

Supervisor Handbook for Student Employment



UNIVERSITY of WISCONSIN

GREEN BAY

(Revised 7/13/08)

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Financial Aid/Student Employment website: <http://www.uwgb.edu/financialaid/employment/index.asp>
Student Payroll website: <http://www.uwgb.edu/hr/students/index.htm>
Human Resources Forms list: <http://www.uwgb.edu/hr/forms/index.asp>

CONDITIONS OF EMPLOYMENT

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. The following are conditions of employment applicable to student workers:

1. The Fair Labor Standards Act of 1938, as amended, prohibits institutions from accepting voluntary services from any paid employee. Therefore, any student who is employed must be paid for all hours worked. Supervisors must not permit students to work beyond their allotment or to work before securing all forms and authorizing documents (Student Employment Form, W4, I-9, Direct Deposit, Declaration of Selective Service and Confidentiality Agreement).
2. For students working under the Federal Work Study program, supervisors must be aware that students should earn their work study money over the nine month period for an academic year award, and three months for a summer award with some variances depending upon graduation date, etc. If a student employee earns more than one-half of his/her work study award by the end of the first semester, and subsequently does not return to school in the second semester, the department will be charged 100% of those earnings that exceed one-half of his/her work study award.
3. Any unused work study money will be cancelled at the conclusion of the academic year or summer term.
4. A student with a work study allocation cannot cancel his/her work study and "give" it to another student. The Financial Aid Office over-commits its total work study allocation in anticipation that students will not earn all of their work study. Therefore, a cancellation simply serves to keep the expenditure at an appropriate level.
5. Departments who employ students should have reasonable expectations of the number of hours a student can work. Departments should keep in mind that students employed through this program are here primarily to go to school. Students should generally work less than 20

hours per week while classes are in session and up to 40 hours per week during break periods and summer sessions, if they are registered for classes for the subsequent fall term. However, students who exceed 40 hours of work per week will be compensated at time-and-one-half.

Students working an entire day are eligible for a 15-minute paid rest period after working four hours. Students may be allowed a 30-minute unpaid meal break when working an entire day

6. Visa restrictions prohibit international student employees from working more than 20 hours per week on campus while classes are in session. This is closely monitored. Students are permitted to work up to 40 hours per week during break periods and summer sessions, if they are registered for classes for the subsequent fall term.
7. 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.
8. Departmental employers cannot recommend or decide to hire or promote a member of his/her immediate family, or a person with whom he/she is domiciled as a family, unless that person has been chosen from an open or promotional competitive register or list of applicants. No departmental employer shall give preferential or favored treatment in the supervision or management of a student employee who is a member of his/her immediate family.

STUDENT ENROLLMENT REQUIREMENTS

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.

WAGE AND JOB LEVEL DESCRIPTIONS

The wage plan that follows establishes four levels of jobs for student employees: Basic, Intermediate, Advanced, Special wage level, and Non-hourly.

The descriptions and examples are not all inclusive, but rather a general description of the types of jobs included in these job levels. Questions concerning the appropriate level for a given job should be directed to the Student Employment Office. Minimum wage is currently \$7.25 per hour.

BASIC LEVEL: Range - \$7.25 to \$7.75 per hour

General Description: work done under close supervision; procedures are well established; employees are not usually required to make decisions, which are not enumerated, in well-defined policies and/or procedures.

Examples of Work: routine food service including grill; laboratory work such as washing, preparation, and media; general labor and custodial work; routine clerical work such as simple filing, incidental typing, messenger work, photocopying; library assistant; reading room attendant; desk clerk.

INTERMEDIATE LEVEL: Range - \$7.50 to \$9.00 per hour

General Description: work that requires, for a major portion of the time, some independent judgment and initiative; requires special knowledge, skills or abilities; requires a major amount of heavy physical exertion; involves adverse hours or working conditions; supervisory responsibilities for an activity of limited size.

Examples of Work: Typing that requires some decision making beyond basic grammar and format; clerical work such as library, general bibliography research, schedulers for human research projects; laboratory work involving simple interpretation of tests or involving

complex procedures; supervision of recreational activities; drafting work; tutors; truck driving; night building attendant; laboratory animal caretaker; heavy labor and custodial work; setup crew work; language lab attendant; supervision of small projects.

ADVANCED LEVEL: Range - \$8.50 to \$20.00 per hour (Note: If a supervisor wants to hire a student at a rate higher than the maximum rate, approval must be obtained from the Student Employment Coordinator.)

General Description: work that requires, for a major portion of the time, advanced specialized knowledge, skills or abilities; involves supervisory responsibilities for large or complex activities, usually involving a number of concurrent activities.

Examples of Work: technical typing and foreign language typing; library special bibliography searcher; library public catalog information assistant; editorial work; class reader and grader; artist or musician; computer programmer; language translator; special laboratory work, such as advanced interpretation of test results; supervision of large or complex activities; maintenance of financial records requiring advanced accounting knowledge; advanced supervision of recreational activities requiring special qualifications.

SPECIAL WAGE LEVEL:

Jobs that fall into this category are of an emergency or short-term basis, are accomplished immediately and will last only a week or less. In such cases, it is permissible to pay a higher rate than normal to speed up completion of the work. Due to the competitive nature of summer employment, this level also permits a differential or higher wage rate in the summer than is paid during the academic year.

NON-HOURLY (Lump Sum Payments)

The UW system policy (G18) pertaining to employment of student help defines non-hourly (lump sum) payments as follows:

“On occasion, jobs may be of such a nature that determination of an hourly wage rate is not practical. Compensation for positions of such nature can be on a non-hourly, or salaried, basis. When the duties of the position mandate irregular working hours so that timecard/sheet recordkeeping is impractical or there is no direct relationship between effort and hours worked, the position may be established as non-hourly. Such positions are frequently managerial/supervisory or otherwise semi- or paraprofessional in nature; requiring the employee to "work upon demand," apply special skills or both. Student managers/supervisors of University Centers or Unions, theaters and other cultural events, summer orientation leaders and residence hall counselors are typical examples of non-hourly student helpers. Student helpers in this category are paid through the regular student payroll system.”

Refer to page 8 in this handbook for instructions on processing lump sum payments for student workers.

JOB POSTINGS & HIRING STUDENTS

When an employer has a job opening that s/he would like to post there are several ways to do this. The first option is to request access to PRO (Phoenix Recruitment Online) by going to <https://www.myinterfase.com/uwgb/employer/> and requesting access. If you already have access, follow the instructions listed there.

Once you have received access to PRO, follow the instructions for posting a job at Resource Library/PRO User Information/PRO Guide for Employers working with Student Employment. Keep in mind that any newly created contacts or job postings, or revisions to either, go into “Pending” status until the Student Employment Coordinator activates.

- Other ways to post a job are to use the Job Description form located at <http://www.uwgb.edu/financialaid/employment/resources/jobform.asp> , or send a Word document attachment by e-mail to wendtb@uwgb.edu. This document must include the name of the position, department name start date, contact person name, address, phone number, fax, and e-mail, whether the job is work study, regular, or both, the number of students needed, duties, schedule, rate of pay, skills required, and how to apply.

Hiring Decision

It is the supervisor’s responsibility to notify the student as soon as possible about the hiring decision. If the student is not hired, it is a courtesy to notify them and be prepared to honestly explain why.

Criminal Background Check

Applicants new to the UW system or returning after more than one year break of employment and expected to work in trust sensitive positions or at risk (for example, access to building keys, handling cash or funds) will require a criminal background check prior to extending an offer of employment or an offer made contingent upon background check results. For more information, see the “Campus Policies” section of this handbook. For assistance with determining if the student will require a criminal background check, please refer to the **Background Check Process** guide and checklist. To initiate a background check, e-mail Human Resources at hr@uwgb.edu with the following information:

- Student’s name
- E-mail address
- Account number to charge background check fee
- Name of person to notify of background check results

Human Resources will conduct the background check through HireRight and notify the contact person once it has been completed.

Employment Forms

Once the student is hired, it is imperative that you and the student complete all necessary employment forms and attach authorizing documents. Please go the Human Resources website for all student employment forms and guidelines to ensure you are utilizing the current form. <http://www.uwgb.edu/hr/students/index.htm> All employment forms must be sent to the Payroll Office as soon as possible and prior to the student performing work.

Once the paperwork is received by the Payroll Office, the student's appointment is created for Kronos or the timesheet information is acquired. All forms listed below can be found at <http://www.uwgb.edu/hr/forms/index.asp>

1. [Student Employment Form](#) (attach copy of verifying document, if applicable): This form is required for *hourly* appointments only. The form is updated each year in the spring for the upcoming summer and academic year.
[Lump Sum Payment Authorization Form](#): This form required for *non-hourly* appointments only. See instructions on page 8 for processing lump sum payment requests.
2. [W4 Form](#): Students should write their permanent home address, not their dorm address, on the W4 form, as this is the address where their W2 will be sent.
3. [I-9 Form](#) (attach authorizing document copies): Students should write their permanent address on the form, not their temporary address. Attach copies of the documents that the student provides for their identity and eligibility to work.
4. [Direct Deposit Authorization](#): For checking accounts, be sure to attach a voided check or copy of a check
5. [Declaration of Selective Service Registration](#) to comply with Wisconsin law, chapter 230, males who are 18 but not yet 26 years of age must declare that they are registered for Selective Service to be eligible for employment. Applicants are responsible for signing a declaration form attesting that they have registered. If the employee has not registered (and is required to do so) and declines to register at that point, the employer must rescind the offer of employment. For more information regarding selective service and online registration, please direct the student to www.sss.gov.

International student employees will need to complete other form(s) in addition to the forms listed above. The additional forms pertain to establishing residency for tax purposes and, if applicable, compliance with tax treaty requirements. Once you and the student have completed the forms above, send the student to the Payroll Office (ES107) along with the completed forms. The student should also bring his/her Passport, Visa, I-94 Departure card, and the I-20 or DS2019 form they received from the International Education office. Payroll will assist them in completing the additional forms. If the student will need to apply for a social security number, they should be directed to the International Education office for assistance. It is important that they apply for a social security number as soon as possible.

Requesting a Lump Sum Payment

Per UW Financial Policy (F31), lump sum payments over \$50 must be payrolled, even if the student has not been on the UW System payroll. Payments of \$50 or less to students who have not been on the payroll can be processed on a Payment to Individual Report (PIR). You will need to contact Diane Eastman, Copy Center, for the requirements in processing these requests.

To request a lump sum payment for an individual student or a group of students, you will need to complete one of the following forms. The [Lump Sum Payment Authorization form](#) is for one payment to one student employee. The [Multiple Lump Sum Payment Authorization form](#) is for one or more payments to multiple (1-25) student employees. Follow the instructions on the forms. Do not attach spreadsheets to the form. If the student receiving the lump sum payment is

a new UWGB hire, they are required to complete the above employment forms (W4, I-9, Direct Deposit, Selective Service and Confidentiality Agreement) before they start working. In addition, if the position duties meet the requirements of the Criminal Background Check Policy, a background check is required prior to extending an offer or employment or an offer made contingent upon background check results.

Hiring Students under the Age of 18

Students must be at least 16 years old to qualify for student employment. Students 16-17 years of age must have a work permit on file with the Human Resources Office. Work Permits are available at:

Brown County Commission on Aging, 300 S. Adams St., Green Bay, WI
Hours: Monday through Friday, 8am-12pm, 1pm-3:45pm

Brown County Clerk's Office, 305 E. Walnut St., Green Bay, WI
Hours: Monday through Friday, 8am - 4pm

In many communities work permits may also be obtained at the local high school.

To obtain a work permit, the minor or parent must visit the permit officer and bring the minor's birth certificate or other proof of age, social security card, [Work Permit Hiring Statement from the employer](#), which includes an explanation of job duties, hours or work, and parent's consent, and a \$5.00 permit fee. Statutes also require the employer to pay the permit fee. If reimbursed, the payment must be made no later than the employee's first paycheck.

Reimbursement Procedures

1. Supervisor will complete and sign the [Work Permit Hiring Statement](#) and give it to the minor to bring to the permit officer.
2. Minor will give the employer's copy of the work permit to their supervisor along with the fee receipt. Supervisor will forward work permit along with student's other employment forms to Payroll.
3. Supervisor will assist the minor in completing the Petty Cash Reimbursement form and mail, along with the fee receipt, to Diane Eastman, Copy Center, for reimbursement.
4. The \$5.00 fee will be charged to the hiring department. The Work Permit will be filed and retained by the Human Resources Office until the minor reaches age 18.

A new work permit must be obtained if the employee will be performing substantially different job duties than his/her previous assignment.

5. The supervisor will ensure that the proper hiring procedures have been followed.

Additional information for supervisors and minor employees is located at [Procedures to Hire Employees under Age 18](#).

Student Appointment Rehire Process

Student appointments are set up for the current academic year only. To continue their employment for the next summer and/or academic year, supervisors will need to notify Payroll. This is done through the online student appointment rehire application. In May, at the end of the academic year, Payroll will notify supervisors that the online process is available to enter their rehired student employees. Instructions are included with the application and supervisors will have about 2 weeks to make their entries. Student appointments intended for rehire but not entered online will need to be submitted on the Student Employment Form.

TIMEKEEPING & PAYMENT METHODS

KRONOS

Whenever possible, the web-based Kronos timekeeping system should be used as the method for student employees to record hours worked. Payroll will provide supervisors with their logon information (User Name and Password) to access Kronos. The User name is their person ID number. The password is a default password that will need to change the first time you logon to Kronos. You will be required to have at least two other staff members to be a backup supervisor for Kronos. As student appointments are created for payroll, the information is downloaded to Kronos. Supervisors will then be able to provide their students with their logon information for Kronos. Supervisors are required to regularly review their student's time and approve their hours no later than noon on the Tuesday following the end of a pay period. Hours not approved will not be processed for payment. Refer to the [Kronos-Supervisors Reference](#) and the [Kronos-Students Reference](#) for more detailed information on using the Kronos timekeeping system. The Student Bi-weekly Pay Cycle schedule lists the deadlines for approvals in Kronos and is located at <http://www.uwgb.edu/hr/Forms/index.asp?cat=17> .

Timesheets

Some off-campus student appointments use the paper timesheet method for recording their employees time worked. Payroll maintains a program that creates and emails the student's timesheet to their email account on the Friday before the beginning of a student pay period. It is delivered as a Microsoft Word document attachment and can easily be saved to their campus provided network drive. For those students who have more than one appointment using a timesheet, they will receive a separate email for each position. Depending on when the completed hire forms are received at Payroll, the student may need to complete a blank [timesheet](#) for their first payroll. Blank student timesheets are located at <http://www.uwgb.edu/hr/Documents/FormsPolicy/Payroll/TimeSheets/Student.doc> Supervisors need to follow the instructions and guidelines listed on the timesheet to insure timely payment for the student. Timesheets not signed and dated by the student and supervisor will not be processed for payment. Timesheets are due at Payroll, ES 107, by 9:00 a.m. on the Monday following the end of a pay period.

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.

It is the supervisor's responsibility to assure the accuracy of the student's timesheet before submitting it to the Payroll Office. Inaccurate timesheets may result in delayed payment and knowingly falsified timesheets may result in discipline and/or termination of employment.

Payment Method

Direct deposit is the method of payment that is used by the University of Wisconsin system. Payments to students using this method will be directly deposited at the financial institution of their choice. Additional information on direct deposit can be found at:
<http://www.uwgb.edu/hr/Documents/FormsPolicy/Payroll/DirectDeposit/DirectDepositFAQ.doc>
<http://www.uwgb.edu/hr/Documents/FormsPolicy/Payroll/DirectDeposit/ACHform2004.doc>
Students are not required to have Federal Work Study earnings direct deposited, however the UW strongly recommends direct deposit for their convenience, safety, and security. The student can expect their first payment 3-4 weeks after they start working. Refer to the [Student Bi-weekly Pay Cycle](#) schedule. If the student receives a paper paycheck, they will need to go to the Bursar (SS 1700) to pick up their payment. If they lose their paycheck, they must contact the Payroll Office in ES 107. Payroll staff will request a stop payment on the lost paycheck and a new paycheck will be issued within two to three weeks.

Electronic Earnings Statements

Earning statements serve as a paycheck stub and provide information about the student's payment. They are distributed to all student employees electronically through the campus Outlook email system. Student employees will receive their earning statements the day before the pay date, according to the state payroll schedules. To view and print their personal earning statements they should use the Outlook email application. After they have printed their earnings statement, they should delete it from their email account. Instructions for Outlook and Accessing your Earnings Statement are located at <http://www.uwgb.edu/hr/Documents/NewHire/Outlook-Introduction.pdf>.

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 3.0 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 they fall below the minimum credits, they may remain on the student payroll as long as they are a student, however, FICA will be withheld from their paycheck along with any federal and state taxes. Student employees from non-UW system schools are not eligible for the FICA exemption.

PAY INCREASES & BUDGET CHANGES

A [Student Employment Change Form](#) is required to increase a student's hourly wage rate, change the budget code to be charged, or to end a student appointment.

The Student Employment Change Form is available online at

<http://www.uwgb.edu/hr/Documents/FormsPolicy/StudentEmployment/StdEmplChangeForm.doc>. Information can be entered online, but the form will need to be printed, signed for approval, and sent to Payroll. Supervisors should enter the current information along with the new information. Changes for up to 20 student employees may be entered on one form; however, spreadsheets should not be attached to the form. Complete this form to end your student(s) employment and enter the last day they worked for you. Changes will become effective on the following [student bi-weekly pay cycle](#).

TRAINING & SUPERVISING STUDENTS

Orientation/Training

At the start of employment, supervisors should plan an orientation meeting with all student employees. Orientation should include:

1. Describe job duties and student responsibilities. For example, tell the student he/she should call if unable to report to work.
2. Develop a work schedule based on student availability, work allotment and employers' needs.
3. Instruct your students how and when they will be paid. Provide them with the Student Bi-weekly Pay Schedule, which is located at <http://www.uwgb.edu/hr/Forms/index.asp?cat=17>. This schedule details the pay period dates and when they will be paid for hours worked. See "Timekeeping and Payment Methods" section of this handbook or more detail.
4. Provide the [Student Employee Handbook](#) and [Kronos-Student Reference](#) guidelines for your student employees.
5. Discuss the disciplinary procedures used by your department.
6. Make arrangements for specific training.

Evaluating Student Employees

All employees should periodically have a performance evaluation to discuss strengths and weaknesses and possibly new goals or duties. A supervisor should also provide students the opportunity to share questions or concerns they may have about the job. A sample student performance evaluation form is available at

<http://www.uwgb.edu/hr/Documents/FormsPolicy/studentEmployment/StudentWorkEvaluation.doc>

Supervising Student Employees

Employers must maintain on-going and meaningful job supervision and clearly identify required tasks and encourage students to report back at the completion of required work for additional

work. Studying, visiting, etc. should be discouraged by the supervisor. The success of a student employee is positively correlated with the care and time spent in the training program and continuing maintenance of supervision. It is the dual responsibility of the supervisor and student to insure that the employment does not conflict or have a negative effect on the student's academic performance.

Graduating Students

Graduating students must end their employment on the last day of the semester unless they are registered for the upcoming semester. Students who wish to continue their employment and are not registered for the next semester will need to be employed as a Limited Term Employment employee. You will need to complete a LTE Request form and submit to Human Resources. http://www.uwgb.edu/hr/Documents/FormsPolicy/Classified/LTE/LTE_RequestForm.doc

Monitoring Work Study Awards

Students cannot earn their work study money before the first day or after the last day of the semester. Supervisors must monitor the student's work study balance at all times. Earnings in excess of a student's work study award will be charged at a 100% rate to the department's budget. It is the supervisor's responsibility to also monitor the earnings of regular employees who are limited to a certain amount. It is the dual responsibility of the supervisor and student to insure that these limits are not exceeded. Over-earnings can result in a financial aid adjustment.

TERMINATION OF A STUDENT EMPLOYEE

Although student employees are not afforded the same safeguards from termination of employment that are afforded those on unclassified and classified employment, departmental supervisors should promote a fair and equitable procedure for employing students, monitoring training and performance, and for termination.

Termination as a result of completion of project/assigned task. Often, students are employed to perform certain tasks for short periods of time. Upon hire, students should be advised of the approximate length of employment. Supervisors should document student performance and employment dates.

Termination due to departmental budget. At the time of hiring, students should be informed if departmental budget considerations will affect hours of work or length of employment. Reasonable notice should be given to the student if funds become depleted.

Termination as a result of unsatisfactory work performance and/or substance abuse and/or inappropriate actions or behavior. At the time of hiring, students should be advised of normal performance expectations to satisfactorily continue employment. If, however, a student's performance does not meet those expectations, such as poor work performance, inappropriate behavior/harassment and/or substance abuse, and after a reasonable time for improvement has lapsed, supervisors may terminate the employment of the student.

Termination as a result of program abuse. Situations in which there is abuse of the employment program or in which fraudulent data is supplied by the student in order to obtain employment, could result in immediate suspension of employment. In addition, the details of the

circumstances surrounding the incident may be forwarded to the Student Employment Office for possible additional university sanctions.

Recommend Three-Step Termination Process.

1. Verbal warning to student.
2. If no change, written warning to student with a copy sent to the Student Employment Office and a copy for the department.
3. If no change, written termination with a copy sent to the Student Employment Office and a copy for the 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 employing department name
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 its 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 of 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 case will 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 submitting the statement explaining the grievance.
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 department 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. In the event 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 policy is available at <http://www.uwgb.edu/hr/Documents/FormsPolicy/Policy/CriminalConviction/CriminalInvestigation.pdf>.

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.