

STUDENT EMPLOYMENT HANDBOOK

**for
Federal and University
Work Study Students
&
Graduate Students**



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INTRODUCTION

This guide has been prepared for students who have received awards and have been hired under the Federal or University Work Study Programs as part of their University of North Alabama Financial Aid Package.

Work study employment at the University of North Alabama has several purposes:

- to give students an opportunity to improve their skills
- to give students an opportunity to gain practical work experience
- to help carry out the daily operations of the University

To continue employment under this program, students must maintain a G.P.A. of 2.0 or higher and be enrolled in at least 6 credit hours.

The offices of Human Resources, Payroll and the Career Center are available to assist you in clarifying information contained in this guide.

Samantha Bullock, Executive Assistant for Human Resources (ext. 4291)

Stephanie Smith, Assistant Director, Organizational Development (ext. 4590)

Stephanie Purser, Payroll Specialist (ext. 5191)

Regular office hours are Monday through Friday 8:00 a.m. — 4:30 p.m.

Human Resources is located in Cramer Way in Room 226 and can be contacted at studentemployment@una.edu.

FEDERAL AND INSTITUTIONAL REQUIREMENTS

Due to the specific nature of the Federal Work Study program, there are many federal and institutional requirements that must be followed. If these guidelines are not followed, the Department of Education could choose to terminate the work study program.

In order to hire a work study student, the University and/or the Department must comply with the following requirements:

1. A supervisor must comply with the University's policy on [Equal Employment and Harassment Opportunity Policy](#) in all aspects of employment, including application, hiring, compensation, training, discharge and benefits.
2. The Supervisor must have a vacancy and job description posted with Student Employment – Human Resources before he/she can employ work-study students.
Job posting instructions can be found at www.una.edu/career
3. Students cannot be required to work during scheduled class hours, exams and interim periods.
4. Students cannot work more than 8 hours a day or 29 hours per week.

WHAT DETERMINES WORK STUDY ELIGIBILITY

Students must demonstrate financial need to be eligible to participate in the FWS Program. This process involves completing the *Free Application for Federal Student Aid* (FAFSA).

Funding for the Federal Work-Study Program at The University of North Alabama is limited; therefore, we cannot emphasize enough the importance of completing this application early.

Priority consideration is given to undergraduate students exhibiting the greatest need who apply before June of each year.

Students who have been awarded FWS will receive an award notification indicating the maximum amount of gross pay to be earned per term. Because of limited funding for FWS, not all eligible students will be offered this assistance. However, UNA funds other jobs each year through University Work Study in which all students are eligible to apply.

STUDENT EMPLOYMENT DEFINED

Type of Positions Available

- **Federal Work Study (FWS)** is a need-based program. Only students who have filed the FAFSA and have unmet need are eligible for Federal Work Study. Students must maintain a 2.0 G.P.A. and be enrolled in at least 6 hours both Fall and Spring semesters to maintain eligibility. Students must be enrolled in at least 3 hours for summer eligibility.
- **University Work Study (UWS)**, also known as institutional work study, is available to all students who are currently enrolled at least half-time each semester. There is not an application to receive UWS funds; students apply for jobs through career.una.edu. Students must maintain a 2.0 G.P.A. and be enrolled in at least 6 hours both Fall and Spring semesters to maintain eligibility. Students are not required to enroll during the summer semester to maintain eligibility.

Traditionally, positions and responsibilities in the FWS and UWS Program include:

Clerical or duties such as data entry, formatting documents or correspondence, delivering campus mail, reception, cataloguing and shelving materials, ordering supplies. Non-clerical positions are also available such as tutoring and working with students and community members in university run programs, etc.

All student employee must complete new hire forms and submit identification to Human Resources prior to reporting to work.

- **Graduate Assistantships (GA)** provide academically related employment for eligible graduate students. Graduate Assistants work in a variety of programs and offices throughout the university. Most departments with graduate programs have assistantships available. Graduate Assistantships provides eligible graduate students with supplemental income to offset tuition and personal expenses while attending The University of North Alabama.

There are limited GA positions available. Departmental need and available funding determine the number of GA positions. Graduate Assistantships pay a biweekly stipend or hourly rate for hours worked. An assistantship also carries a waiver of up to nine graduate credits per semester. GAs are responsible for associated tuition fees. GAs are allowed to work up to 29 hours per week.

Graduate Assistants must enroll in a minimum of six credits per semester except during summer semester or when the student is in the final semester and only one class is remaining. All GAs must sign and return an employment letter which includes agreed upon rate and work schedule and new hire forms and IDs to Human Resources prior to reporting to work.

Multiple Work-Study Positions

Students may hold two work study positions at a time. Students are not allowed to work more than 29 hours per week between both positions.

Changing Work Study Positions

After accepting a work study position, students are expected to assume the responsibilities associated with the position for the duration of the assignment. In some cases, it may be necessary to change positions. In the event that students wish to change positions, they must resign from their current position by informing their supervisor. Students are encouraged to provide two weeks' notice, if possible.

MONITORING WORK STUDY STUDENT EARNINGS

Monitoring work study student earnings is a shared responsibility between the student workers and the supervisor. Proper planning of hours within the student's allotment at the beginning of the semester will help alleviate the problem of running out of funds before the end of the term.

Federal work study regulations and Student Financial Services policies do not permit an "overaward" situation. Students may not be allowed to work additional hours over those determined by the work study award on their financial aid package.

TIMESHEETS AND PAYROLL

You cannot begin working until paperwork is completed.

- Supervisors are prohibited from accepting voluntary services from student employees. Supervisors are required to pay all students under the work study program for all hours worked.
- Base pay for all student employment positions is \$8.50. Student are paid biweekly for the hours worked. Departments will not be allotted additional funds to supplement any minimum wage increase. Supervisors will need to reduced work hours or reduce the number of work study students.
- Students may work 29 hours per week during interim sessions, if your departmental budget allows
- The student worker is responsible for submitting his/her timesheet before the deadline each payroll period. It is the supervisor's responsibility to approve hours before the payroll deadline.
- Timesheets are due at the end of each payroll period by the "Return Date and Time". Please refer to the payroll schedule for students on the Payroll webpage www.una.edu/payroll

If a student's timesheet is submitted late or not approved by the supervisor before he deadline, the paycheck can be issued in the next pay period.

RESPONSIBILITIES OF THE STUDENT EMPLOYEE

All new hires must complete online new hire forms and provide identification to Human Resources prior to reporting to work. Once a schedule has been agreed upon, it is the responsibility of the student employees to:

1. Arrive to work on time, ready to perform position-related activities.
2. This job is a serious obligation and your performance, attitude, and conduct should reflect this commitment. Holding a campus position means you are holding a position of trust; this is a real job. Respect the position you hold as it could lead to glowing recommendations for future positions.
3. At-Will employment applies to Student Employees. This is an employment relationship of indefinite duration that may be terminated by either party, at any time, without cause or for any

reason except one that is unlawful.

4. Notify supervisors in a timely manner if you will be late or unable to report to work.
3. Be considerate and reliable. Student workers represent The University of North Alabama.
4. Perform work to the best of their ability and act in the best interests of the university.
5. Refrain from personal activities during hours of employment including: phone calls, social networking, or class work or club activities. Refrain from using copying machines, printers and telephones for personal reasons.
6. Be prepared to work during interim period, unless prior authorization from the supervisor has been arranged.
7. Student workers are not allowed to have visitors while on the clock.
8. Failure to comply with these rules may result in a written warning. Students who are issued two written warnings may be terminated by the supervisor.

Dress Code

General Guidelines

Appropriate student dress and grooming are important factors in the safe and orderly operation of the University of North Alabama. Student employee's appearance should reflect a positive image of the University. These dress and grooming guidelines are intended to establish minimum standards for the student employees of UNA. In addition to these minimum standards, supervisors are authorized to establish more restrictive standards, as deemed appropriate for the work area. In all cases, neatness, health and safety, appropriateness and good taste shall be observed.

Specific Guidelines

Student employees should wear garments that are appropriate in length and coverage. The following items of clothing are considered inappropriate/unacceptable while performing work for the University:

- Strapless, halter tops, tube tops, tank tops or spaghetti straps
- Bare midriffs Short-shorts
- Undergarments showing
- Bathing suits
- Pajamas/loungewear
- Slippers/flip flops
- Tight, loose, sagging, baggy or revealing clothing

Student employees who violate the dress code will have the option of correcting the violation. Student employees who violate the dress code repeatedly will be disciplined with a written warning up to a final warning including termination. Student employees who have a question about the appropriateness of an item should discuss the specific issue with his/her supervisor before wearing the item.

RESPONSIBILITIES OF THE SUPERVISOR

Supervisors are responsible for clearly explaining position responsibilities, performance expectations, pay rates, and work schedules to prospective work study students. Additionally, if there are special

requirements, students should receive enough training and supervision to ensure adequate performance. Important office policies and procedures must be clearly communicated to student employees. Student Employees should be treated in the same manner as other employees. They are to be held fully accountable for their actions and are subject to disciplinary action.

Students are primarily at the University of North Alabama to learn; therefore, students are responsible for maintaining their class work and not letting their positions interfere with academics. Employers should be conscious of this fact and not place unusual demands on students' time, which might cause them to neglect their class work.

Work Schedules

Work study students should develop a regular, predictable schedule taking into consideration mid-term and finals week, scheduled holidays, and university closings. Students may be dismissed by the supervisor for failure to maintain the set schedule.

Expectations

Supervisors are strongly encouraged to provide the student worker with specific information about performance expectations prior to hiring. Providing this information will guide students in their work development.

Discipline

Work study students should be held responsible for duties, responsibilities, and expectations outlined by the supervisor. If a student fails to meet these criteria, the following procedures should be followed:

1. A verbal warning for first-time or minor offenses.
2. A written warning for repeated or more serious offenses. This should be given in a face-to-face meeting, with time for the student to respond.
3. A written notice of termination for on-going problems. This should be given in a face-to-face meeting, with time for the student to respond.

Each warning or notice should be given in private; a copy should be sent to Student Employment. These warnings should be specific, clearly stated, and given in a timely manner.

TERMINATION

- Students are automatically terminated from the work study program at the end of each spring term.
- Students may voluntarily terminate a work study position at any time. They should provide their supervisor with a two-week written notice of their resignation.
- A supervisor has a right to dismiss a student for unsatisfactory performance with documented progressive discipline. This includes, but is not limited to:
 - Repeated failure to comply with the agreed work schedule and tasks
 - Poor performance
 - Insubordination or lack of cooperation which results in disturbing other workers or work progress

- If a student or supervisor chooses to terminate a position early, the supervisor must complete a Request to Change End Date form. This form should indicate the actual last day worked as the New End Date.

Student Employment may terminate a student's work study position, should the following occur:

- Enrollment status drops below half-time
 - Student fails to meet Satisfactory Academic Progress (See SFS for details)
 - Student worked in excess of allowed Federal Work study Award
 - Additional resources, which were not known at time of financial aid award i.e. scholarships, grants, etc. create an over-award
- If Student Employment must terminate a student's position, the supervisor will be notified in writing.

**Student Employee Orientation
Acknowledgment Form**

for

**Federal, University and GA
Student Employees**

Student Employment Orientation describes important information about the Student Employment Program. I understand that I should consult with the Student Employment Staff in Human Resources regarding any questions about New Hire Orientation and the content or any questions not answered in the Handbook. A copy of the Student Employment Handbook may be found on the [Student Employment Page](#).

I understand that the policies, rules, and procedures described in the Handbook are subject to change or may be revised based on the University's particular circumstances of a given situation. At-Will employment applies to Student Employees. This is an employment relationship of indefinite duration that may be terminated by either party, at any time, without cause or for any reason except one that is unlawful. I acknowledge that I completed New Hire Orientation and understand it is my responsibility to read and comply with the policies contained in the Handbook and any revisions made to it. I understand that failure to comply with the policies, rules, and procedures in the Handbook may result in the termination of employment.

Please [click this link](#) to acknowledge that you have completed orientation or print and return a signed copy of this page to studentemployment@una.edu.

Student's Signature

Student ID

Student's Printed Name

Date

APPENDIX

Confidentiality Agreement

Performance Evaluation Form

Progressive Discipline Form

University Policies

[Equal Employment and Harassment Opportunity Policy](#)

[Nepotism \(Employment of Relatives\)](#)

[No Smoking Policy](#)

[Title IX Policy & Procedures](#)

[University Statement on Alcohol Use](#)



University of North Alabama

CONFIDENTIALITY AGREEMENT

Employee Name: _____

University of North Alabama personnel provide essential and valuable services to faculty, staff, and students. While engaging in these functions, employees collect or may have access to personal and privileged information concerning individuals associated with the University. This requires a commitment of confidentiality to protect privacy. Unless there is a proper and appropriate request, including a request from the affected individual, unauthorized disclosure or access of this information could create legal liability and loss of public confidence in the University.

ACCORDINGLY, I, _____, HEREBY AGREE NOT TO RELEASE THE FOLLOWING PERSONAL OR PRIVILEGED INFORMATION WITHOUT PROPER AUTHORIZATION FROM MY DIRECT SUPERVISOR, GENERAL COUNSEL, THE VICE PRESIDENT OF MY DIVISION, OR THE UNIVERSITY PRESIDENT:

1. Any information from student records, personnel records, or other types of files or documents. Under no circumstances shall social security numbers or benefits information, including the identity of dependents, be released.
2. The contents of discussions and conversations by departmental personnel concerning privileged, personal, or confidential cases.
3. Any personal information stored in departmental computers, including passwords.
4. Copies of any of the above listed information or documents without an appropriate request from a university official or a written release from a member of the faculty, a student, or a staff member.

Employees are cautioned that disclosing confidential information over the telephone is discouraged.

I will not disclose confidential or otherwise sensitive information over the telephone if I am not completely confident that the individual on the other end of the telephone line is the individual to whom the information relates (or is my supervisor or another university official with authority to receive the information).

Student Information – Family Educational Rights and Privacy Act (FERPA)

By circumstance of employment with the University of North Alabama, I may have access to student education records or to personally identifiable information about students, the disclosure of which is governed and restricted both by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) and Alabama law. I am aware that I must manage the data, materials and records to which I may have access in a professional and confidential manner.

I fully understand that an intentional disclosure by me of student education records or personally identifiable information to any unauthorized person could subject me to penalties under the law. I further understand that if I breach confidentiality or abuse my position relating to confidential information I could be subject to disciplinary action, up to and including dismissal, depending upon the circumstances of the violation.

I understand that all persons have a right to privacy and will treat all sources and records as privileged. I will consult a higher level supervisor if there is any doubt or question about the authority to release information. I understand that violation of this agreement subjects me to disciplinary action, up to and including dismissal, depending upon the circumstances of the violation.

Signature: _____ Date: _____

PERFORMANCE EVALUATION

FEDERAL AND UNIVERSITY WORK STUDY

Student Name _____ L# _____

Position Type: please circle one **FWS** **UWS** **GA**
Type of Evaluation: _____ Annual _____ 90-day Other _____

Please evaluate each student employee for each criterion shown below. The immediate supervisor should evaluate the student objectively, comparing him or her to students of the same academic level and/or to other personnel assigned to identical or similar jobs. If criterion does not apply or if you do not have sufficient information, please indicate N for "no evaluation".

E- Excellent **VG-** Very Good **G-** Good **F-** Fair **P-** Poor **N-** No Evaluation

- () **Dependability/ Reliability** - Meets work schedule and fulfills job responsibilities.
Consistently delivers what is required within deadline and following instructions
- () **Initiative**- Starts assignments without prompting and independently
contributes ideas/projects. Sees and acts upon new opportunities
- () **Attitude**- Displays a positive attitude towards goals and objectives of department.
Works well with others to accomplish goals
- () **Interpersonal Skills**- Establishes and maintains good working
relationships with others
- () **Overall Performance**- Works with minimal supervision, manages own time
effectively, maintains control of all projects and responsibilities.

Would you recommend this student for rehire? () Yes () No

Comments: _____

I allow my "Work Record" information to be released to on or off-campus employers, if requested. Student
Signature _____ Date _____

My supervisor has discussed the above Work Record evaluation with me. I have been given an opportunity to
express any concerns regarding my work-study position.

Student Signature _____ Date _____

Supervisor's Signature _____ Date _____

Student Employment _____ Date _____

PROGRESSIVE DISCIPLINE FORM

DATE: _____

NAME: _____ SID _____

DEPARTMENT: _____

_____ Documentation _____ Verbal Warning _____ Written Warning

POLICY VIOLATION/OFFENSE:

CORRECTIVE ACTION:

COMMENTS:

Student Signature

Date

Supervisor Signature

Date

Student Employment

Date

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