

**STUDENT EMPLOYMENT  
HANDBOOK**  
for  
**Federal, University and Graduate  
Student Employees**



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## **INTRODUCTION**

This guide has been prepared for students who have received awards and have been hired under the Federal or University Work Study Programs as part of their University of North Alabama Financial Aid Award.

Student employment at the University of North Alabama has several purposes:

- to give students an opportunity to improve their skills
- to give students an opportunity to gain practical work experience
- to help carry out the daily operations of the University

To continue employment under this program, students must maintain a G.P.A. of 2.0 or higher and be enrolled in at least 6 credit hours.

The offices of Career Planning and Development, Human Resources and Payroll are available to assist you in clarifying information contained in this guide.

\*Stephanie Smith, *Student Employment Coordinator* (ext. 4590)

Kathy Haraway, *Administrative Secretary for Human Resources* (ext. 4291)

Margaret Brown, *Payroll Specialist* (ext. 4465)

Regular office hours are Monday through Friday 8:00 a.m. — 4:30 p.m.

\*Please note that *Student Employment Coordinator* in Human Resources is the main point-of-contact for the student employment process. The Student Employment Office is located in Bibb Graves Room 224.

## FEDERAL AND INSTITUTIONAL REQUIREMENTS

Due to the specific nature of the Federal Work Study program, there are many federal and institutional requirements that must be followed. If these guidelines are not followed, the Department of Education could choose to terminate the work study program.

In order to hire a work study student, the University and/or the Department must comply with the following requirements:

1. A supervisor must comply with the University's policy on *Equal Opportunity and Sexual Harassment*. Supervisors must also comply with Title I of the *Americans With Disabilities Act*, which prohibits employers from discriminating against a "qualified individual with a disability," in all aspects of employment, including application, hiring, compensation, training, discharge and benefits.
2. The Supervisor must have a vacancy and job description posted with Career Planning and Development on LionJobs before he/she can employ student employees.
3. Students cannot be required to work during scheduled class hours.
4. Students cannot work more than 8 hours a day, 20 hours per week or 85 hours per month.

## STUDENT EMPLOYMENT DEFINED

### Type of Positions Available

- **Federal Work Study (FWS)** is a need-based program. Only students who have filed the FAFSA and have unmet need are eligible for Federal Work Study. Students must maintain a 2.0 G.P.A. and be enrolled in at least 6 hours both Fall and Spring semesters to maintain eligibility. Students must be enrolled in at least 3 hours for summer eligibility.
- **University Work Study (UWS)**, also known as institutional work study, is available to all students who are currently enrolled at least half-time each semester. There is not an application to receive UWS funds; students apply for jobs through career.una.edu. Students must maintain a 2.0 G.P.A. and be enrolled in at least 6 hours both Fall and Spring semesters to maintain eligibility. Students are not required to enroll during the summer semester to maintain eligibility.

Traditionally, positions and responsibilities in the FWS and UWS Program include:

Clerical or duties such as data entry, formatting documents or correspondence, delivering campus mail, reception, cataloguing and shelving materials, ordering supplies. Non-clerical

positions are also available such as tutoring and working with children in university run programs, etc.

### **Multiple Work-Study Positions**

Students may hold only one work study position at a time. Occasionally, students are approved to work a secondary position. However, only tutoring and seasonal/temporary positions are recommended for secondary positions. Students are not allowed to work more than 20 hours per week between both positions. In the event that students wish to change positions, they must resign from their current position by informing their supervisor.

### **Changing Work Study Positions**

After accepting a work study position, students are expected to assume the responsibilities associated with the position for the contracted time. In some cases, it may be necessary to change positions. Students are encouraged to provide two weeks notice if they intend to leave.

The current supervisor must end the assignment before students can begin a new position. A new Electronic Personnel Action Form must be submitted by the new supervisor and approved by the Student Employment Coordinator before working in a new position.

## **MONITORING WORK STUDY STUDENT EARNINGS**

Monitoring work study student earnings is a shared responsibility between the student workers and the supervisor. Proper planning of hours within the student's allotment at the beginning of the semester will help alleviate the problem of running out of funds before the end of the term.

Federal work study regulations and Student Financial Services policies do not permit an "overaward" situation. Students may not be allowed to work additional hours over those determined by the work study award on their financial aid package.

## **TIMESHEETS AND PAYROLL**

Direct Deposit is recommended for receiving both Federal and University work study earnings. However, direct deposit is not required for Federal Work Study earnings. If you are interested in participating in direct deposit, please provide a voided check **or** a letter from your bank that indicates your name, routing number and account number. **You cannot begin working until paperwork is completed.**

- Supervisors are prohibited from accepting voluntary services from student employees. Supervisors are required to pay all students under the work study program for all hours worked.
- Work Study students are paid at least minimum wage; \$7.25. Departments will not be allotted additional funds to supplement any minimum wage increase. Supervisors will need to reduced work hours or reduce the number of hours.
- Students may work 29 hours per week during interim sessions, if your departmental budget allows
- The student worker is responsible for submitting his/her timesheet before the last day of each month. It is the supervisor's responsibility to approve hours before the payroll deadline. Timesheets are due at the end of each month by the "Return Date and Time". Please refer to the payroll schedule for students on the Payroll webpage [www.una.edu/payroll](http://www.una.edu/payroll)

If a student's timesheet is submitted late, the paycheck can and will be issued in the next pay period.

### **RESPONSIBILITIES OF THE STUDENT EMPLOYEE**

Once a schedule has been agreed upon, it is the responsibility of the student employees to:

1. Arrive at work on time, ready to perform position-related activities.
2. Notify supervisors in a timely manner if they will be late or unable to report to work.
3. Be considerate and reliable. Student workers represent The University of North Alabama.
4. Dress appropriately. In positions requiring regular contact with the public, business attire conveys a degree of professionalism. The student is expected to meet departmental standards. Most attire worn to class is appropriate for the office.
5. Perform work to the best of their ability and act in the best interests of the university.
6. Refrain from all personal activities during hours of employment including: reading, phone calls, social networking, or class work or club activities. Refrain from using copying machines, printers and telephones for personal reasons.
7. Be prepared to work during intercession period, unless prior authorization from the supervisor has been arranged.

8. Student workers are not allowed to have visitors while on the clock.
9. Students who are issued one verbal and two written warnings may be terminated by the supervisor.

## **RESPONSIBILITIES OF THE SUPERVISOR**

Supervisors are responsible for clearly explaining position responsibilities, performance expectations, pay rates, and work schedules to prospective work study students. Additionally, if there are special requirements, students should receive enough training and supervision to ensure adequate performance. Important office policies and procedures must be clearly communicated to work study students. Student Employees should be treated in the same manner as other employees. They are to be held fully accountable for their actions and are subject to disciplinary action.

Students are primarily at the University of North Alabama to learn; therefore, students are responsible for maintaining their class work and not letting their positions interfere with academics. Employers should be conscious of this fact and not place unusual demands on students' time, which might cause them to neglect their class work.

### **Work Schedules**

Students Employees should develop a regular, predictable schedule taking into consideration mid-term and finals week, scheduled holidays, and university closings. Students may be dismissed by the supervisor for failure to maintain the set schedule.

### **Expectations**

Supervisors are strongly encouraged to provide the student worker with specific information about performance expectations prior to hiring. Providing this information will guide students in their work development.

### **Discipline**

Student Employees should be held responsible for duties, responsibilities, and expectations outlined by the supervisor. If a student fails to meet these criteria, the following procedures should be followed:

1. A verbal warning for first-time or minor offenses.
2. A written warning for repeated or more serious offenses. This should be

given in a face-to-face meeting, with time for the student to respond.

3. A written notice of termination for on-going problems. This should be given in a face-to-face meeting, with time for the student to respond.

Each warning or notice should be given in private; a copy should be sent to the Student Employment Coordinator. These warnings should be specific, clearly stated, and given in a timely manner.

### **TERMINATION**

- Students are automatically terminated from the work study program at the end of each spring term.
- Students may voluntarily terminate a work study position at any time. They should provide their supervisor with a two-week written notice of their resignation.
- A supervisor has a right to dismiss a student for unsatisfactory performance with progressive discipline documented. This includes, but is not limited to:
  - Repeated failure to comply with the agreed work schedule and tasks
  - Poor performance
  - Insubordination or lack of cooperation which results in disturbing other workers or work progress
- If a student or supervisor chooses to terminate a position early, the supervisor must complete a Request to Change End Date form. This form should indicate the actual last day worked as the New End Date.

The Student Employment Coordinator may terminate a student's work study position, should the following occur:

- Enrollment status drops below half-time
  - Student fails to meet Satisfactory Academic Progress (See SFS for details)
  - Student worked in excess of allowed Federal Work study Award
  - Additional resources, which were not known at time of financial aid award i.e. scholarships, grants, etc. create an over-award
- If The Student Employment Coordinator must terminate a student's position, the supervisor will be notified in writing.



# **New Hire Orientation Receipt and Acknowledgment Form**

For

## **Federal, University and GA Student Employees**

New Hire Orientation describes important information about the Work Study Program. I understand that I should consult the Student Employment Coordinator in Human Resources regarding any questions about New Hire Orientation and the content or any questions not answered in the Handbook. A copy of the Student Employment Handbook may be found at [una.edu/humanresources](http://una.edu/humanresources) under the Student Employment link.

I understand that the policies, rules, and procedures described in the Handbook are subject to change or may be revised based on the University's particular circumstances of a given situation. I acknowledge that I completed New Hire Orientation and understand it is my responsibility to read and comply with the policies contained in the Handbook and any revisions made to it. I understand that failure to comply with the policies, rules, and procedures in the Handbook may result in the termination of employment.

Please return a signed copy to the Student Employment Coordinator in Bibb Graves, Room 224.

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Student's Signature

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Student ID

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Student's Printed Name

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Date

## **APPENDIX**

**Equal Employment Opportunity Policy**  
**Harassment of Employees Policy**  
**Performance Evaluation Form**  
**Progressive Discipline Form**  
**Tobacco Use Policy**  
**University Drug and Alcohol Abuse Policy**

## **Equal Employment Opportunity Policy**

The University of North Alabama recognizes the importance of equal employment opportunities for all. It is, therefore, the policy of the University to afford equal opportunities in education and in employment to qualified persons regardless of age, color, disability, genetic information, national origin, race, religion, gender, sexual orientation, or veteran status in accordance with all applicable federal and state constitutions, laws, and valid regulations. The coordinators for nondiscrimination policies are: for students, Irons Law Firm, 219 North Court Street, Florence, AL 35630; for employees, the Director of Human Resources and Affirmative Action, Bibb Graves Hall or telephone 205-760-4291. Any alleged violations of this policy should be reported immediately to the appropriate coordinator. No student, faculty member, or other university employee will be treated adversely or retaliated against for the use of this policy.

To comply with the declaration set forth above, the University will, in all solicitations and advertisements for employees placed by or on behalf of the University, state its position as an equal opportunity employer. The University will broadly publish and circulate its policy of equal opportunity by inclusion in all correspondence, media communication, and printed matter for employment purposes.

The University will engage the services of only those professional organizations, employment agencies, contractors, or agents whose policies are in accordance with the equal employment opportunity policy of the University.

The University is expressly committed to a program of maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals based on qualifications, merit, and professional ability, and in conformance with all current legal requirements. All personnel actions and programs will be administered in accordance with the equal employment opportunity policy, including: recruitment, transfer, termination, layoff and recall; determination of wages; terms, conditions, and benefits of employment; and selection for training or retraining.

The University will consider, through appropriate and designated grievance procedures, the complaint of any member of the university community who has reason to believe that he/she has been affected by discrimination because of age, color, disability, genetic information, national origin, race, religion, gender, sexual orientation, veteran status or for any other unlawful reasons.

## **Harassment of Employees**

The University is committed to offering employment opportunity based on ability and performance, in a productive climate free of discrimination. Accordingly, harassment of any kind, by supervisors, co-workers, or non-employees in the workplace, will not be tolerated.

**General Harassment:** Ethnic or racial slurs and other verbal or physical conduct relating to a person's race, color, religion, or national origin constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

**Sexual Harassment:** Sexual harassment, like other forms of harassment and discrimination, is illegal and will not be tolerated by the University or at any event or function associated with the University. It is the responsibility of all university students, faculty, staff, and administrators to assure that the university community is free from sexual harassment.

Accordingly, all university employees must avoid any conduct that is or has the appearance of sexual harassment. Included are sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or an individual's status as a student;

Submission to or rejections of such conduct by an individual is used as the basis for employment decisions affecting such individual or for decisions adversely affecting the academic or other status of such individuals as a student; and

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or with an individual's performance or achievement as a student or has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment.

Complaints of alleged sexual harassment may be reported in several ways. Such behavior should be reported to the department chair, dean, director, or their direct supervisor; however, if not appropriate, then to the Director of Human Resources and Affirmative Action, to the University Legal Counsel, to the Ombudsman, or to the President. The complaints will be promptly and thoroughly investigated, and the results will be communicated to the complaining employee or student. Every effort will be made to keep all complaints (and their details) as confidential as possible, but with any investigation, often some disclosure is inevitable. Any supervisor having knowledge or information of sexual harassment gained through direct, indirect, or informal means should report such harassment to the next appropriate supervisor or administrative level.

Prompt disciplinary action will be taken, if necessary. Any student, faculty member, staff member, or administrator who violates this policy is subject to disciplinary action, including possible termination of employment or suspension from the University.

All students, faculty, staff, and administrators have an obligation to report harassment, whether as a victim or as an observer. Any retaliatory action against an employee or student complaining of harassment is illegal and will not be tolerated.

Approved by Board of Trustees 06/14/1999, Revised June 12, 2000

**PERFORMANCE EVALUATION**  
**FEDERAL AND UNIVERSITY WORK STUDY**

**Student Name** \_\_\_\_\_ **L#** \_\_\_\_\_

**Position Type:** please circle one    **FWS**                    **UWS**                    **GA**

**Type of Evaluation:** \_\_\_\_\_ Annual    \_\_\_\_\_ 90-day                    Other \_\_\_\_\_

Please evaluate each student employee for each criterion shown below. The immediate supervisor should evaluate the student objectively, comparing him or her to students of the same academic level and/or to other personnel assigned to identical or similar jobs. If criterion does not apply or if you do not have sufficient information, please indicate N for "no evaluation".

**E-** Excellent    **VG-** Very Good    **G-** Good    **F-** Fair                    **P-** Poor                    **N-** No Evaluation

- ( ) **Dependability/ Reliability** - Meets work schedule and fulfills job responsibilities. Consistently delivers what is required within deadline and following instructions
- ( ) **Initiative**- Starts assignments without prompting and independently contributes ideas/projects. Sees and acts upon new opportunities
- ( ) **Attitude**- Displays a positive attitude towards goals and objectives of department. Works well with others to accomplish goals
- ( ) **Interpersonal Skills**- Establishes and maintains good working relationships with others
- ( ) **Overall Performance**- Works with minimal supervision, manages own time effectively, maintains control of all projects and responsibilities.

Would you recommend this student for rehire? ( ) Yes    ( ) No

**Comments:** \_\_\_\_\_

I allow my "Work Record" information to be released to on or off-campus employers, if requested.    Student Signature \_\_\_\_\_ Date \_\_\_\_\_

My supervisor has discussed the above Work Record evaluation with me. I have been given an opportunity to express any concerns regarding my work-study position.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Employment Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_

# PROGRESSIVE DISCIPLINE FORM

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ SID \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

\_\_\_\_\_ Documentation      \_\_\_\_\_ Verbal Warning      \_\_\_\_\_ Written Warning

POLICY VIOLATION/OFFENSE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CORRECTIVE ACTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Employment Coordinator

\_\_\_\_\_  
Date

## **Tobacco Policy**

It is the policy of the University of North Alabama to provide a "tobacco-free" environment for students, faculty, staff and visitors. The use of "tobacco products" will be prohibited within all university facilities. The use of tobacco products within thirty feet of entrances, exits, open windows, and interconnected breezeways is prohibited.

The term "tobacco-free" shall be interpreted to mean all forms of smoking tobacco, such as cigarettes, cigars and pipes, as well as smokeless tobacco products, such as snuff and chewing tobacco.

The term "tobacco product" refers to any form of tobacco consumed by smoking or non-smoking means.

Exceptions to this policy may be made only by special authorization of the Executive Council and only where proper ventilation can be established.

Approved by the Board of Trustees, 06/12/1995

Revisions approved by the Executive Council, 05/10/2010

## **Drug and Alcohol Abuse Policy**

It is the policy of the University of North Alabama that the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property, or as a part of any of the University's activities, is prohibited.

Students, faculty, staff, and service employees who violate a local, state, or federal drug or alcohol statute may be referred to the appropriate law enforcement officials for prosecution. Additionally, an individual who violates the law or the provisions of this University's drug and alcohol policy will be referred to the appropriate supervisor or student judicial bodies for appropriate disciplinary action. University-imposed sanctions may include suspension or termination. As an alternative to disciplinary action, the University may require an individual to complete successfully a drug or alcohol recovery program in an approved treatment facility.

An individual who has drug, alcohol, or related problems may voluntarily seek counseling and follow prescribed treatment without fear of recrimination. Assistance may be given in referring persons to various community agencies which are trained and equipped to treat persons with drug or alcohol problems. These referral services are available at the University Health Center for students and through the faculty, staff, or service employee's supervisor, department head or Human Resources Director for faculty, staff and service employees.

The provisions of this policy shall apply to all students and to all University employees, full-time or part-time, including professional and nonprofessional employees, as well as persons on the University Campus for any purpose.

The University of North Alabama Board of Trustees empowers the University President, or his administration, to administer this policy. The University President is further empowered to take all actions necessary to comply with the United States Department of Education Drug Free Schools and Campuses Regulations, as currently written, or to be promulgated in the future.

Approved by the Board of Trustees, 11/28/1990