Center
Crooker Center, 2nd Floor
career.services@stthom.edu
(713) 525-3160

Updated July 24, 2006

Table of Contents

Introduction	3
Student Employment Overview	3
Student Employment Program Agreement	4
On-Campus Jobs	5
Getting Paid	5
Taxes, Benefits and Legal Policies	6
Resignation and Termination Procedures	7
Frequently Asked Questions	7

Introduction

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 you with educational costs, while providing you with the necessary work-related tools that will be essential for your future 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 Career Services at (713) 525-3160 or via email, 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 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 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 the fall 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 Center coordinates two student employment programs:

- Institutionally funded on-campus employment
- Federally funded (Federal Work Study/Texas Work Study) on-campus and off-campus employment

Institutionally funded on-campus employment provides part-time job opportunities for currently enrolled students, regardless of your financial need. The hiring department pays 100% of your student wage. Please note that since Institutionally funded positions are limited in number, they can be more difficult to obtain.

Federal Work Study/Texas Work Study provides job opportunities for students demonstrating financial need to help pay for educational expenses. Your eligibility for Work Study is reviewed each year and is determined by your FAFSA (Free Application for Federal Student Aid). If you are eligible for Work Study, your work study award will be included in your financial aid package. For Federal Work Study and Texas Work Study employees, the hiring department pays 25% of your student wage, while 75% is subsidized by the government.

The Federal Work Study program encourages colleges to designate a certain number of their work study jobs to community service. The definition of “community service” according to Department of Education guidelines is as follows: "...services that are designed to improve the quality of life for community residents, particularly low income individuals, or to solve particular problems related to their needs." To be eligible for the federal work study/community service program, you must, first of all, be eligible for federal work-study. Community service positions are available through campus-based programs or through contractual agreements with local community service programs. The University of St. Thomas has partnered with a number of local community service groups to offer students opportunities for off-campus employment. Below is a partial list of non-profit organizations who have participated in the UST Work Study program:

Bayou Preservation Association	Society of St. Vincent de Paul
Catholic Charities	Ten Thousand Villages
Cultural Arts Council for Houston & Harris County	Texas Children's Hospital
Harris County Health & Environment Services	YWCA for Houston
Houston Museum of Natural Science	Communities in Schools
Muscular Dystrophy Association	

Unlike “Regular Student Employment”, the Federal and Texas Work Study Program is the only means of earning money that will not impact your FAFSA’s Expected Family Contribution (EFC) and your future financial aid awards.

The bottom line is:

- Utilize your Work Study award.
- Protect your future EFC.
- Earn job-related experience in the field in which you are majoring.

To learn more about the Work Study awards, contact the Financial Aid Office at (713) 942-3465.

Student Employment Program Agreement

Your acceptance of on-campus employment signifies that you agree 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.
2. Schedule and complete the Student Employment Orientation training conducted through the Career Services Center.
3. Fulfill the employment assignment as agreed upon with your employment supervisor.
4. Work the hours contracted with your supervisor.
5. Strive to meet duties, responsibilities, and standards required by your employment position as defined by your supervisor.
6. Notify your supervisor in advance of any absence or tardiness.
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.

On-Campus Jobs

The University employs students in various capacities campus-wide. **You are responsible for finding and applying for campus jobs. A Work Study award does not guarantee employment.**

The Career Services Center advertises part-time campus jobs online through the UST Connect system. This system is available to you 24-hours a day, seven days a week. You must complete a user profile and upload your resume on UST Connect before being able to search for jobs. If you email your resume to Career Services (career.services@stthom.edu) before uploading, a career counselor will critique it for you. Once your profile is complete, resume uploaded, and you are granted access to the UST Connect system, you will be able to search and view student employment opportunities.

All positions have detailed job descriptions and application instructions. While we have on-campus employment opportunities, jobs are competitive. You will need to apply early, and you will have to demonstrate to the supervisor that you are the best candidate for the job. All jobs at the University of St. Thomas provide skills and opportunities for you. Finding a job is quick and easy, just follow these steps:

1. Go to the Career Services website ~ www.stthom.edu/career, and click on the word “Students”, near the top of the page.
2. Click on the UST Connect logo.
3. Log on to UST Connect. If you are a new user, you will create a profile at this time.
4. Click on “Jobs”, and select “Job Search” from the drop down menu.
5. Go to Position Type.
6. Select “Part-time: On Campus” and/or “Work Study”, if applicable.
7. Click the *Search* button.

UST Connect will search for all available on-campus / Work Study positions and display any matches. You can view individual job descriptions by clicking on the desired job title, and apply as instructed.

Good luck with your job search. Contact Career Services if you encounter any difficulties. We look forward to serving you.

Getting Paid

Before you start to work on campus in either the Work Study or the institutionally funded Student Employment Program, you must complete all necessary paperwork and become familiar with time sheet and payroll policies and procedures.

Paperwork

1. After securing employment, visit the Human Resources office in O’Rourke Hall to complete your employment paperwork. You will need to bring two forms of acceptable identification, as listed on the Career Services website, www.stthom.edu/career.
2. For direct deposit, each student must bring a blank, voided check. You can arrange for direct deposit to your home bank, or to a local account. **It is not necessary for students to open a new account in the Houston area.**
3. Work Study students must return the “Work Study Employment Form” to the Financial Aid Office after being signed by the hiring department Supervisor.

Time Sheet Policies and Procedures

Time sheets are required in order to get paid. Time sheet procedures vary by department. You will receive instructions on specific time sheet procedures from the department. It is your responsibility to learn the procedure used by the department and to adhere to the department standards.

- Time sheets are completed to indicate the hours you have worked. You and your supervisor must sign the time sheet. Hours are calculated in 1/4 hour increments.

- If you have more than one job, you will have a time sheet for each job.
- Time sheet due dates are determined by the Human Resource office and are located on the payroll schedule. Late time sheets will be paid the following pay period. To view the payroll schedule, visit the Career Services website, www.stthom.edu/career.
- Your statement of deposit will be available on the 15th and 30th of each month in the Human Resources office. Statements of deposit not picked up by the student will be destroyed.
- If your address or bank information changes, it is important for you to notify the Human Resources office promptly to avoid delays or errors with direct deposits. It is also advisable for you to keep the “old” bank account active until a payroll has been deposited into your “new” account.

Taxes, Benefits & Legal Policies

Federal Taxes

All wages paid to Work Study and Institutionally funded student employees are subject to withholding of federal income taxes unless you qualify for exemption.

FICA – Social Security Taxes

All students in the **Institutionally Funded Student Employment Program** must pay FICA taxes. Student in the **Work Student Employment Program** are exempt from FICA taxation.

- You will continue to be exempt from FICA taxation for services performed during the winter break providing you were exempt on the last day of the fall semester and that you are eligible to enroll for the spring semester.
- You are exempt from FICA taxation for work performed during any period that partially falls within the academic year.
- If you are employed during the summer, FICA taxes will be withheld from your pay.

Benefits

As a student employee, you are not eligible for benefits such as sick leave, holiday pay, vacations or retirement plans. You 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. Your supervisor should be contacted as soon as possible in the event of an on-the-job injury. **If you are injured on the job, please contact your supervisor immediately.**

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 you believe that you have experienced an incident of sexual harassment, 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 not less than \$5.15 an hour.
- The University of St. Thomas will offer **equal employment opportunity** 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 you decide to terminate your employment, professional courtesy dictates that you give at least a two-week verbal notice to your supervisor. In addition, the reason for termination should be discussed with your supervisor, and it is recommended that a formal letter of resignation be submitted. If you voluntarily resign or are released from your employment, you are not guaranteed employment elsewhere on campus.

Termination Procedures

As a student employee, failure to meet your job responsibilities or to abide by department rules may result in disciplinary action. Infractions include, but are not limited to: the failure to perform job duties adequately and in a professional manner, unexcused absences or tardiness, leaving the job without permission, violating safety practices and/or failure to record hours worked accurately.

When adequate advance verbal and written warnings have been given by your supervisor for repeated tardiness, unexcused or excessive absenteeism, or other forms of unacceptable behavior, termination of your 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.

Frequently Asked Questions

What types of positions are available?

A variety of student employment opportunities exist in almost every area of the University community. To view a list of current on-campus part-time positions, please log on to UST Connect ~ www.stthom.edu/career.

How much money can I make?

If you are an institutionally funded student employee, your earnings will be determined by your work schedule and your hourly rate, as well as the hiring department's budget.

If you are a Work Study employee, the maximum amount of Work Study earnings is the amount awarded to you on your most recent Financial Aid award letter.

How do I know if I am eligible for Work Study?

Work Study is based on financial need and is determined annually. All students who receive financial aid receive an award letter. If you were awarded Work Study, the amount of the award will be listed on your award letter. The Work Study amount listed on your award letter reflects the maximum you may earn for the academic year. You may earn all or any portion of that amount depending on the number of hours you arrange to work with your departmental supervisor and your hourly rate of pay. In some cases, you may be eligible to earn more. The Financial Aid office monitors student wages throughout the academic year and will revise your award to reflect increased earnings if there is additional eligibility.

How do I know if I am about to reach my maximum Work Study award?

When a student is approaching the maximum Work Study award, the Financial Aid Office will contact the departmental Supervisor. **However, it is your responsibility to monitor your Work Study award.**

Can I earn more than my Work Study award?

Payment beyond your maximum award is not guaranteed. Each situation will be reviewed and any **one** of the following options can occur:

- Your financial aid package will be reviewed. If the Financial Aid office has the ability to increase your Work Study award, you will be notified and will receive a new award letter.
- If you are not eligible for additional Work Study funding, the department can choose to continue your employment through their Institutional budget. The department will be responsible for paying 100% of your student wages.
- If you are not eligible for additional Work Study funding and your department is unable to continue your employment through their institutional budget, your employment will have to be terminated.

How many hours per week can I work?

Research suggests that working a limited number of hours (e.g., 10 hours a week) at an on-campus job appears to have a positive impact on student performance, while working a significant number of hours (e.g., 35 hours or more per week) has adverse consequences. The amount of hours a student can work each week primarily depends on the category of their student employment.

- Work Study student employees' hours are dependent on the funding amount of their Work Study award.
- International student employees' hours are dependent on their Visa status.
- Institutionally funded student employees hours have no restrictions other than those implied by Federal laws and the hiring department's available employment funds.
- All students are encouraged to work a maximum of 20 hours per week.
- No student may work more than 8 hours per day.

Where do I get a time sheet?

Time sheets are available through the Human Resources office and distributed to each departmental supervisor.

Can I have more than one job on-campus?

Yes, you can have more than one job on campus. If you are a Work Study student, keep in mind that payment beyond your maximum award is not guaranteed. You should let all of your supervisors know where you will be working and how many hours. This will allow your supervisors to plan how many hours they can expect from you over the course of the year. As a Work Study student, you will be paid using your Work Study funds for all of your jobs. By having more than one job on campus, you are likely to run out of your Work Study award more quickly.

Who determines how much I can get paid?

Supervisors are responsible for setting individual pay rates.

How do I get a raise?

Raises are not guaranteed and are determined by your supervisor. Raises can be given at your supervisor's discretion on a per semester basis and can be based upon length of service and/or exceptional performance.

What happens if my time sheet is late?

A payroll schedule is posted on-line and in the Human Resources office. Time sheets must be delivered to the Human Resources office on or before the due date. Late time sheets will be paid the following pay period.

Why didn't I get paid?

There could be several reasons:

- Has all of your paperwork been completed and submitted to Human Resources office?
Students will not receive a paycheck until **all** paperwork is received in the Human Resources office. Please refer to the information on Paperwork in this handbook.
- Was your time sheet submitted on time?
Late time sheets will be paid the following pay period. Please refer to the Payroll schedule located on the Career Services website.

If you believe that your paperwork is complete and that your time sheet was submitted on time, please contact the Human Resources office at (713) 525-3142 for further assistance.

Can I be fired?

Yes, you can be fired. Your supervisor may dismiss you from a position if you are not adhering to the agreement you made when you were hired. Please refer to the Resignation and Termination Procedures listed in this handbook.

I need help using UST Connect to find a job.

Instructions for using UST Connect to find a job are contained in the Student Employment Handbook. Additional assistance is available at the Career Services Office in Crooker Center during normal business hours.