



**University of Wisconsin – Sheboygan
Student Employment Handbook
2008-09**

Information About This Handbook

This handbook contains general information about the policies of the university that affect you as a student employee. The policies in this handbook are not to be construed to be an employment contract but rather as guidelines for your employment. UW-Sheboygan reserves the right to modify any or all policies. Major changes in policies, rules, and procedures will be published, and it will be your responsibility to include these in your handbook. In some instances, the special nature of your department will require policies, rules, or procedures that are unique to the needs of that area. Such policies, rules, or procedures may vary from those described in this handbook. Should you have any questions regarding student personnel policies, rules, and procedures, contact your supervisor or the Assistant Dean for Administrative Services.

Student Employee Responsibilities

Supervisors rely on their employees to help keep their departments running. Thus, it is important that you take your job seriously. You are responsible for the following behaviors as a student employee. This list is not exhaustive, but it does reflect campus employment priorities.

1. **Arrive on time** -Your supervisor has planned the office workload around the times that you will be there. If you will be late for any reason, notify your supervisor as soon as possible.
2. **Keep your supervisor informed** -If you are sick or will need to miss work, notify your supervisor as soon as possible.
3. **Let your supervisor know about any problems on the job** -Your supervisor is your first contact if you are having any difficulties with your job. He or she is there to assist you in identifying and resolving any issues.
4. **Dress appropriately** -Be sure to ask what the appropriate dress is for your position. Students representing the university in customer service positions may be expected to dress in a professional manner.
5. **Refrain from conducting personal business** -Activities such as reading, phone calls, and coursework may be prohibited at your worksite. Clarify this expectation with your supervisor. Personal use of office equipment is also inappropriate.
6. **Report accurately the hours worked.** Just as you would not falsify hours in a "regular" job, you should report accurately your student employment hours.
7. **If you resign, give two weeks notice** -If for any reason you need to resign from a position, it is important that you give at least two weeks written notice, when possible, to your immediate supervisor.
8. **Notify the Financial Aid Office** -of any enrollment (credits) changes during the academic year if any changes in the family financial circumstances. Also note, if you are employed as a Work Study employee, though your wages are a part of your need-based financial aid package, you are paid only for the hours that you actually work.

General Rules of Conduct and Prohibited Behavior

To assist with the efficient operation of the University, and to ensure the safety and well being of those at the University, the following rules of conduct are in force. The rules of conduct are not for the purpose of restricting the rights and activities of employees, but are intended to help employees by defining and protecting the rights and safety of all persons. Employees are expected to acquaint themselves with these rules and other work rules specific to their department. It is for conduct such as that defined below that employees will be subject to corrective action including suspension or termination depending upon the severity of the violation. Prohibited behaviors include, but are not limited to:

1. Stealing or unauthorized removal or use of property belonging to the University, to employees, students or visitors of the University.
2. Unauthorized use and/or possession of intoxicating beverages, narcotics or dangerous drugs on the University premises, or reporting to work under the influence of intoxicating beverages, narcotics or dangerous drugs.
3. Fighting, gambling, use of profane, obscene or abusive language while at work.
4. Carrying weapons.
5. Behaving in a discourteous or disrespectful manner.
6. Refusal to carry out the instructions of a supervisor (insubordination).
7. Leaving the job without permission during regularly assigned working hours.
8. Sleeping while on duty.
9. Creating unsafe conditions.
10. Loss, damage, or destruction of property belonging to the University or to employees, students or visitors to the University.
11. Unwillingness or inability to work in harmony with others, discourtesy or conduct creating discord.
12. Failure to comply with policies and procedures of the UW Sheboygan Student Employment Handbook and those specific to a department.

Federal Work Study and Regular Student Employment

Federal Work Study is a type of federally funded financial aid. In order to receive Federal Work Study, a student must apply for financial aid and have financial need. Federal Work Study is awarded to students in their financial aid package based on financial need and by completing the financial aid process. If you apply for financial aid late, or do not have financial need, you may be

offered a regular student employment which is funded 100% by the University.

Both Federal Work Study and regular student employment allow students to work on campus. There are also some off-campus Federal Work Study positions in non-profit agencies through the Community Service Program. All students are paid according to the skill level of the position they hold, not according to a certain work program or their year in school.

Employment-at-Will

The employment relationship between UW-Sheboygan and all student employees is exclusively that of an employee-at-will. The University or the student worker may terminate the employment at any time. An offer of hire or an actual hire can not be construed to be a contract for employment for any specific length of time.

Work Hours

When classes are in session, students are encouraged to not work more than 15 hours a week.

If you have Federal Work Study, then you must carefully monitor the number of hours that you work per week. Work Study students are not allowed to work more hours than covered by their Work Study award per semester. You want a schedule that allows you to utilize your full work award, yet you may not exceed the amount that you were awarded. If you feel that you may exceed your Federal Work Study award, then you must speak with your supervisor. Once your Work Study allocation is depleted each semester, special arrangements will need to be made. Your supervisor may or may not be able to keep you on as a reclassified regular student employee.

In accord with F-1 or J-1 visa policies, international students are not allowed to work more than 20 hours per week while classes are in session, according to INS policies. This is a federal requirement and may affect a student's visa status and eligibility for benefits of that status including on-campus student employment. If you have questions regarding International Student Employment status, contact the Assistant Dean for Administrative Services.

Wage Guidelines

Students are paid according to the position they hold, the experience they have, and the number of years they have worked on campus. Supervisors are in a position of authority to request a change or increase in a student's rate of pay.

Student Payroll

Student pay dates are listed on their time sheet. Students who work on campus are paid bi-weekly through Direct Deposit only and will receive an earning statement via their campus email account just prior to "pay day." If the student is employed in more than one department, they will receive only one paycheck. Different departments and rates of pay are not broken out on your paycheck; however, students are compensated for each position and each appropriate rate of pay.

Necessary Documents for a Student Payroll

A student may not be paid if the following forms are not completed and submitted:

1. Student Payroll Authorization/Setup Form
2. UW-Sheboygan Student Employment Agreement
3. W-4 Form
4. I-9 Form (Please note that the student will also need to provide identification documentation to complete the I-9. The most acceptable forms are a passport or a driver's license and social security card or driver's license and birth certificate. If it is not completed, the Payroll Department will not be able to process paychecks. Students enrolled full time or half time will not be subject to FICA tax. International students must also complete a W-4 and I-9 form; however, they are not subject to the same tax guidelines.)
5. Direct Deposit Request Form
6. Time Sheet – Business Services will only accept time sheets that are completed on computer. Handwritten, updated or crossed out student time sheets will not be accepted. Time sheets must be accurately completed, signed by both the student and the supervisor, using their legal name, and submitted to Business Services by Noon on the Monday following each pay date. Time sheets submitted after the Monday deadline may result in delay of payment to the student. A time sheet for each department is needed if a student is employed in more than one department.

Why a Student Might Not Receive an Earning Statement

If you did not receive an earning statement, even though you submitted a time sheet, contact your supervisor to ensure that it was submitted to Business Services.

Contact your Supervisor if you suspect one of the following:

1. One or both parties did not sign time sheet.
2. The supervisor hasn't submitted the time sheets to Business Services in a timely fashion.

Contact the Business Services Office if you suspect one of the following:

1. The supervisor did not sign the timecard.
2. The supervisor hasn't submitted the time sheets to Business Services in a timely fashion.
3. The submitted time sheet contained

The student may not receive a timely earning statement if the all appropriate forms and/or time sheet were turned in late. Time sheets should be forwarded to Business Services Office by your supervisor.

Falsification of Hours

Falsification or unauthorized altering of a timesheet by a student employee is subject to corrective

action including immediate termination. Each time sheet should be completed on computer with the student's legal name, signature and approval signature of the supervisor and dates signed

Harassment

Harassment of any kind, by or against any member of the University, will not be tolerated. If a student employee is found to have harassed another employee, or student, staff, community or faculty member, disciplinary action will be taken which can include termination.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. All student employees of UW-Sheboygan should be aware of the basic guidelines provided by FERPA to ensure that they do not violate this federal law. FERPA violations may result in disciplinary action including, but not limited to, the loss of their job.

Please Note: Under no circumstances may a student release student information to anyone, unless the position specifically requires the student to do so. Refer any requests for information about a student to the supervisor to ensure that FERPA violations do not occur.

The student must avoid accessing student records information that they do not need to do their job, and may not exchange student information that they have learned while performing their job. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) may be a FERPA violation and may result in disciplinary action. Any information you obtain on the job regarding students must remain in the workplace.

Personal Appearance

As an employees of the University of Wisconsin-Sheboygan, student workers act as representatives of the university and so they are expected to maintain an appropriately professional appearance. The nature of the work one does with the University will determine the type of dress that will be appropriate for work. For example, a worker in food services should dress comfortably but still appropriately for a kitchen environment in which food is served and hot appliances are used. On the other hand, students who work in an office should dress for office work. In all cases, students should look to their supervisor for guidance or example for appropriate dress. Supervisors will review any specific dress requirements for each position.

Use of Office Equipment on the Job

Office supplies and equipment (e.g., computers, telephone, paper, envelopes, etc.) are to be used for the sole purpose of completing the assigned tasks of the position and those of the supervisor.

Attendance and Punctuality

Each department has an obligation to provide the best possible support to the University in the accomplishment of its goals. In order to fulfill this obligation, departments need every employee to be on duty every day he/she is scheduled to work. Any absence places an additional burden upon

other employees and reduces the efficiency of the department.

Good attendance is an important job requirement for any job. Failure to meet the requirement of good attendance can result in dismissal. Some departments have their own specific attendance and punctuality policies. Check with your supervisor regarding his/her own policy. Repeated failure to report to work, without notification to your supervisor, will result in automatic dismissal.

An employee is considered absent when he/she fails to report for and remain at work as scheduled. An employee is not considered absent, of course, during periods such as vacation, holidays, and approved days off or leaves of absence, provided that the supervisor has been informed. An employee, who knows he/she is going to be absent or late, has the responsibility to notify the department, prior to the start time, indicating the expected length of absence and giving a specific reason. Notice may not constitute approval or an excused absence. The employee is responsible for properly notifying the department as far in advance of his/her starting time as possible, but no later than his/her scheduled starting time. Since exam schedules are set by each professor/instructor at the beginning of each semester, necessary time off for studying should be scheduled in advance.

Unsatisfactory Attendance

Frequent absences, including tardiness, constitute an unsatisfactory record. An employee who is chronically unable to be present at work cannot fulfill the job for which he/she was hired. Recurring illness also constitutes unsatisfactory attendance. Repeated failure to report to work, without notification to the supervisor, will result in automatic dismissal. A written note from an employee's physician may be requested to ensure that the employee is sufficiently recovered to return to work.

Sick Days

Students who are ill should contact their supervisor **as soon as they know they will not be able to report to work as scheduled**. For more information, refer to the attendance and punctuality procedures in this handbook. Sick days are unpaid.

Holidays

Vacation days and holidays are unpaid.

Job Satisfaction

If a student finds that they are unhappy in an employment situation, it is suggested that they talk openly with their supervisor. If the matter is not resolved to the student's satisfaction, they may contact the Assistant Dean for Administrative Services to intercede and attempt to find a mutually satisfying resolution.

The supervisor has the right to place the student in a position of his/her choosing within the office or department. If the student is unsatisfied with the change, the student may either choose to keep the position or seek another position on campus. Alternative employment opportunities are not guaranteed. The supervisor also has the right to institute reasonable policies and procedures in the interest of University.

Corrective Discipline

If the supervisor feels there is a problem regarding a student's employment, it is recommended that he/she speak to that student about the concern. It is also recommended that there be documentation of all conversations, especially in regard to discipline essential.. If the concern is of a serious nature, or continues to be a problem, a written letter/statement should be completed by the supervisor and should outline the problem. Suggestions for improvements should be made and the expected date of improvement should be indicated. It is further recommended that the student employee and the supervisor sign any formal letter outlining the problem and the proposed corrective course so that all parties have a clear understanding. A copy of this letter should be kept on file by the supervisor. The student employee should get a copy of the letter. In all cases, the supervisor may invite another campus official, such as the Assistant Campus Dean for Administrative Service or the Assistant Campus Dean for Student Services, to be part of any disciplinary discussions to serve as an impartial participant.

Grievances

If a student feels he/she has a complaint to address, he/she has a right to discuss the situation with a member of the campus administration such as the Assistant Campus Dean for Administrative Services, or the Assistant Campus Dean for Student Services. Also, the student can discuss the issue with Campus Dean if the student feels that this is warranted. Prior to such discussion, however, the student should have first discussed the matter with the supervisor. All grievances involving issues of sexual harassment or discrimination must be brought to the attention of the Assistant Campus Dean for Administrative Services, Assistant Campus Dean for Student Services, or the Campus Dean immediately.

In general, the student should record all relevant details surrounding the complaint including: 1) nature of the complaint, describing the situation as specifically as appropriate 2) dates when the situation(s) occurred 3) desired settlement, and 4) date the complaint was presented to the employer. A meeting will be schedule to attempt resolution between the student and the supervisor.

Injury Reporting

In an injury occurs, following these procedures:

1. Dial 9-911 if emergency medical personal are needed.
2. Notify the supervisor immediately.
3. Seek medical treatment as needed. Employees in need of medical care for job-related injuries will go to St. Nicholas Hospital, Sheboygan Memorial Hospital, Marsho Medical Center, the Sheboygan Clinic, or Valley View Medical Center. When admitted, the employee needs to mention that it is a Worker's Compensation injury, and the medical institution will complete the proper paper work.
4. Notify the Assistant Campus Dean for Administrative Services of any job-related injury, no matter how minor it seems to be at the time, to process the necessary paperwork. Again, any injury, no matter how minor, and regardless of whether or not medical treatment was sought, must be reported to the Assistant Campus Dean for Administrative Services.

What to Do In The Event Of an Emergency

Common sense must be exhibited during all emergency situations. In the event that professional emergency services are needed, please dial 9-911. The Assistant Dean for Administrative Services, at ext. 6658, should be called or notified for all emergency situations. Also, in your work area, and all around campus, there are Emergency Reference booklets providing procedures to following in case of emergency. The booklet refers to a variety of types of emergencies, including tornado, accident, power failures, and weapon threats. Student workers should become familiar with this booklet and its contents.

Verification of Employment or References

It is not unusual for UW Sheboygan to receive calls from a variety of organizations asking to verify employment. Typically, this will happen if you apply for permanent employment, credit, attempt to rent a car or apartment, etc. **In order to protect the privacy of our employees, the only information that will be verified over the phone is name, position, and dates of employment.** If you require a letter verifying employment for any purpose, contact Business Services at (920) 459-6658. This should be done well in advance of the day you will need the information. If more detailed information is required, please send a written request addressed directly to the department or supervisor you worked for at UW Sheboygan.

Criminal Background Check

1. Student employees may fall under the Criminal Background Check (CBC) policy depending on the kind of work that they will do.
2. A consent form must be completed by all employees who are interviewed for a position requiring a CBC.
3. The Dean's Assistant, Judy Hartman, is responsible for receiving consent form. The forms will be retained at the University in a secure place until after the new hire begins his/her appointment. At that time all consent forms for that position will be destroyed.
4. The UW Colleges Human Resources Office will begin the background check process within one business day of receipt of consent form. In-state checks are normally completed on the same day. Background checks for candidates with out-of-state residency history may take longer.
Note: An offer will not be made before the background check results are known.
5. The Human Resources Office in Madison, WI, will notify the Deans Assistant for whether or not it is okay to hire the prospective employee(s).
6. The Dean's Assistant will notify the supervisor when/if it is okay to hire the prospective employee(s).

STUDENT EMPLOYMENT AGREEMENT

I have discussed the job duties with my departmental supervisor. I agree to carry out the responsibilities of this position to the best of my ability.

I understand that this position is a “real job” for which I will receive an hourly wage and bi-weekly paycheck. I agree to work while I am on the job. I may not assume that when I need to study, my supervisor will allow me to study during my work hours.

I understand that my work schedule is my responsibility. I agree that I will be on time for my work shifts.

I understand that customer service is a priority at the University of Wisconsin Sheboygan. I agree to put the needs, concerns, and issues of students at the top of my priority list.

I understand that some departments on campus deal with confidential records. I agree to maintain confidentiality when dealing with faculty, staff, students, parents, and campus visitors.

I understand that the University of Wisconsin Sheboygan telephones and computers are to be used for campus business. I agree to avoid using the telephones and computers for personal business.

I understand the goals of the University of Wisconsin Sheboygan department, which I will be working in. I agree to do my part to help the department achieve these goals.

Student Signature

Date

Supervisor Signature

Date

(Return completed form to the Business Services Office)

UW SHEBOYGAN
STUDENT PAYROLL AUTHORIZATION/SETUP FORM

Employee Name: _____
Last *First*

Street Address: _____

City/State/Zip: _____

Email: _____

Social Security # _____

Department Name: _____

Job Title: _____

Account to be Charged: _____
Fund *37* *Department* *Program*

WorkStudy _____	Regular _____
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Appointment Start Date: _____ Appointment End Date: _____

Hourly Rate \$ _____

Earnings not to exceed \$ _____ per semester.

Supervisor's signature

Date

FOR PAYROLL DEPARTMENT USE ONLY

Forms in Payroll Department on File/Current:

<u>Yes/No</u> W4	<u>Yes/No</u> I9/Forms of ID	<u>Yes/No</u> Direct Deposit Form
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<u>Yes/No</u> Enrollment Verification	<u>Yes/No/Not Applicable</u> Background Check
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Payroll Department Signature

Date

(Return Completed Form to the Business Services Office)