

STUDENT EMPLOYMENT HANDBOOK FOR SUPERVISORS 2008 – 2009

INTRODUCTION

Career Services of Chaminade University of Honolulu serves as a liaison between employers and students. It assists students in finding employment on- and off-campus. In addition to providing financial assistance, student employment provides practical work experience related to academic studies and other areas of interest, and allows the student to explore career options.

DIFFERENCE BETWEEN FEDERAL WORK-STUDY AND NON-WORK STUDY

Student employment includes both Federal Work-Study and Non-Work Study jobs.

FEDERAL WORK-STUDY

- Federal Work-Study (FWS) provides part-time job opportunities on- and off-campus for undergraduate students demonstrating financial need. Off-campus sites are for community service only, with a non-profit organization or government agency.
- It is a federally funded Title IV financial aid program.
- To be considered for FWS, the student must apply for financial aid by filing a Free Application for Federal Student Aid (FAFSA). This can be obtained through the Financial Aid office and must be completed for each academic year.
- The student is awarded FWS based on financial need as part of the financial aid package. An indication of a FWS award on the financial aid award letter does not guarantee a FWS position.
- FWS wages may be earned during the fall and spring semesters and during winter and spring break. To determine whether the student may earn FWS wages during the summer vacation, check with Career Services staff. A student's earnings are limited to the amount of the FWS award for the academic year. However, a student's FWS award may be increased or decreased as a result of changes in financial status, or on receipt of additional financial assistance from the Financial Aid office. Any amount of the award that is not earned does not carry over to the following academic year. FWS awardees are encouraged to periodically contact the Financial Aid office for any changes in financial aid status.
- FWS earnings are deducted from the earned income total when filing taxes and completing each year's FAFSA.

NON-WORK STUDY

- Non-Work Study (NWS) wages are earned through on-campus part-time jobs.
- NWS opportunities are available to those who do not have a FWS award or have exceeded their FWS allotment. Students must be enrolled full-time to be eligible.
- NWS job opportunities are available during the fall and spring semesters, as well as the winter, spring and summer breaks.

ASSIGNMENTS

- Employment opportunities are available on a first-come, first-served basis.
- The student is solely responsible for seeking and applying for any work-study job.

STUDENT EMPLOYMENT ELIGIBILITY

- Student employees must be currently enrolled with a full-time, degree-seeking status. The following **minimum** number of credit hours are **required** for every work-study student:
 - **12 credits per semester in the undergraduate day program;**
 - **9 credits per term in the undergraduate evening program (AUP); or**
 - **6 credits per term in the master's program.**
- Undergraduate student employees working during the summer break must be pre-registered for fall as a full-time student or enrolled in a Summer I or Summer II session. Student employees working during winter break must be pre-registered for the following term as a full-time student.

NON-ELIGIBILITY FOR STUDENT EMPLOYMENT

- Students with an **unclassified status will not be employed.**
- Students who are part-time students at Chaminade and taking other classes at other colleges or universities will **not** be employed.
- Accepted full-time students who have not yet attended classes do not qualify for student employment.
- Student employees **must** maintain a **2.0 grade point average (GPA)** or better.

INTERNATIONAL STUDENT EMPLOYEES

- International students must contact the Records Office to determine where and when they are allowed to work and to obtain a Form I-20.
- International students must follow all other student employment registration procedures, which include submitting the required forms and presenting a Social Security card to Career Services.
- Only NWS jobs are available to international students.
- International students are eligible to work a maximum of 40 hours per week during the summer and winter breaks provided they are enrolled full-time for the following fall or spring semester.

MAXIMUM HOURS STUDENTS MAY WORK

- Student employees **may not work more than 19.5 hours** total per week (in any given job) during the fall and spring semesters, **as well as** during the winter and summer breaks.
- They may not work more than 40 hours total per week during the spring break for FWS and NWS jobs. The total maximum number of hours applies to multiple positions (for example, 10 hours with Job 1 and 9.5 hours with Job 2, for a total of 19.5 hours is the maximum allowed).
- Students are never allowed to work overtime.

TERMINATION POLICY

- Student employees are “at will” temporary employees and are not guaranteed employment.
- A student employee may be dismissed from a position for several reasons including: Budgetary constraints, student’s lack of FWS funds, program changes, a decrease in available work hours, job requirements, unsatisfactory work, GPA below 2.0, failure to be enrolled full-time, irregular attendance, or improper conduct.
- Improper conduct can result in immediate termination and includes: theft, physical and/or verbal abuse, misuse of equipment, falsifying records, and/or the disclosure of confidential information.
- **Make sure to document and keep on file any and all instances in which the student’s performance is unsatisfactory.**
- Upon demonstration of performance deserving of termination, the supervisor should **immediately** warn the student and allow a reasonable time period (two weeks, for example) for the student to improve his/her performance. The supervisor should attempt to identify the probable cause of the problem and take steps to improve communication or instruction in an effort to enable the student to perform satisfactorily.

Continued unsatisfactory performance or attendance could result in termination. The supervisor should provide the student with written notice of the specific problem area(s) in performance and suggest a time period for improvement (usually two weeks). If performance does not improve during the specified time period, the supervisor may terminate the student. **A written notice of the termination and the reason(s) for termination shall be given to the student, and an original copy sent to the Career Services Office for the student's file. The student as well as the supervisor should sign the termination form.**

- If student employment is terminated for due cause, the Career Services office will not issue another job referral for work-study to that student for the remaining semester, nor the following at a minimum. In this instance, the summer and winter breaks do not count as semesters.
- Termination of a position due to budget constraints, completion of a project or other valid reasons unrelated to a student's job performance may occur at any time. In the event of this, the student should return to Career Services to learn about further employment opportunities. This will not affect the student's ability to obtain other student employment positions through work-study.

EVALUATION

- The supervisor will ideally complete a work performance evaluation for each student employee at the end of the job or at the end of each semester
- The information on the evaluation form may be used by Career Services when completing requests for verification of employment and employment references from other university departments only.
- The evaluation should be based on the student's reliability, cooperation, willingness to learn and work with others, creativity, dependability, interest and degree of enthusiasm for the job, initiative and responsibility, quality of work, contribution to the department and any other skills the supervisor chooses to mention.
- The evaluation must be discussed with the student and, if needed, suggestions for improvements should be made.
- The student may also make suggestions that could improve the work experience.
- The supervisor should add brief comments to substantiate ratings ranging from outstanding to unsatisfactory.
- The evaluation should be signed by both the student and the supervisor and forwarded to Career Services to be kept in the student's file.

HIRING PROCESS

SUPERVISOR

The supervisor will:

- Complete a position description form. A position announcement will be posted for students registered for employment. Federal requirements state that a position description is required of any job that qualifies under the FWS program;
- Be contacted by registered student employees via the contact information on the position announcement;
- Only interview students who are eligible for employment. The supervisor may contact Career Services for eligibility status and/or previous work-study evaluations; and
- Sign the Student Employment Registration Form for the student to submit to Career Services, which includes rate of pay, and starting and ending dates of employment during that term. ****NOTE** The Student Employment Registration Form must be completed EACH semester.**

STUDENT

- Student employees **must re-/register for each position** held through work-study at the **start of the fall and winter/spring semesters, and at the start of summer break. This must be done without exception.**
 - ****NOTE** Students must go to Career Services to receive approval (verification of GPA and registration of classes).**
- **First-time student employees** (students who have never received a paycheck from the university) are **required** to submit the following forms:
 - Personnel Date Form;
 - Form HW-4: Employee's Withholding Allowance and Status Certificate (State of Hawaii);
 - Form W-4: Employee's Withholding Allowance Certificate (Internal Revenue Service);
 - Form I-9: Employment Eligibility Verification (U.S. Department of Justice) – Identification document(s) state on page 3 of Form I-9 must be presented to Career Services; and
 - Any other forms required by Career Services
 - ****NOTE** It is illegal if a student does not complete ALL of the proceeding documents and begins working. Not only will this delay a student's pay, but action will be taken towards Supervisors who violate the above policy.**
- The student may begin employment **upon completion of these documents.** Those who begin working prior to the completion and

processing of the above documents **risk the possibility of not being paid.**

- Returning student employees must contact Career Services for required forms and updates.
- Employers will hire students without discrimination on the basis of race, color, religion, national origin, sex, disability, sexual orientation or **work-study status**. It is, however, acceptable to hire students on the basis of sex when those factors are occupationally related to certain jobs (i.e. men/women's locker room attendants).
- Employers may require a specific academic background for a particular job if expected knowledge is required or necessary for satisfactory performance.

WAGES, TIME CARDS AND PAYROLL

Students are not allowed to work during scheduled classes.

PAY RATES & PAY RAISES

- Student employees are paid no less than the current State minimum wage (\$7.25).
- A pay increase may be based upon meeting or exceeding performance expectations consistently for two or more semesters, increased responsibility, and/or adjustment to fit standard rates of pay.
- Wages vary as determined by employers.
- Current pay rate cannot be guaranteed if a student obtains a job with a different employer.
- Pay increases must be requested by the supervisor. Retroactive pay increases are discouraged.

DETERMINING RATES OF PAY

The following table presents guidelines for determining a student employee's pay rate. Student employees must be paid at least the State minimum hourly wage of \$7.25 (rate effective January 1, 2007). A pay rate should reflect the job description and level of responsibility. *These wage ranges are merely guidelines.*

PAY RANGE	JOB DUTIES	REQUIRED EXPERIENCE	SKILL LEVEL	SUPERVISION
\$7.25 – 8.00	General routine work with simple tasks. Works within well-defined, written and verbal procedures and directions.	Little or no previous experience or related education required.	Few or no special skills required. Skills necessary are acquired on the job.	Continually supervised. Uses little independent judgment.
\$8.25 – 9.00	General routine work with moderate to difficult tasks.	Some previous experience, related education, or prior work in the office/department required.	Some special skills required.	Regularly supervised. Uses some independent judgment.
\$9.25 – 10.00	High level of responsibility and rigorous tasks. Demanding mental and/or physical duties.	Strong relevant experience and/or graduate status.	Advanced or proficient level of skill required for tasks.	Supervised, but mostly self – directed. Must have proof of detailed and advanced level of work.

TIME CARDS

- Time cards are available in Career Services and must be submitted according to the time card schedule.
- The following information must be indicated on the time card:
 - First and last name;
 - Account name to pay wages (department, division, or FWS community service site);
 - Last day of pay period;
 - Total hours worked per day, week, and pay period;
 - Student employee’s signature and date;
 - Supervisor’s signature and date; and
 - Any comments including information regarding hours worked during a scheduled class period due to cancellation or early dismissal by the instructor.
- Fractions of hours on time cards must be indicated as follows:

0 – 7 minutes	= .00
8 – 22 minutes	= .25
23 – 37 minutes	= .50
38 – 52 minutes	= .75
53 – 60 minutes	= 1.00

- The supervisor must review student employee time cards for accuracy.
- All students must be paid at least once per month for hours worked during the pay period. Students and departments **must not retain time cards** past the time card due date.
- Time cards must be submitted to the Business Office by 4:00 pm on last day of the pay period.
- The student and department **must** retain copies of each signed time card. **Career Services does not have contact or copies of a student's time cards.**
- Students working more than five (5) consecutive hours are required to have an unpaid thirty minute (30) break.
- In addition, students working four (4) to five (5) hours are entitled to a fifteen-minute (15) paid break.
- If a student works less than four (4) hours, a break is not authorized.

PAY DAY

- Paychecks are issued to student employees on a semi-monthly basis according to the time card schedule.
- Paydays are the fifteenth and the last day of the month. If the payday falls on a Saturday, Sunday or holiday, students will be paid on the previous business day.
- Paychecks may be picked up on succeeding workdays from 10:00 am to 4:00 pm at the cashier's window of the Business Office in Freitas Hall.
- **Depending on when a student's hiring and employment registration is completed, there may be a delay in the first paycheck of the semester or break.**

EMPLOYER RIGHTS AND RESPONSIBILITIES

EMPLOYER RIGHTS

The employer has the right to:

- Advertise student employee positions through Career Services (www.chaminade.edu/careers) and interview students, and
- Terminate a student, once the student has been warned and given sufficient time to improve, or without warning, based on extenuating circumstances.

EMPLOYER RESPONSIBILITIES

It is the employer's responsibility to:

- Discuss with each student employee after hiring what is expected and acceptable for employment;

- Review the job description with the student employee. **Performing personal tasks for supervisors is not acceptable for any student employee;**
- Make sure that students operate only university-owned transportation vehicles provided they become certified prior to use (i.e., vans, golf carts);
- Warn the student employee in writing of any behavior that is not acceptable and review the warning with the student. For an immediate termination, the student must be given the reason for termination;
- Monitor student work hours to determine that the student worked only during the agreed upon hours;
- Review each student employee time card for accuracy and retain a copy before the time card is submitted to the Business Office;
- Establish policies to ensure that student employees understand the employment rules established by the supervisor including absenteeism, tardiness, breaks and the dress code; and
- Monitor the employment budget to prevent overspending.

STUDENT EMPLOYMENT POLICIES

Each position varies in duties and responsibilities. The supervisor will inform the student of the job description, rules and expectations.

GENERAL EXPECTATIONS

The student employee

- Will contact the supervisor before the scheduled shift if an absence or tardiness is foreseen;
- Will follow the dress code as established by the supervisor;
- May be required by the supervisor to sign a confidentiality statement; and
- Must be authorized by the supervisor to use office equipment including telephones, computers, photocopiers and facsimile machines for work or personal use.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

The student has the right to:

- Seek and obtain employment as a student employee with an employer provided that the student meets the minimum requirements;

- Be told in advance when there are changes within the department that will affect the student's employment in any way including a change in available work hours, budgetary constraints and program changes; and
- Be warned verbally and/or in writing prior to termination of any behavior that has been deemed unacceptable by the supervisor. Immediate termination may result upon violation of employer's guidelines as determined by the hiring supervisor. Any student violating the rights of others that is unacceptable in place of business (i.e. by using foul language or conduct) will be terminated immediately.

STUDENT RESPONSIBILITIES

The student employee has the responsibility to represent both the employer and the university to other students, faculty, staff and visitors. Every student employee is expected to fulfill the following responsibilities:

- Be prompt in reporting to work according to assigned work schedule. Employers realize that some flexibility in work schedules may be required to accommodate academic demands, but as in any other job, an employee is expected to follow the work schedule as agreed upon with the supervisor;
- Display efficient and cooperative job performance;
- Notify the employer or supervisor in advance when illness or unforeseen circumstances will prevent attendance at work or cause tardiness;
- Notify the employer or supervisor if it becomes necessary to terminate employment and should give at least two weeks notice in writing; and
- Inform each supervisor regarding employment in multiple positions.

The contents of this handbook do not waive or supersede any other rules or policies of Chaminade University of Honolulu, which may be applicable to students, faculty, and/or staff.

I, _____, by signing this document do acknowledge that I have read and understood all of the aforementioned guidelines for Student Employment at Chaminade University of Honolulu. I also understand that the aforementioned may be amended at any time and I will be notified of all changes. If I should have any questions, comments or concerns I should address them to Career Services as soon as possible and prior to submission of this form.

Please sign and return to Career Services, Mahalo

Signature

Date

Department