

Student Handbook for Campus Employment



UNIVERSITY *of* WISCONSIN

GREEN BAY

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ENROLLMENT REQUIREMENTS

There are two types of student employment: *Federal Work Study* and *Non-Federal Student Employment*.

Federal Work Study is federal student aid awarded as part of a total financial aid package. An allotment of work study is an offer of eligibility for University employment. It is intended to assist student educational expenses during the year in which it is awarded. Please contact the Student Employment Coordinator for additional information on the Federal Work Study program.

Non-Federal Student Employment allows enrolled students to work on campus under non-federal budget accounts. It is not a type of financial aid. Any student may seek a student employment job on campus.

The University attempts to provide job opportunities that will complement a student's degree program, career pursuits and/or provide a positive work experience. Work experiences should allow personal growth.

Students must be at least 16 years old and enrolled at an institute for higher education or high school to be eligible for student employment. There are two student eligibility periods: (1) academic year; and (2) summer session. During the academic year, students must be enrolled for at least one credit.

Students are employed on a priority basis with UW-Green Bay students receiving first priority. Priority should be observed according to the Levels listed below. Before Level II and Level III students are considered, a position must be posted to Level I students for a minimum of two weeks.

Level I

1. UW-Green Bay students, including new, transfer and specials, continuing from spring semester and registered for at least one credit in fall.
2. UW-Green Bay students who will graduate upon completion of the summer term.

Level II

Students enrolled at another UW school for fall. Supervisors are responsible for obtaining verification* of the student's association with the school system.

Level II

Students enrolled at a non-UW accredited university, technical college, vocational/trade school, or high school. Supervisors are responsible for obtaining verification* of the student's association with the school system.

*NOTE: Examples of documents that verify a student's enrollment at a school are their class schedule for a current or future semester or a letter from the school confirming their enrollment.

Students must be enrolled for at least **six** credits to receive a **Federal Work Study** award. Student employees who have been awarded **Federal Work Study** may not work before the first day or beyond the last day of the semester in which the award was intended. Please check with the Student Employment Coordinator for clarification of your situation. Students who are enrolled for fall may request **Federal Work Study** for **summer session** whether or not they are enrolled in classes for summer session.

Graduating seniors must terminate employment on the last day of the semester in which they graduate, unless they are registered for classes in the upcoming semester.

TIMEKEEPING & PAYMENT METHODS

Kronos Timekeeping System

Whenever possible, student employees should record hours worked using the web-based Kronos timekeeping system. Once the appointment has been created for payroll, the supervisor will provide the student with a user name and password to access Kronos. The supervisor is responsible for training the student on how to record hours worked. Kronos functions similar to a time clock in that students “log in,” select the appropriate job and “time stamp” in and out. When all hours are recorded for the pay period, the supervisor will review and approve the student’s hours through Kronos. Only approved time will be paid. As such, it is important that time entry corrections are completed by the supervisor as soon as possible to avoid inaccurate payment. For more detailed information about using Kronos, refer to the [Student Reference for Kronos](#) document.

Timesheets

If the employing department does not use Kronos, students will need to record time worked on a paper timesheet. Every other Friday the Payroll Office emails student employee timesheets to the student’s campus email account. Depending on when initial hiring forms are submitted to the Payroll Office, it may be necessary to use a [blank timesheet](#) for the first payroll.

Weekly Hours & Overtime

A pay period is two weeks in duration. The [Student Bi-Weekly Payroll Schedule](#) is available online. Please refer to this schedule as it provides pay period dates, payment dates and other deadlines. If the supervisor does not approve or sign the timesheet, payment will not be processed.

Please note the following rules when completing and approving student timesheets:

1. Students cannot “bank” hours. This means students cannot collect hours over several weeks, and then record them all on one timesheet. They must record the hours they work on the exact day they are worked. Banking hours is not an acceptable campus employment practice.
2. Student timesheets may not be pre-signed or contain stamped signatures. At the end of a bi-weekly pay period, the student and supervisor together should complete the timesheet, sign it, and date it.

Inaccurate timesheets may result in delayed payment and knowingly falsified timesheets may result in discipline and/or termination of employment.

While classes are in session, it is recommended that students not work more than 20 hours per week. During vacation periods, students may work up to 40 hours per week. Work study students and regular students who have a restricted amount of earnings must always consider the limitations they are under when scheduling hours. Student overtime is defined as hours over 40 in a Sunday through Saturday workweek. It is recommended that the supervisor discuss with the student(s), in advance, whether or not overtime will be a requirement of the job or whether overtime will not be allowed. All overtime will be compensated at time-and-one-half.

Direct Deposit

The University distributes pay through direct deposit, which electronically deposits your pay to a financial institution of your choosing. Deposits will be made on the date payable. Students unfamiliar with this service should refer to [Direct Deposit Frequently Asked Questions](#) available online. The [Direct Deposit Authorization Form](#) is also available online.

Federal work study earnings are not required to be direct deposited; however, it is the most efficient, convenient, and secure way for you to receive your pay.

Electronic Earnings Statements

Earning statements serve as a paycheck stub and provide information about your payment. They are distributed to all student employees electronically through the campus Outlook email system. Employees will receive their earning statements the day before the pay date, according to the State Payroll Schedules. To view and print your personal earning statements use the Outlook email application. After you have printed your earnings statement, you should delete it from your email account. Here is a link to the instructions for [Outlook and Accessing your Earnings Statement](#).

Non-UWGB student employees do not have a UWGB email account and can not receive their earnings statements electronically. Therefore, Payroll will print and send their earnings statement to their employing department by intercampus mail.

FICA Exemption

To be eligible for the exemption from FICA withholding, UW system students must maintain at least a half-time status as a student during the school year. The minimum credit load per semester is 5.5 credits for undergraduates and 4.0 credits for graduates. During the summer sessions, the minimum credit load is 3 credits for both undergraduates and graduates. Student employees attending other UW system schools must provide proof of their current credit load to the Payroll Office for the FICA exemption. If you fall below the minimum credits, you may remain on the student payroll as long as you are a student, however, FICA will be withheld from your paycheck along with any federal and state taxes. Student employees from non-UW system schools are not eligible for the FICA exemption.

STUDENT RIGHTS & RESPONSIBILITIES

1. You have the right to know what is expected of you at your position, including but not limited to: knowing who to report to, what tasks to perform and how to perform them, if you are performing your assigned tasks adequately, how to improve your performance and what procedures you must follow.
2. You have the responsibility of completing all required paperwork and have possession of a valid Social Security number. You cannot begin work until you have completed Form I-9, W-4, Direct Deposit form, and Selective Service forms.
3. Students who have access to student records, personnel and/or personal information regarding students, faculty, staff and the general public must read and sign the “[Employee Confidentiality Agreement](#)”. Disclosure of confidential information may result in termination of employment.
4. It is your responsibility to report to work for your scheduled hours. You have the responsibility to promptly inform your supervisor as soon as possible if you are sick or unable to work your scheduled hours for any reason.
5. You have the responsibility to accurately log in and out of KRONOS, or, if using paper timesheets, complete accurately and submitted to Payroll in a timely manner. Timesheets may not be held, but must be turned in for the appropriate payroll period.
6. You have the right to be paid for all hours worked. You will be paid every two weeks. You are not eligible for sick, vacation or holiday pay or other fringe benefits.
7. It is your responsibility to follow rules set by the department you work. This may include dress code, confidentiality, behavior, and public image.
8. It is your responsibility to follow all policies as defined in the Student Handbook for Campus Employment.
9. It is your responsibility to report all accidents to your immediate supervisor or the supervisory person in charge at the time. See page 9 in this handbook regarding the workers compensation provision.
10. You have the right to have work hours that will not conflict with your academic schedule or responsibilities. However, you have the responsibility to work the hours agreed upon with your supervisor on a consistent basis.
11. You are an ‘at will’ employee. This means that you and/or your employer have the right to terminate your employment at any time. It is courteous to give proper notice of termination to the employer, usually defined as two weeks notice.

12. The Student Employment Office is here to listen and intercede if you feel it is necessary, however, the supervisor and student must first attempt to work out any problems that may arise at the work site in the hiring department.

GRIEVANCE PROCEDURE

A “grievance” is a complaint brought by a student employee who feels that he/she has been unfairly treated as it relates to his/her employment. The student may make an appointment to see the Student Employment Coordinator to discuss the facts of his/her grievance. The Student Employment Coordinator has the authority to informally resolve the issues between the student and employer. If the student feels the situation warrants a formal grievance, the following procedure should be followed:

Grievance Procedure Filed by a Student

A written statement must be submitted by the student explaining the grievance to the Student Employment Coordinator. The written statement should include:

1. Student’s name
2. Student’s position/title and the department s/he is working for
3. A copy of the job description if available
4. Date of incident
5. Facts about the incident
6. Student’s suggested solution
7. Student signature and date

The Student Employment Coordinator will discuss the grievance with the individuals who are considered pertinent to the case. After gathering the facts, the Student Employment Coordinator will again discuss the findings with all parties involved and attempt to reach a satisfactory resolution. If a satisfactory agreement cannot be reached, a formal hearing with the Student Employment Review Committee will be called. The Review Committee structure and responsibilities are explained in the next section.

The Review Committee will hold it’s hearing in “closed session” and the chair will restrict hearings to the individuals involved with the grievance. Witnesses shall only be present when they are giving information or answering questions pertaining to the grievance. The individuals involved in the case are entitled to be accompanied in the hearing by a person or his/her choice including an attorney. If legal counsel is present, then the university legal counsel will also be present. The chair of the Review Committee must be advised 24 hours in advance as to the name and status of any person who will be representing the student. The Review Committee has the right to question any individual for the purpose of obtaining information relevant to the case. Although the Review Committee has no authority to compel witnesses to appear, every reasonable effort will be made to obtain such an appearance. In lieu of the appearance of a witness, a notarized written statement will be admissible to the committee.

After all parties have presented their case, the Review Committee will meet in “closed session” to make the final decision. The committee will report its findings and decision in writing to all parties involved. If the Review committee decides that the situation presented dictates further review under UWS Chapter 17, the matter may be referred to the Dean of Students.

The formal grievance procedure should adhere to the following time schedule:

1. The Student Employment Coordinator will gather facts and notify the Director of Financial Aid within two weeks of the initial request.
2. The Director of Financial Aid has one week to arrange for the convening and briefing of the Review Committee.
3. The Review Committee has two weeks to gather information, coordinate and schedule a date for the closed hearing.
4. The closed hearing will remain in session until all the information has been presented. The Review Committee chair has a week to notify all parties of the decision.

STUDENT EMPLOYMENT REVIEW COMMITTEE

The Review Committee will act as the hearing body to respond to student employment issues raised through a formal grievance petition submitted by a student to the Student Employment Office. The Review Committee will be chaired by the Director of Financial Aid, and will include a departmental head of the unit involved, and two students selected by the student association president. If individuals from the unit or student government cannot be present, the financial aid director will pick two individuals to act as the review committee. The Student Employment Coordinator will act as an impartial witness and provide the documents and information that has been gathered in the case.

The decisions reached by the Review Committee are final. However, if the Review Committee feels the situation requires further attention, the matter may be sent to the Dean of Students or other appropriate office for possible additional action.

CAMPUS POLICIES

Drug Free Environment Policy. In accordance with the federal Drug Free Schools and Campuses Act and the Drug-Free Workplace Act, the University has a policy that establishes standards of conduct in relation to the unlawful possession, use or distribution of illicit drugs and alcohol. This policy emphasizes the expectation that faculty and staff will report to work in an appropriate mental and physical condition to carry out their responsibilities safely and effectively, absent any impairment because of the use of controlled substances and alcohol. Violations of this policy may result in serious disciplinary sanctions up to and including termination of employment. A complete copy of the UW System policy and the UW-Green Bay

Alcohol and Other Drugs Policy is available at <http://www.uwsa.edu/hr/drug.htm> and http://www.uwgb.edu/deanofstudents/policies_procedures/students/pdfs/alcohol.pdf.

Criminal Background Check Policy. The University of Wisconsin-Green Bay is committed to foster a safe and secure environment for all members of the university community. This policy will also allow the University to take meaningful and reasonable actions to protect its funds, property and other assets. Criminal background checks will be conducted on student employees when required by state or federal law or when hired into position identified as risk or trust sensitive. Individuals may not commence employment until they have successfully completed a criminal background check, except under special circumstances. Information collected in connection with the background check will be treated confidentially to the extent permitted by the Wisconsin Public Records Act and other applicable laws. A complete copy of the [Criminal Conviction Investigation Policy](#) is available online.

Affirmative Action and Equal Opportunity Statement and Grievance Procedures The University of Wisconsin-Green Bay is committed to equal opportunity to all individuals regardless of race, color, religion, sex, sexual orientation, gender and/or gender identity expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability and any other legally protected basis. Harassment or discrimination based upon protected status is illegal and will not be tolerated. This policy is applicable to employment practices and all programs within the University. This commitment to all employment and educational practices includes, but is not limited to recruitment and hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs, access to facilities as well as social and recreational programs. For information on complaint procedures see <http://www.uwgb.edu/hr/aaeo/ComplaintProcedures.htm>.

The University's compliance with this statement is the responsibility of all administrators and others whose duties are related to decisions regarding employees. Further, the University of Wisconsin-Green Bay is committed to fully participate in the implementation of all applicable federal and state laws, executive orders, rules, regulations and policies.

Sexual Harassment Policy. The University of Wisconsin-Green Bay reaffirms its commitment to maintaining a working and learning environment that is free of intimidation, fear, coercion, and reprisal. Sexual harassment is a form of sex discrimination that occurs in a variety of situations involving the inappropriate introduction of sexual activities or comments into the work or learning situation. For general purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature. Persons found to be in violation of this sexual harassment policy shall be subject to disciplinary action that may include, but is not limited to, written warning, demotion, transfer, suspension or dismissal. A complete copy of the policy is available at <http://www.uwgb.edu/hr/Policies/SexualHarassment/sexualharass.htm>

Americans with Disabilities Act. The University of Wisconsin-Green Bay is committed to providing reasonable accommodations for eligible employees or applicants for employment with

documented disabilities as defined by federal and state law. Additional information on the Americans with Disabilities Act can be found at <http://www.uwgb.edu/hr/Policies/ADA/index.htm>.

Acceptable Use Policy. The University of Wisconsin-Green Bay furnishes computers and provides access to campus network resources, including the Internet, in order to support learning and enhance instruction, to promote educational excellence and to prepare students for an increasingly technological world. This use should facilitate resource sharing, research, innovation and communication. For more information on the acceptable use of campus technology please see <http://www.uwgb.edu/compserv/Policies/AcceptableUsePolicy.htm>

Policy on Threats and Violence. The University of Wisconsin-Green Bay is committed to maintaining for its employees, students and visitors an environment that is free from intimidation, threats and violent acts. UW-Green Bay will not tolerate any act or threat of violence made in the workplace, on university lands, or while in work status. After receiving a report of threats or violence, the University will conduct an immediate investigation and respond with the appropriate action. For more information please see http://www.uwgb.edu/publicsafety/violence_threats/index.htm

WORKER'S COMPENSATION

If a student who is employed on campus is injured as a result of work related activities, s/he is covered by Worker's Compensation. By law, accidents must be reported immediately to the supervisor no matter how slight, and within 24 hours to Public Safety. Failure to do so could result in a loss of compensation, payment of medical bills, etc.

Students employed off campus through the Federal Work Study program who may be injured in the course of their employment, must report injuries to the employing agency. The employing agency has direction and control over the employee and therefore is responsible for Worker's Compensation and expenses resulting from an injury on the job.