



# **Student Employment Supervisor Manual**

**2018-2019**

**Student Employment  
Financial Aid Office  
Webster Hall, 115  
(314) 246-8266 or (314) 246-7641  
Fax (314) 968-7125**

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**Table of Contents**

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	Page
Welcome Letter to Supervisors .....	3
2018-2019 Student Employment Calendar .....	4
Description of Webster University Student Employment Programs .....	4
Student Employment Eligibility .....	5
Recruiting Student Employees .....	5
• Wage Classification .....	6
• Sample Student Job Description .....	7
• Handshake: Job Posting/Removal Instructions .....	8
Hiring Process for Student Employment .....	9
• Paperwork.....	9-10
• International Students.....	10
• <i>MyWebster (ADP)</i> Payroll System .....	11
• Rehiring a Student Employee .....	11
• Additional Resources .....	11
Mandatory Student Employment New Hire Orientation .....	11
Supervisor Policies and Expectations .....	12
Student Employment Scheduling .....	13-14
Paying Student Employees .....	14
Budgeting Your Student Employment.....	15
Worker’s Compensation and Employment Benefits .....	16
Performance Evaluations.....	16
Recognizing the Efforts of Student Employees .....	17
Social Networking.....	17
Progressive Discipline and Terminations.....	17-18

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## **Welcome Letter to Supervisors**

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Dear Student Employee Supervisor,

This handbook is designed to help you navigate the policies and procedures associated with Webster University's Student Employment program and to help you succeed in your role as a student employee supervisor.

This manual will also aid in understanding *MyWebster/ADP* and its role in student employment.

The following are notable policies or updates for the Student Employment program:

- Student Employment website changes → The Student Employment section of the website was overhauled. This provides students and student employee supervisors with more user-friendly resources and increases efficiency with accessing student employment information.
- Mandatory New Hire Orientation → All new student employees must attend an Orientation with Student Employment before they can work their first shift. Please reference page 12 within this manual for more information.
- Multiple (up to 3) Student Employment jobs → Student employees may hold up to three Federal Work-Study and/or Institutional positions concurrently. More in-depth information located on pages 16-17 within this manual.
- E-Verify → This process does not require any additional responsibilities for the supervisor. Student Employment is obligated to process new student worker's I-9 through the E-Verify website by the 3<sup>rd</sup> day of employment.
- 20 Hour per work week limit → Undergraduate and graduate student employees will not receive approval to work more than 20 hours per week while classes are in session.
- Freshman/Transfer Students → These students may begin working as early as July 1, 2018, instead of waiting until the first week of class.
- Graduating Student Employees → Student employees are not allowed to work in any capacity after their graduation date unless they are enrolled for classes in a degree seeking program the following semester. In the event that the student is continuing at Webster University in this manner, the student can be employed as a student worker on institutional funding as long as they meet all of the necessary requirements within this manual.

Our program continues to develop opportunities for our students to have meaningful student employment experiences that support their interests.

Thank you for your contributions to the professional development of Webster University students. Please contact me if you have any questions regarding Student Employment. Your comments and suggestions are welcome.

Sincerely,

Braden Watson  
Student Employment Coordinator  
(314) 246-8266  
Bradenwatson74@webster.edu

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## 2018-2019 Student Employment Calendar

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<b>June 1, 2018</b>	<b>Beginning of Budget Student Employment Fiscal Year</b>
<b>July 1, 2018</b>	<b>Beginning of Federal Work-Study Fiscal Year</b>
<b>April 8-April 12, 2019</b>	<b>National Student Employment Appreciation Week</b>
<b>April 15-19, 2019</b>	<b>Suggested dates for Performance Evaluations</b>
<b>May 31, 2019</b>	<b>End of Budget Student Employment Fiscal Year</b>
<b>June 30, 2019</b>	<b>End of Federal Work-Study Fiscal Year</b>

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## Description of Webster University's Student Employment Program

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The Student Employment Program is designed to help students meet educational expenses through meaningful employment. Students apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA), available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and the Webster University Financial Aid Application (available on the [Financial Aid website](#)). Federal Work-Study Awards are dependent on the availability of funds and the financial need of the students.

### **Student employment at Webster is divided into two programs:**

**Federal Work-Study:** This funding is need based and awarded through the financial aid application process. Recipients may work either on campus or at an approved community service site. Local non-profit organizations provide students with the opportunity to earn their Federal Work-Study awards in the community. Students must be enrolled **full-time** (12 credits/semester) at the university to retain their award over the course of the academic year. Students have a specific award amount they can earn each fiscal year. Students can request more Federal Work-Study funding through the Financial Aid Office appeals process. To be considered for an appeal, students must contact the Financial Aid Office. Appeals are granted based on Federal Work-Study earnings levels and a student's individual need. If a student is awarded Federal Work-Study and cannot work or if they do not want to participate in the program, they must contact the Financial Aid Office.

**Institutional Student Employment:** This funding is available to current students, including graduate, undergraduate and international students studying at the home campus, as long as they are enrolled at least part-time (6 credits/semester), regardless of their financial need.

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## **Student Employment Eligibility**

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### **Federal Work-Study Award**

**Students must complete the Free Application for Federal Student Aid (FAFSA) and the Webster University Financial Aid Form to be considered for 2018-2019 Financial Aid. Students may contact Financial Aid for FAFSA deadlines.**

Eligibility for a Federal Work-Study award is determined by a student's financial need. A Federal Work-Study award will be designated on the student's financial aid award letter.

### **Institutional**

Any student (International Students - see below), including graduate or undergraduate, is eligible to work in a budget position, as long as the student is enrolled part-time (6 credits/semester) at Webster University.

### **International Students**

Although international students do not complete FAFSA applications, they may be employed at Webster University provided they have F-1 or J-1 visa status and are enrolled part-time. International students may consult with the Multicultural and International Student Affairs or International Services to confirm their eligibility for on-campus employment prior to beginning work. Also, the department of International Recruitment and International Services has a comprehensive website available for further information on visa eligibility: <http://www.webster.edu/iris/>

International students may apply for institutional positions only and are encouraged to do so as early as they can. Due to the visa regulations, international students are limited to working on campus and supervisors are encouraged to hire international students that meet the qualifications for open positions.

For detailed instructions regarding hiring international students please refer to the "[Supervisor's Guide to Hiring an International Student](#)."

### **On-Campus Employment Only**

Student employees can only work at the Webster Groves home campus or at an approved community service work-study site. Students who are studying abroad or otherwise not located at the Webster Groves campus are not eligible to Student Employment positions. Supervisors or approved Webster staff must be able to verify all off the hours students log in their timecard. As a result, students cannot work remotely at an off-campus location.

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## Recruiting Student Employees

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Supervisors must submit a complete and detailed job description to the Student Employment Coordinator for approval before they can hire a student employee. Once a job description is reviewed, it will be given a wage classification and can be posted on *Handshake*, Webster's online career management system. As a supervisor you can post/manage your student employment position through this website. Supervisors are not required to post open positions on *Handshake*, but it is strongly recommended.

Students interested in available positions will apply to the supervisor listed in the job description. Supervisors can also include any special application instructions in their job description.

Early fall tends to be the most active time for student employment recruitment. However, student employees can be recruited at any time over the course of the academic year as needed by the department.

See [Student Employment's For Supervisor webpage](#) for full instructions on the hiring process.

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## Wage Level Classification Chart

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### Wage Classification Chart

Level 1	Level 2	Level 3	Level 4*
\$7.85-\$8.25	\$8.25-\$9.50	\$9.50-\$10.50	\$10.50-\$12.50

**Level 1:** Positions in this wage range are under direct supervision. Employees perform routine tasks that can be learned easily. Previous experience or specialized skills are not required. Examples: phone/desk attendant, dispatcher, data entry, maintenance, etc.

**Level 2:** Positions in this wage range are under general supervision. Employees perform routine and sometimes non-routine tasks which require on-the-job training or specialized skills. Employees must be able to make quick decisions and use discretion in certain situations. Examples: mid-level tutor, peer counselor, customer service associate, technical assistants, etc.

**Level 3:** Positions in this wage range are under less supervision and/or supervising other student employees. Employees perform skilled tasks that require previous training and experience. Employees are responsible for their own projects. Examples: customer service manager, research assistants, website management, computer technicians, upper-level tutors, specialized tutoring, etc.

**\*Level 4:** This wage range requires special approval from the Student Employment Coordinator. Supervisors must submit an explanation justifying a level 4 wage classification. For example, some positions might require specialized skills like accounting, business management, etc. Students must be paid according to the work performed. However, paying a student more than \$12.50 per hour is NOT encouraged.

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## **Sample Student Job Description**

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**Department-** Student Employment

**Job Title-** Student Employment Assistant

**Number of Job Openings-**1, 15-20 hours per week

**Supervisor Name, Email, and Phone Number-**

Braden Watson, bradenwatson74@webster.edu, 314-246-8266.

To apply for the position, please follow the instructions within Handshake

**Purpose of Job-** The purpose of this position is to support the Student Employment Coordinator and assist with the daily operation of the Student Employment Program at Webster University.

**Job Duties and Responsibilities-**

Paperwork Management: The Student Employment Assistant will be responsible for filing student employment records, including Student Employment Authorization Forms and I-9 Employment Eligibility Forms.

Community Service Work-Study Program: The Student Employment Assistant will maintain the Community Service Work-Study files. This includes filing Community Service contracts and communicating with Community Service site supervisors. The assistant will help monitor the Community Service earnings by maintaining a Community Service database.

Customer Service: The Student Employment Assistant will be trained to answer incoming calls to Student Employment and how to answer basic office inquiries, such as setting up appointments and website questions.

**Required/Preferred Qualifications-** The Student Employment Assistant must be highly organized, detail-oriented, and committed to maintaining a database free of spelling, grammatical, and numerical errors. This position requires some exposure to database systems and standard Microsoft Office applications. Preferably, the student assistant will have experience working in an office. The assistant must have strong verbal and written communication skills. The assistant is expected to maintain strict confidentiality with the student employee records.

**Physical Demands-** The ability to sit and stand for extended periods of time. Occasionally, the Student Employment Assistant will be asked to lift 20 pound boxes and move presentation materials. Reasonable assistance will be available for any physical demands this job may entail.

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## **Handshake Instructions**

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### **Post a Position In Handshake:**

Please carefully follow the instructions within the [Handshake Instructions for Student Employee Supervisors Guide](#).

### **Updating applicants through Handshake:**

It is important that students know when a position is no longer available. Please follow the instructions on these instructions in order to keep students updated on their status as an applicant: [Closing the Application Loop: Setting Messaging Preferences](#).

### **Helpful Handhake Links:**

- [Handshake's Help Center](#)
- [How to Change Applicant Status](#)
- [How to Contact Applicants](#)
- [How to Expire a Job Posting](#)
- [How to Edit a Job Posting](#)
- [How to Duplicate a Job Posting](#)

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## Hiring Process for Student Employment

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### Notification to Applicants

Student applicants are eager to hear from the supervisors responsible for the Handshake postings. Once you have completed the hiring process for your Student Employment position, please notify all applicants of your decision within two to three days. This is a common courtesy that is expected of student employment hiring supervisors. Please see above instructions.

### MyWebster/ADP Set-up Process

Students **MUST NOT** start working until set-up and approval is completed and the student can access the *MyWebster* system (with the exception of international students, see below). Supervisors should also be able to see the students timecard in ADP before the new hire is authorized to begin working.

- Supervisors collaborate with their student employee to complete the following required paperwork PRIOR to the actual start date. These forms can be found on the [Student Employment website](#) and must be completed and submitted to Student Employment in Financial Aid.
  - [Student Employment Authorization Form](#) - completed by both student and supervisor upon hire
  - [Federal Form I-9](#), along with copies of acceptable identification made by the supervisor
  - [FERPA Agreement](#)
  - [Student Employment: Additional Federal Work-Study \(FWS\) Job Agreement Form](#)
- **The required paperwork MUST be submitted to Student Employment and New Hire Orientation must be completed before the student employee begins working.** Make arrangements with your student employee at the time of hire to complete and submit their paperwork prior to the 1<sup>st</sup> day of work. Your student employee CANNOT be added to the *MyWebster* system (and therefore, cannot be paid) until all paperwork is received and processed. Paperwork processing can take up to 3 business days.
- Students will be entered in the *MyWebster* system on a daily basis. Once their information is entered in the system, an email will be generated to the student (with the ADP approver CC'd) with instructions on how to access the *MyWebster* portal (students may already have access based on other student employment positions). The email will be sent to the student's Connections email address. The student will need to access the *MyWebster* system as soon as possible to verify personal and tax information before they can begin working, so please remind them NOT to disregard the email.
- The student's name should be searchable by the supervisor the day after Student Employment sends the email. The email will act as notification to the supervisor that the student may begin work.
- Once student employees have access to *MyWebster*, they will need to update/enter their W-4 information (Missouri & Federal), update their address and other personal information, as well as setup their preferred method of payment.

### Special Notes

- Students will only need one Student Employment Authorization Form per job for as long as they work in that position.
- Please note a student only needs to complete the **I-9** once while he/she is a student at Webster unless the student has been terminated or has not worked for the University in the past 12 months.

## *Student Employment Supervisor Manual 2018-2019*

- If paperwork is incomplete or filled out incorrectly, it will delay processing. Supervisors please review the “Supervisor Policies and Expectations” following this section.
- Students are authorized in the system until a supervisor completes the [Student Employment Change Form](#). Please note that students will be able to time stamp during this authorized time period, which can include summer. It is the supervisor’s responsibility to ensure that hours are not time stamped by a student employee during a period of non-work (i.e. Summer Break).

### **International Students**

International students will need to submit additional paperwork for the hiring process. It is the responsibility of the hiring supervisor to assist international students with this process. Please refer to the [Supervisor’s Guide on Hiring an International Student](#).

Once hired, international students should visit the International Recruitment and International Services department (IRIS) website at <http://www.webster.edu/iris/employment/>. This website is comprehensive and includes the link to request the official letter that is needed for the Social Security Office. Please note it can take 3-5 days for the student to receive the letter from IRIS.

The Multicultural and International Student Affairs office can assist students with transportation to the local Social Security Office. International students interested in this option should complete the online request form found at <http://blogs.webster.edu/mcisa/>

International students may begin working once they have received the receipt from the Social Security Office that states they have applied for their Social Security Card. Supervisors will need to view this receipt to confirm. Supervisors will also need to keep track of time worked on a [Student Employment Time Correction Form](#) since international students cannot access the *MyWebster* HR system until they have a Social Security number. It is the responsibility of the hiring supervisor to turn in a COMPLETE packet of paperwork to Student Employment:

- Student Employment Authorization Form (completed by student and supervisor)
- I-9 Employment Eligibility Form (completed by student and supervisor)
- Copy of passport page
- Copy of F-1 or J-1 visa
- Copy of I-20 or DS-2019
- Copy of I-94
- Copy of Social Security Card

Please do not submit the documents listed above until everything but the Social Security Card is obtained.

All international students will be required to complete information in the Payroll FNIS tax system. The Payroll Department will contact international students with detailed instructions on how to complete their tax information online. Here is the link to the Payroll Website, which describes the FNIS system: <http://www.webster.edu/payroll/international.html>

### **Implementation of *MyWebster*, Human Resource/Payroll system**

- Make sure your student employee has entered/verified all personal and tax information in *MyWebster*.
- Students will need to time stamp (clocking in and out) at the beginning and end of each shift in the *MyWebster* system.
- Adjustments and corrections to a student's timecard (missing timestamps, transfer issues, etc.) can be made by the supervisor at any time during the **current** pay period.
- Students must approve their timecard in *MyWebster* at the end of each pay period.
- Supervisors will then need to review and approve their student employee timecards at the end of each pay period (see payroll schedule on [Payroll website](#)). Time must be approved by 10:00 a.m. every other Monday after the end of a pay period.
- **Supervisors are not required to add schedules for student employees.** However, please add schedules if they help you manage your student employees.

### **Rehiring a Student Employee**

A student employee's continued employment at a work site depends on several factors:

- The student has a Federal Work-Study award *or* the department has institutional money available to pay the student employee.
- The student employee has had a satisfactory job performance evaluation.
- The student employee has indicated his/her desire to continue working in the same site.

### **Additional Resources**

- The [Student Employment website](#) contains information about the program. Paperwork associated with the Student Employment program is posted on this website. If you have questions about completing the forms, please contact the Student Employment office for information. Please note the I-9 form includes instructions on how to complete the form. In the event of an incomplete Form I-9, Student Employment will return new hire student employee paperwork to the supervisor for proper completion.
- [MyWebster Human Resources website](#)

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## **Mandatory Student Employment New Hire Orientation**

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### **Supervisor Responsibilities**

As a Student Employee Supervisor you are expected to arrange for your student employee to attend the mandatory orientation session, so they are comfortable with and know all the expectations associated with being a student employee.

Student Employment provides New Hire Orientation sessions regularly. These sessions are for new student employees to discuss procedures, responsibilities, and obligations associated with being a student employee. *Newly hired students, regardless of their classification, must attend the orientation session prior to starting work at Webster University for the first time.* **Their timecard will not be made available to the supervisor or student until they have attended Orientation.** A student only has to attend this orientation once while a student at Webster under most circumstances.

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## Supervisor Policies and Expectations

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### Rationale

Student employees are an essential resource for Webster University and supervisor participation is critical to the success of the Student Employment Program. There are very strict federal labor laws surrounding the hiring of employees, including student employees. Supervisors must submit **COMPLETE** Student Employment paperwork in a timely manner. If a student's hiring paperwork is incomplete, the student may not begin working to avoid delayed pay.

During previous academic years, there have been instances where student employees were not paid on time. Not only is this a **violation of federal laws**, but it is unethical for us to allow students to work before they are officially on the student payroll.

### Policies and Procedures

- Student Employment paperwork must be submitted **on or before** the start date for the student employee (per federal regulations).
- If incomplete paperwork is submitted, the supervisor and the student will be notified immediately. The student employee's work schedule must be suspended until the paperwork is complete and the student has access to *MyWebster*.
- No student employee may begin work until they have access to *MyWebster*.\*
- Timecards must be finalized and approved by supervisors in *MyWebster* **ON TIME** according to the Payroll Schedule. Please be aware that there are early deadlines around holiday breaks.

\*International students are subject to the same deadlines with the exception of their Social Security number. International Students may begin working once they have applied for their Social Security Card and received the SSA formal letter.

**Failure to comply with these policies and procedures will result in disciplinary action.**

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## Student Employment Scheduling

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### Student Employment Fiscal Year Dates

Type	Dates
Institutional Student Employment	June 1, 2018 - May 31, 2019
Institutional Student Employment for Graduates	June 1, 2018 – Last day of graduating semester
Federal Work-Study	July 1, 2018 - June 30, 2019
Federal Work-Study for Graduating Students	July 1, 2018 - Date of graduation

**Student workers are not allowed to work in any Student Employment capacity after the last day of their graduating semester unless they are enrolled for classes in a degree seeking program the following semester. In the event that the student is continuing at Webster University in this manner, the student can be employed as a student worker on institutional funding as long as they meet all of the other necessary requirements.**

If a Federal Work-Study student is graduating, then the student's graduation day is the last day of eligibility. Federal Work-Study student employees MAY NOT earn federal funds past their date of graduation.

The end of the fiscal year for student employees depends on the type of funding they have. Students with a Federal Work-Study award may work July 1 – June 30, as long as they have funds remaining for that fiscal year. For students working on Budget the fiscal year is June 1 – May 31. Students must reapply for Federal Work-Study awards each year. Assuming that a student receives a Federal Work-Study award for the following fiscal year, they have the potential to work starting on July 1 of the new fiscal year. If a student plans to work during the summer, they must be enrolled in classes for the following term/semester.

- **Freshman and Transfer students may begin working a student employment job on July 1 as long as they are enrolled and registered for classes.**

### **Working Hours**

Student employees **may work up to a total of 20 hours per week** (combination of all their student employment positions) while classes are in session. During academic breaks, student employees may work up to 37.5 hours per week provided their award covers this amount, they are registered for classes for the following term/semester, and are not taking classes during that break.

### **Special Occasions and Breaks**

Holidays, snow days, closures, and sick days are not counted as hours worked. If a student works at least 6 hours in a day, they should receive an unpaid lunch break plus two paid 15 minute breaks. Overtime (more than 37.5 hrs. per week) is NOT, under any circumstance, authorized for student employees.

- **The student employee may, but is no longer required, to timestamp out for his/her lunch and timestamp back in when returning from lunch, if the lunch break does not exceed 30 minutes. The system has been programmed to deduct 30 minutes when the shift is 6 hours or more. Employees can be approved by their supervisor to work through their meal break under special circumstances.**

### **Please remember the following guidelines for a student's eligibility to work:**

- Students must be enrolled full time for Federal Work-Study eligibility and part time for Budget Student Employment.
- Federal Work-Study funding will be nullified if the student drops below full time status or withdraws from Webster University. The department is responsible for any unpaid wages.
- Students may work up to a total of 20 hours per week while classes are in session.
- During winter, spring, and summer breaks, students may work up to 37.5 hours per week provided that their award covers this amount.

## Student Employment Supervisor Manual 2018-2019

- Students may work up to 37.5 hours per week during summer, assuming they are not enrolled in summer classes, they have available funds to earn or can be paid out of the department's budget, and are registered for classes for the following fall term/semester.
- **International students may NOT work more than 20 hours per week**, except during periods of non-enrollment. This rule ensures compliance with visa regulations.
- **Students are not permitted to work during any time they are scheduled to be in class.** Please work with your student to plan a work schedule that works around their class schedule. Keep in mind the need to allow for travel time to and from class, other positions on campus, etc.
- Student employees are not allowed to work in any capacity after their graduation date unless they are enrolled for classes in a degree seeking program the following semester. In the event that the student is continuing at Webster University in this manner, the student can be employed as a student worker on institutional funding as long as they meet all of the necessary requirements within this manual

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## Paying Student Employees

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**Timecards:** Students must timestamp in and out through *MyWebster*. Students and supervisors must go into *MyWebster* to approve timecards according to the Student Payroll Schedule (see [payroll website](#)). It is imperative that timecards are approved on time by both the student and supervisor.

Supervisors MUST log into their *MyWebster* account and review time, correct any issues, and approve all student timecards.

Student employees are paid by the hour, and time is automatically rounded to the nearest ¼ hour.

If a student has more than one position on campus the student will have to set up a “transfer” in *MyWebster* in order to time stamp for multiple positions. The student and supervisor will receive instructions from Student Employment via email on how to correctly transfer for this additional position. The supervisor will not see the student's timecard until the student punches in and sets up the transfer for the first time in any given pay period.

Student employees are paid every two weeks. Students using a Federal Work-Study award may earn up to the amount of their total award. **A student on Federal Work-Study will not be able to earn beyond their Federal Work-Study award amount.** Thus, it is essential that supervisors monitor their students' earnings.

**Travel Policy:** Student employees do not receive additional pay for time spent traveling to and from work. Student employees must timestamp in and out at the approved work site.

**Note:** If the pay rate for a student employee changes, please fill out a [Student Employment Change Form](#) and submit it to Student Employment.

**Payroll Deduction and Direct Deposit:** These options are all entered and updated by the student through the *MyWebster* automated system. Students can designate from 0% up to 100% of their paycheck to be applied directly to their student account. Students also have the option to select Direct Deposit for their paychecks. Students can choose to select a portion of their paycheck to go towards their student account AND still have the other portion directly deposited to their bank of choice. If a student's banking information changes, he or she needs to make the appropriate changes in the *MyWebster* payroll system. Paper checks are still an option and will be mailed directly to the student at the address entered in their *MyWebster* account.

**Online Pay Statements:** Students have the option, and should be encouraged, to review their paycheck information online through their *MyWebster* account in the Pay tab. Click on the appropriate underlined pay date to view complete pay statement data.

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## Budgeting Your Student Employment Funds

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**Student employees may hold up to any combination of three Student Employment positions concurrently.** The purpose for this policy change is to ensure that student employees are able to earn the full amount of their Federal Work-Study award each academic year. **Federal Work-Study accruals will no longer be tracked on the student employee’s ADP timecard; the “Accrual Vested Balance” should always reflect “No Accruals.”**

Both the student employee and the supervisor(s) should be conscious of all Federal Work-Study hours worked. Student Employment is always available to provide up to date information on a student’s current Federal Work-Study earnings total. When an individual student has earned 75% of their total Federal Work-Study award, all of the student’s Federal Work-Study supervisors will be notified.

The formula to determine how many hours per week a student employee must work to earn the entire Federal Work-Study award is:

Award Amt.	Pay Rate	Hours per week
3,000	7.65	12.25
3,000	7.75	12.10
3,000	8.00	11.72
3,000	8.25	11.36
3,000	8.50	11.10
3,000	8.75	10.71
3,000	9.00	10.42
3,000	9.25	10.14
3,000	9.50	9.87
3,000	9.75	9.62
3,000	10.00	9.38

$(\text{Award Amount} / \text{Pay Rate} / \# \text{ of weeks employed}) = \text{Hours of work per week}$

**Take the award amount and divide it by the pay rate. Take that total and divide it by the number of weeks your student will be working over the school year. The result will be the number of hours a week a student must work to earn his/her full Federal Work-Study award.**

This chart is based on a student working 32 weeks during the school year. Please note that this chart is just an example.

Differing pay rates at multiple Federal Work-Study positions will affect this total. Student employee supervisors, should collaboratively determine how much of the student’s award may be earned at each respective Federal Work-Study position. Student employment will act as determining supervisor for all students working at an off-campus Community Service Federal Work-Study site.

The student must obtain acknowledgment via the [Student Employment: Additional Federal Work-Study Job Agreement Form](#) from their primary Federal Work-Study supervisor in order to acquire additional Federal Work-Study positions.

Supervisors can access transactions posted to the department’s cost number through the “Budget Review” screen in CARS to track student employee earnings. If a supervisor does not have access to the “Budget Review,” contact the departments Dean/Director/Manager for more information. This is updated every pay day.

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## **Worker's Compensation and Employment Benefits**

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As employees of the university, student employees are covered by worker's compensation for any injury acquired in the workplace during work hours. Work related injuries and illnesses must be reported to Human Resources (Front Desk can be reached at ext. 7580) on the day they occur. Human Resources will complete the paperwork involved and notify the appropriate offices. The following procedures must be followed:

- If the injury is serious or life-threatening, call 911 or Public Safety at ext. 6911. Public Safety can be reached from any campus phone. Be prepared to give location, name, telephone number, and nature of situation. Public safety will contact emergency authorities and will notify Human Resources of the injury.
- Contact Human Resources if you are unsure about what to do.

If a student employee is required to drive his/her own automobile on the job and has an accident, the accident will be covered by the student employee's own automobile insurance. Student employees are not eligible for fringe benefits such as paid vacation, sick time, closure pay, health insurance, etc. They are also not eligible to receive unemployment benefits if they are terminated from their student employment position.

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## **Performance Evaluations**

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The [Performance Evaluation Form](#) can be a helpful tool in making the students position a meaningful experience.

### **Performance Evaluation Process**

Schedule regular performance appraisals near the end of the academic year.

Complete the performance evaluation form before the meeting and make a copy of the form for the student employee for self-assessment

To have a successful discussion:

- Introduce the goal of the meeting and explain how you define the evaluation criteria.
- Review your written comments with the student.
- Ask student employees for feedback on your comments and allow time for questions.
- Ask for feedback regarding your supervision.
- Determine what training or coaching is needed.
- Focus on future job performance and agree on the next action steps.
- Give student employees a copy of the signed appraisal form.

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## **Recognizing the Efforts of Student Employees and Supervisors**

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There are many opportunities throughout the year to recognize your student employees and Webster staff. Consider the following options:

### **Student Employee of the Year Award**

This award will be presented to up to 3 student employees per year. The purpose of this award is to recognize individuals who work at a superior level to serve the department in which they work and Webster University as a whole. In order to be eligible, students need to have been employed in the department for at least three months and maintain at least a 3.0 GPA. The student employee must also be enrolled at the Webster Groves campus. Student employees must be nominated by their supervisor. The next nomination deadline is February 20, 2019. Supervisors can find the nomination form on the [Student Employment website](#).

### **National Student Employment Week**

Annual celebration held the second full week of April. Supervisors are encouraged to recognize the contributions of their student employees through activities, food/snacks, token gifts, etc. that involve the entire department. For example, consider hosting a luncheon for your student employees.

### **Outstanding Supervisor of the Year**

Student employees or colleagues may nominate student employment supervisors whom they feel warrant particular recognition for their performance on the job. Nominations will be judged on the following characteristics: mentoring, professionalism and leadership provided to the student employee. The Nomination Form is on the [Student Employment website](#).

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## **Social Networking**

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Social networking is an established form of communicating. However, social networking sites can be grossly misused by student employees while they are at work. It is your responsibility as a student employee supervisor to offer guidance about what is appropriate versus inappropriate behavior in your department setting.

In most situations, monitoring the use of social networking will be your best option. There will be some situations where a student employee is expected to update/communicate using social media as a part of their work responsibilities. On the other hand, a complete ban at work may be appropriate and necessary in some instances. Your department's policy should be clearly communicated to student employees and implemented fairly.

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## **Progressive Discipline and Terminations**

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**You have the right to terminate a student's employment for any non-discriminatory reason.**

- You should make every effort to coach the student employee and offer him or her the opportunity to improve before termination of employment. However, some situations may warrant immediate termination.

## Student Employment Supervisor Manual 2017-2018

- You are responsible for bringing your concerns about job performance to the student's attention.
- Progressive discipline should be used where applicable, including **verbal warning, written warning, and finally discharge.**
- Maintain **written documentation** of each discipline situation.
- A [Student Employment Written Warning Form](#) can be used for such circumstances.

Student Employment should be notified in **written form** as soon as the decision to terminate is made. A [Student Employment Change Form](#) should also be submitted by the supervisor changing the student's status to "terminated." Student employees may write a letter of appeal to be placed in their student employment file.

Examples of reasons for immediate dismissal:

- Theft of supplies/equipment
- Absences without prior notice
- Destruction of university property
- Trespassing on work site after hours
- Threat to supervisor or co-worker
- Falsification of time stamps\*

\*Please note: Falsification of time stamps is considered theft from an employer and can be treated as such. This is a serious offense and cases of falsified hours will be brought to the Student Conduct Officer/ Title IX Coordinator for the university to be adjudicated.

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## Terminating a Student Employee

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If you need to terminate a student employee, here are some steps to make this process as straightforward as possible.

**Documentation:** Be sure to have adequate documentation to justify the termination. Without documentation, it will be difficult to explain your actions to the student, Student Employment, and any other relevant parties.

**Preparation:** Prepare any documentation materials for the termination meeting. Know exactly how you will begin the meeting and what you will say. Anticipate the objections or responses of the employee and be ready with answers. This preparation will help you manage the discussion.

**Termination Meeting:** The termination meeting will give you the opportunity to provide an explanation of the termination. Conduct the meeting in a confidential space. You may consider having another staff member present. During the termination meeting, review your termination documentation with the student. Provide the student with specific examples of the behavior that led to termination.

**Paperwork:** After the termination meeting, please complete the [Student Employment Change Form](#). On this form, list the student's termination date. Forward the form directly to the Student Employment Coordinator for processing. You will need to include any other documentation.