



Eastern Connecticut State University
Office of Financial Aid
(860) 465-4435 / stuemp@easternct.edu

STUDENT EMPLOYMENT DEPARTMENT PARTICIPATION AGREEMENT Academic Year 2015-16

In order to participate in the Student Employment program, departments are expected to:

- Sign and return the Department Participation Agreement before the beginning of each Academic Year;
- Designate a supervisor for the departmental student employees and inform Student Employment of any changes;
- Abide by all policies and guidelines issued from the Student Employment Office regarding employment of students on campus, and,
- Utilize the Student Employment web site to post positions, accept applications and hire students.

The department head/chair retains ultimate authority and responsibility for the department's participation in the Student Employment Program. The daily supervision of student workers and the signing of timesheets may be delegated to a (non-student) full or part-time Eastern staff member. Payroll will only accept timesheets from supervisors and other authorized signers who have completed the Department Participation Agreement and have their signature on record.

STUDENT ELIGIBILITY GUIDELINES

Various CSU Board of Regents Resolutions, Eastern policies, and federal and state regulations govern the eligibility of students who participate in campus employment.

Current Requirements:

1. **Matriculation:** a student must be enrolled in a degree-granting program or education certification program within the CSU system.
2. **Enrollment:** a student must be enrolled in the semester in which they desire to work in either full or part-time status. The exception to this is the **summer session** where students must have been registered for classes in the prior spring semester **and be registered** for classes in the upcoming fall semester.
3. **Good Academic Standing:** Students who are academically dismissed must stop working immediately, whether or not they are notified by Student Employment.

4. **Concurrent State Employment:** Students cannot be employed in another state agency during the time that they are officially employed at Eastern. In addition, students may only hold one job through the Student Employment office at a time.
 - ✓ To change jobs during the school year, students must have their current supervisor sign a **Department Transfer** form (available at the Student Employment Office). The current supervisor has the option of requiring two weeks' notice. The Student Employment Office will not allow the transfer of jobs until the Department Transfer form is received.
5. **Unpaid Student Account:** Students with delinquent student accounts and/or a hold on their account may not be employed until arrangements have been made with the Bursar or the hold is lifted.
6. **Student Employment Authorization:** Students may NOT begin working until all Student Employment forms, **including a pre-employment background investigation, if applicable,** are appropriately completed and the supervisor receives an approved copy of the **Work Authorization Voucher**. A generic timesheet will be sent to all supervisors. The supervisors will also receive an email with each of their student employees State ID numbers and record numbers which will be used to complete the timesheets.

JOB REGULATIONS

Departments are responsible for adhering to the following regulations governing student workers:

1. Student Hours:

- It is the **supervisor's responsibility** to monitor student workers' hours ensuring they do not exceed either their maximum work authorization or the maximum hours allowed per day or pay period.
- **Students perform an hour's work for an hour's pay;** no other arrangements are acceptable. Therefore studying is not allowed during work hours and no "substituted work" will be paid, including Jury Duty. Students eligible for sick time may utilize this only for scheduled work hours. (See Student Employment or Payroll website for part-time employee paid sick leave policy.)
- Students may work a ***maximum of eight hours a day***.
- Students **MUST** take an UNPAID lunch break of at least one-half hour for every seven and one half hours worked. Students may **NOT** use informal break time in lieu of a lunch hour.
- Student Employment sets the maximum hours per pay period each year. However, by Board of Regents Resolution, students may work ***no more than 40 hours*** per pay period when school is in session. This year's maximums are the following:
 - ✓ Freshman student workers – ***no more than 20 hours per pay period***
 - ✓ All other student workers – ***no more than 24 hours per pay period***

- Summer student employees may be allowed to work more hours if the Student Employment Office gives authorization and budget constraints allow. Departments will be notified of any additional hours.

2. *Timesheets:*

- A generic timesheet will be sent to all supervisors. Supervisors will also receive an email with each of their student employees' State ID numbers, along with record numbers which will be used to complete their timesheets.
- Departments may require students to sign in and out at their job site daily, including signing out for lunch and dinners breaks.
- Only the total hours worked per day is to be recorded on the official timesheet completed in the department.
- It is the supervisor's responsibility to verify the accuracy of the daily and total hours claimed and to sign the timesheets.
- Only supervisors, full-time employees or university assistants may bring department timesheets to the Payroll Office, which is located on the third floor of the Gels-Young Building. *Completed timesheets **should not** be sent to the Student Employment Office.*
- Timesheets that are **not** acceptable include those that:
 - ✓ are filled out in pencil or red ink
 - ✓ have un-initialed cross-outs
 - ✓ have been signed with a stamp
 - ✓ have white-out corrections
 - ✓ are not signed by student and supervisor
- Any problematic timesheets will be rejected and the student will not be paid until a valid timesheet is submitted. This may result in payment being delayed until the following payday.

3. *Contract Periods:*

- Supervisors will hire students for the full academic year. If supervisors do not plan on hiring the student worker for the entire year, the student will need to complete the paperwork before the start of whichever contract session they will be working. Students will need to complete separate contracts for the summer session.
- **Spring Break:** During Spring Break, students will **not** be allowed to work unless this was included in the yearly budget with **special** permission granted.

4. *Work Prohibitions:*

- Students may not be required to use their personal vehicles for work activities.
- The Student Employment Program cannot pay for any work that benefits religious or political organizations or an individual. For example, student workers could not be paid to help a professor organize a political or lobbying campaign or to do research for an article for which the professor is under contract to an outside organization.

5. *Grievances, Separations and Conflicts:*

- Your relationship with a student worker is like any other employer-employee relationship, with the exception that studies take priority over work when there is a clear conflict.
- Students **may not be fired or transferred** until Student Employment decides that it is the best course of action. All sides will be given a chance to present their case.
- **PROBLEM BEHAVIOR/GRIEVANCE:** Progressive discipline must be followed and documentation of all incidents/actions kept. Likewise, students must communicate problems to their supervisors.
 - ✓ **Step One- Verbal Warning:** If problems arise on the job, the supervisor must discuss them first with the student.
 - ✓ **Step Two- Written Warning:** If a verbal warning fails to help the student worker correct the behavior then the department supervisor should give the student a written warning. This warning should describe the problematic behavior with details on how to correct it. A copy of this warning should be forwarded to Student Employment.
 - ✓ **Step Three- Referral to Student Employment:** If a written warning has been issued and the problematic behavior continues then the supervisor should refer the matter to Student Employment for further action.
- **WORKING TEST PERIOD:**
 - ✓ The Working Test Period (WTP) shall be deemed an extension of the hiring process and applies to all student employees. The WTP shall consist of 45 calendar days beginning on the first day that the student works.
 - ✓ At any time during the WTP the supervisor may ask Student Employment to terminate a student employee if the student employee is unable or unwilling to perform his/her duties. The student employee may also inform Student Employment that he/she is terminating his/her employment without the usual two-week notice. Student Employment must be notified of the decision of either party to terminate.

6. *Evaluations:*

- Student workers may be evaluated by their supervisors each year. This evaluation becomes part of the student's employment record and may be used when future employers request job references. Students also have an opportunity to evaluate their own performance, that of their supervisors, and to evaluate their job content. Contact Student Employment if you need a copy of the student evaluation form.

STUDENT SUPERVISOR RESPONSIBILITIES

Posting Jobs: All job requests will be sent to The Office of Financial Aid Services and Student Employment. Jobs are posted on-line at www.ecsujobs.org

Paperwork: Be sure to complete all student employment documents (including Pre-employment background investigations, Job Descriptions, Payroll Timesheets, Student Employment paperwork, etc.) carefully.

Orientation and Training: Supervisors are expected to complete supervisor training before hiring any student worker. Once completing this training, supervisors should provide their student employees with an orientation or training session so those tasks that will be performed by the student will be understood and clearly defined. Give the student employee information on the mission/purpose of the department they will be working in along with the dress code.

Supervision: Provide a reasonable amount of supervision and offer constructive criticism when necessary, to help the student employee perform his/her assigned tasks correctly. Clearly outline who the student worker should report to.

Work Performance: Advise the student employee if work performance is unsatisfactory. Be sure to stress the importance of good attendance along with punctuality.

Timesheets: In order for students to be paid, supervisors must turn in timesheets to Payroll in a timely fashion. Both the student and the supervisor must sign the timesheet in ink. Those individuals who have signed the Department Agreement packet may also sign off on timesheets if the supervisor for the student worker is unable to. Any corrections to a time sheet must be initialed by the student and supervisor. Late, incomplete, unsigned, and ineligible timecards will result in a delay of pay. Timesheets are due by 9am on the Friday after the pay period has ended.

Disciplinary Procedures: Communicate disciplinary concerns early to the student workers. First, a verbal warning should be given regarding the nature of the grievance(s) and the correct behavior that is expected. Second stage is a written warning and student employment can provide a template for this if needed. A third complaint is a referral to student employment.

Terminations: A student employee may be terminated, providing there is good reason for the termination.

Student Employment Reminders

- Student employee hires need to be posted by the supervisor on www.ecsujobs.org and students must fill out paperwork, including a pre-employment background investigation, if applicable, for the academic year and summer.
- Supervisors will be emailed the timesheet template for the student employees and must fill it in according to the work situation of each individual student.
- Student's work authorization vouchers must have exact start and end dates and include budget codes.
- Student Employment will NOT accept any incomplete paperwork.
- Make sure all information on the voucher is **complete** and **correct** before signing it.
- Students who have **not yet worked on campus** need to bring IDs along with their paperwork (photocopies are not acceptable).
- Students must wait to bring paperwork to Student Employment until they receive an approval email.
- New students may not begin working until a pre-employment background investigation is completed and cleared, if applicable.



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Department Name _____

My signature indicates that I have read and understood the terms and conditions for the employment of students in my department and agree to abide by them and any other instructions and guidelines received from Student Employment. Failure to abide by these rules and regulations may result in the revocation of student employee hiring privileges.

- **I must abide by all polices and guidelines as described in this Participation Agreement.**
- **The allocation of student employee positions and hours depend on adequate funding and may be modified without advance notice at any time during the year.**
- **I am authorized to sign timesheets for the student and that I am responsible for the accuracy of information on such timesheets.**
- **Student Employment authorizes the maximum number of hours that students may work and I may not allow students to exceed this number without approval from Student Employment.**

Please complete this form and return it to the Student Employment Office, Wood Support Services Building, x54435.

Name of Department _____

Please List two contact emails for Student Employment and Payroll correspondence

Email 1 _____

Email 2 _____

 Chairperson/Head (print)

 Chairperson/Head (signature)

 Name (print)

 Signature

 Name (print)

 Signature

 Name (print)

 Signature

 Name (print)

 Signature