

University of North Dakota

**STUDENT
EMPLOYMENT
SUPERVISOR
HANDBOOK**



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PREFACE

The University of North Dakota Student Employment program provides part time job opportunities to student to help finance their educational needs along with providing work experience which allows students to explore career options, discover strengths, and see how academic learning applies to world of work.

This guide does supersede any Federal, NDUS, UND, or Student Finance regulation, policy or process. The information below was curated to provide guidance and enhance the understanding of currently existing UND Student Employment policies.

The Student Employment office is located in Twamley Hall Room 205.

UND Student Employment phone number: (701) 777-4136

UND One-Stop phone number: (701) 777-1234

UND is committed to the principle of equal opportunity in education and employment and does not discriminate on the basis of race; color; national origin; religion; sexual orientation; gender identity; genetic information (GINA); sex; age; creed; marital status; veteran's status; political belief or affiliation; or physical, mental or medical disability (unrelated to the ability to engage in activities involved with the job).

UND prohibits discrimination and harassment of students, faculty staff and visitors based upon sex. Sexual harassment is a form of sex discrimination and includes sexual violence, such as rape, dating violence, domestic violence, stalking, sexual abuse, sexual assault, and sexual coercion. Prohibited harassment includes:

- Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature
- Sex-based harassment by those of the same sex
- Discriminatory sex stereotyping and harassment of LGBTQ+ individuals
- Sexual violence

We will take prompt action to eliminate the harassment, prevent its recurrence and address its effects.

If you have experienced an unwanted sexual encounter, sexual violence, or sexual harassment please contact the Title IX Coordinator or any Deputy Coordinator.

Donna Smith
Title IX Coordinator
Twamley Hall Room 401
701.777.4171
Donna.smith@UND.edu
UND.EO.TitleIX@UND.edu

Title I of the American Disabilities Act of 1990 protects applicants and individuals with disabilities from discrimination and provides accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. An Accommodation Request Form must be completed and submitted to your supervisor who will then submit the form to the Equal Opportunity/Title IX Office.

STUDENT EMPLOYMENT TIMELINE

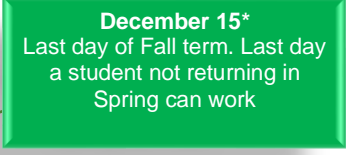
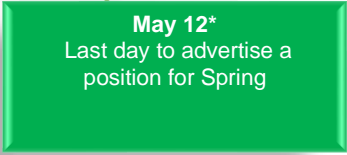
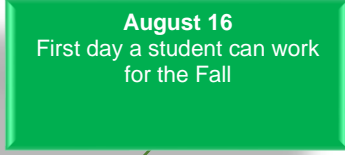
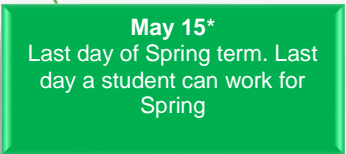
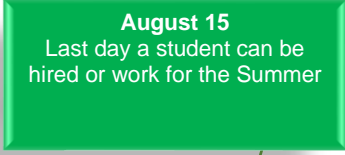
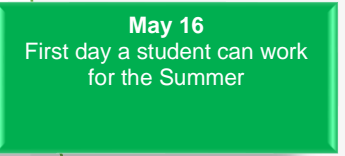
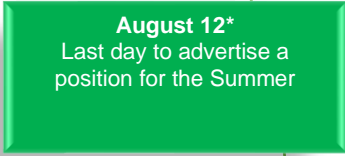
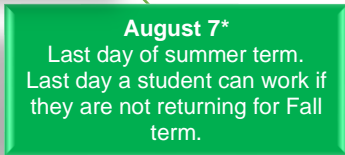
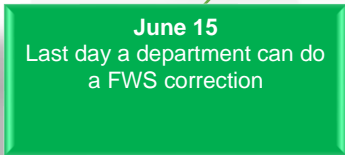
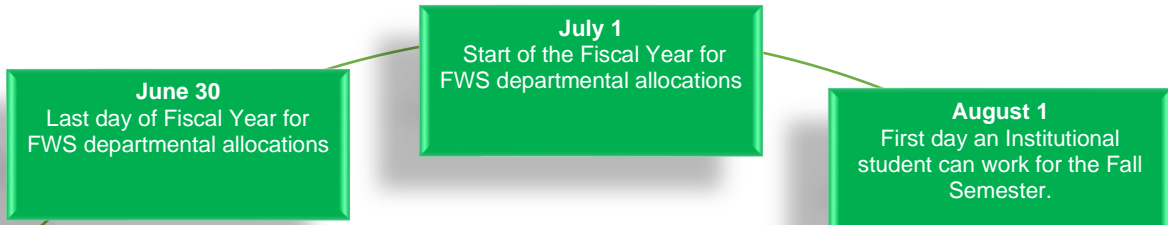
Academic Year versus Fiscal Year

The Academic Year is the Fall and Spring Semesters combined. Students are awarded Federal Work Study and other financial aid based on their academic year financial need. Summer term differs from the Academic term significantly. It will overrun two Fiscal Years (end of one and start of another).

Both FWS and Institutional students may work up to 40 hours during the summer beginning May 16 and ending August 15, depending on availability and department need. Students working under Institutional Employment may do so as long as they were enrolled in **at least one credit for the previous spring, current summer or the upcoming fall**. Students not enrolled for the Fall Semester must intend to enroll. Students graduating may not work past the date of graduation. To receive a FWS award, students must meet the Federal Aid guidelines.

The Fiscal Year encompasses the Academic Year and run July 1 – June 30. All department allocations are estimated to be used within this timeline and are reset to their amount after the start of each fiscal year.

STUDENT EMPLOYMENT TIMELINE



*Estimated dates
May change slightly year-to-year based on holidays and weekends. Refer to the references page for a more in depth timeline.

TYPES OF STUDENT EMPLOYMENT

There are two types of student employment available. Both types are considered temporary and non-benefitted positions. Each term supervisors are asked to visit with their students to confirm if they will continue to be eligible for student employment. Student Employment will also audit and alert departments who have students who are no longer eligible. Both types of student employment are reliant on department allocations and budget. While any UND student can apply for an institutional role, only those awarded FWS in their financial aid package can apply for FWS positions.

Institutional (INST) Positions

These positions are with University departments and are positions such as academic support, food service, technology support, administration, and labor. Any UND student can be employed as an Institutional student employee. Institutional employment is offered to students enrolled in at least 1 credit. It is not based on financial need. International students may be eligible for institutional employment. International students may apply for these positions.

Federal Work Study (FWS) Positions

These positions are also with University departments such as academic support, food service, technology support, administration, and labor. FWS may be available to students who demonstrate financial need and are eligible for Federal Financial Aid as determined by their [FAFSA](#) (Free Application for Federal Student Aid). A work study award indicates the student is eligible to seek FWS employment but is not a guarantee of a job. Students who have not been offered a FWS award may request to be considered for one. This allows a student to apply for FWS jobs that are on campus or jobs with businesses that are off campus that partner with UND to have FWS students. The average FWS award of \$3,000 per academic year. FWS awards will never disburse or apply towards a student's balance owed. A FWS award indicates a student is eligible for a FWS position *but is not a guarantee*. All FWS award will be issued to students via paycheck like every other UND employee.

To apply for FWS position, students must:

- Have an accepted Federal Work Study award on Campus Connection (please allow 24-48 hours after accepting for the information to load into the system)
- Be enrolled in 6 credits or more
- Be free of any financial aid holds including but not limited to Verification, Documentation and be meeting Student Academic Progress standards as defined by the university
- If a student applicant does not have a FWS award offered on Campus Connection, they may request to be considered, provided they have already completed the FAFSA. To submit a request please have your interested student worker contact One Stop Student Services.

Students may also work on campus during the summer. Students working under Institutional Employment may do so as long as they were enrolled in at least one credit for the previous spring, current summer or the upcoming fall. Students working under FWS Employment must be enrolled in at least 6 credits in the summer term to be awarded FWS funds. Both FWS and Institutional students may work up to 40 hours during the summer beginning May 16 and ending August 15. Your supervisor will inform you of the availability of hours. Students graduating may not work past the date of graduation.

Satisfactory academic progress (SAP): A measure of the student making progress toward their degree. This is determined by the cumulative grade point average (GPA) and the number of credits the student has taken and the rate of successfully completing the credits. This will determine if you are eligible for financial aid for the following semester. Students must be meeting SAP to be able to work in an FWS position. For more information on SAP please see the resources and tools information.

Federal Work Study Overages: Student Employee Supervisors are responsible for monitoring their department(s)' FWS allocation as well as their student employee(s)' FWS usage and awards. If a student is paid FWS funding excess of their award, the supervisor will be responsible for identifying funding to be used to pay the FWS program back for the overage.

Occasionally, the UND Office of Student Finance will be required to reduce a student's FWS award, and while Student Finance works to minimize the possibility, a Student Finance processor may be required to reduce the FWS award below what the student has earned year-to-date. In these cases, the Student Employment Advisor will notify the student's supervisor and institutional funding will need to be identified to pay back the FWS program for the overage.

HIRING A STUDENT EMPLOYEE

Please reference the **PageUp Hiring Guide**, which goes into detail on the process of recruiting for student position.

Direct Hire(s)

Student employees who are being hired as a part of an educational opportunity. medical residents, graduate research/teaching assistants, internships, co-ops, and FWS hires can be considered educational. Hires must also meet all requirements for the position, and no one outside of the requirements would be eligible. Finally, all qualified applicants who apply must be hired.

Hire(s)

Student employees who have not worked in your department previously. These students will need to complete the entire hire process. These students do not need to be rehired each term, although their eligibility will be verified and you should visit with these students each semester to confirm if they are able to continue working in your student employment position.

Rehire(s)

Students that worked for your department previously and officially separated. These students must go through the entire hire process and may be asked to redo orientation or redo their I-9.

Transfer(s)

Inter-departmental: Student employees who have not worked in your department previously, but currently work in a different UND department. These students must go through the recruitment process but will not be asked to complete orientation or redo their hire paperwork.

Intra-departmental: For students who currently work in your department, but you would like them hired to a different position in your department, the transfer form should be utilized. These students do not need to go through the recruitment process, nor complete orientation or new hire paperwork.

STUDENT EMPLOYMENT EXPECTATIONS

All student employees are required to conduct themselves in the following manner:

It is expected Student Employment Supervisors will hold themselves and their students to both the behavioral standard of their department, the University, and the below expectations. For more information, please reference the resources and tools page.

Work & Time Management

- Maintain punctuality
- Manage and limit absences
- Manage work assignments through a positive work ethic

Behavioral Standards

- Follow all office policies and procedures
- Maintain courtesy and respect to all staff, coworkers, and students
- Notify immediate supervisor on emergent situations in the work area

Attire & Equipment Standards

- Refrain from cell phone use while working
- Report to work in attire appropriate for position as approved by immediate supervisor
- Refrain from using work equipment and computers for personal reasons

Tobacco-Free Facilities

UND is a tobacco-free campus. The use of tobacco is prohibited within University buildings, parking structures, walkways, arenas, in university or state fleet vehicles, and on university owned property not otherwise leased to another organization. This include the possession of any lighted tobacco product, or the use of any oral tobacco product.

Alcohol and Other Drugs

UND prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use of sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any employee while participation in an academic function or when reporting for work, during normal work hour or other times when requires to be at work, is also prohibited.

Punctuality

Student employees must be on time and must call their supervisor if unforeseen circumstances arise causing them to be late.

Absence

Student employees are responsible for calling their supervisor, in case of absence. All attempts should be made to give as much advance notice as possible.

Processes

Student employees should discuss office policies and procedures with their supervisor, and refrain from inviting friends into the office during work hours.

Work Assignment

The first priority of the student employee is to gain experience that fosters a positive work ethic. If student employees do not have something to do, they should ask their supervisor for additional work or find something that needs to be done.

Respect

Proper respect must be shown to staff, other student employees and students. It is expected that all employees will be courteous and helpful to others.

Confidentiality

Work-related information is confidential and should not be discussed with others. Any information (files, student and employee information) a student may come in contact with during employment is strictly confidential. Information should not be discussed outside work under any circumstances. Any violation of confidentiality will be subject to discipline up to and including termination of employment.

Emergency Situations in the Work Area

The student employee should first notify their immediate supervisor.

Cell Phone Usage

Student employees are expected to refrain from cell phone usage while working.

Dress Code

Student employees are expected to report to work in attire that is appropriate for the position. This should not be confused with casual recreation attire. Student employees should check with their supervisors regarding specific departmental dress code expectations.

Computer & Internet Usage

Some student employment positions require the use of computers and the internet. Student employees should not use the workplace computers for personal reason without permission from their supervisor.

TIME AND ATTENDANCE

Students are asked to be punctual, limit their absences, and to notify their scheduler/supervisor as soon as they are aware they may be absent from work. Students will clock in utilizing Employee Self Service (HRMS).

Students will use a different time reporting code based on if they are an institutional employee, which will be the reporting code "Regular Hours," or if they are a FWS employee, which will be the reporting code "Work Study Hours". They are required to punch in and out for the hours they are working. The direct supervisor or time manager must approve all punches.

The screenshot displays the HRMS Time Reporting interface. At the top, it shows the date 'Wednesday, Apr 8, 2020' and the current time '12:46:07 PM'. Below the time, it indicates the last action: 'In, 11:51 AM 04/08/20'. There are two dropdown menus: '*Punch Type' and '*Time Reporting Code'. A green 'Submit' button is located to the right of the dropdowns. At the bottom left, there is a link for 'Time Details'.

Schedules and Breaks

Students may not be scheduled or chose to work during their scheduled class time. You and your student employee will determine their schedule based on their availability alongside the needs of your department. Student Employees may not work more than 20 hours a week in a UND position while classes are in session.

Per federal regulations, students are not permitted to work in Federal Work Study (FWS) positions during their scheduled class times. **If a supervisor requires a student to work during class time, the department will be forced to surrender their FWS allocation.** Student Finance in cooperation with HR/Payroll will be monitoring hours worked by FWS students to ensure they do not work during scheduled class times. If it is found a student worked during a class time, the department must provide documentation to explain the discrepancy.

Student Break Waiver

Student employees at UND shall be offered meal period and/or rest period breaks in accordance with federal and state labor laws. All departments are required to offer employees who work more than five consecutive hours in any one day a minimum of thirty consecutive minutes for one meal. A student employee may waive their right to an unpaid meal break if their employing department is in agreement. If the employing department allows a student to waive their unpaid meal break, the student must complete the Student Break Waiver Form and the employing department must keep the signed Student Break Waiver Form on file. If a student completes a Student Break Waiver Form, the student is still entitled to a minimum 30-minute unpaid meal break if they choose.

Departments can offer students a paid rest break consisting of 15 minutes for every half-day the student works. If a department chooses to offer a paid rest break, they must offer this paid rest break to all student employees. Student employees must be relieved of all duties during a meal break or rest period and be free to leave their assigned work area. Meal breaks and/or rest periods should be scheduled by the supervisor to allow for appropriate coverage of the department. However, departments must schedule reasonable meal breaks and/or rest periods in accordance with the student's shift. Meal breaks or rest periods must be taken during the student's shift and cannot be taken at the start or end of a shift. The workday may not be shortened, and meal breaks may not be lengthened, by omitting rest periods.

Holidays

Non-essential offices are closed on the following days — check with your supervisor if you will be scheduled to work.

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day

GRIEVANCE, PERFORMANCE IMPROVEMENT & TERMINATION PROCEDURES

Performance Improvement & Disciplinary Process

This process is utilized if a student employee's job performance requires improvement.

1. Departments must notify the student of performance that requires improvement due to inefficiency, inability to perform an assigned task, tardiness, etc.
2. The supervisor will identify the issues to be improved and work with the student to develop an improvement plan.
3. The supervisor and the student will come to an agreement on what improvements are necessary, the steps, and the timeline needed to accomplish all improvements.
 - a. At minimum, the timeline must have at least two weeks for the issue to be resolved
4. If the issue is not resolved or performance is not improved:
 - a. Termination procedures may be initiated, and the student employee must be notified of the release by personal interview from the department supervisor, unless termination is due to job abandonment

Resignation Process

Student employees are asked to submit their voluntary resignation notices two weeks prior to their anticipated resignation date. Please work with your student employee to complete the termination process.

Separation Process

Departments are required to notify a student if their performance is deemed unsatisfactory and provide a minimum of two weeks for the performance problem to be resolved before proceeding with termination. This is only if the problem is due to inefficiency, inability to perform an assigned task, or tardiness.

With prior approval from Student Employment, a student employee may be dismissed immediately from employment, without prior notice for just cause including dishonesty, insubordination, gross negligence or conduct unbecoming an employee in which the health, welfare, or safety of another employee/employer, person or the workplace is negatively affected.

Title IX - Sexual Violence and Sexual Harassment

Have you experienced an unwanted sexual encounter, sexual violence, or sexual harassment as a UND student, staff, faculty member, or visitor?

We are here to help. Please contact the Title IX Coordinator or any Deputy Coordinator:

Donna Smith
Title IX Coordinator
Twamley Hall Room 401
701.777.4171
donna.smith@UND.edu
UND.EO.TitleIX@UND.edu

Prohibited Harassment

UND prohibits discrimination and harassment of students, faculty staff and visitors based upon sex. Sexual harassment is a form of sex discrimination and includes sexual violence, such as rape, dating violence, domestic violence, stalking, sexual abuse, sexual assault, and sexual coercion. Prohibited harassment includes:

- Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature
- Sex-based harassment by those of the same sex
- Discriminatory sex stereotyping and harassment of GLBTQ individuals
- Sexual violence

We will take prompt action to eliminate the harassment, prevent its recurrence and address its effects.

ANNUAL STUDENT EMPLOYMENT AWARDS

Student employees who exemplify the eight National Association of College Employers (NACE) competencies are recognized and awarded a certificate for their contributions to the UND community. Nominations are ranked based on how the nominee exemplifies each NACE category. Those student employees who score the highest in each individual category are recognized as top candidates and awarded an additional certificate. These winners are runners-up to the SEOTY award.

Community Service
Critical Thinking
Equity & Inclusion

Outstanding Leadership
Innovation & Technology

Student Employee of the Year

The University of North Dakota collaborates with The National Student Employee Association (NSEA) to coordinate a Student Employee of the Year Program (SEOTY) to recognize the achievements and the outstanding contributions of students who work while attending UND. The SEOTY committee will choose one student who exemplifies the leadership, professionalism, and teamwork UND strives to cultivate within our student employee. This student will receive a \$500 scholarship sponsored by the Office of Student Finance. The SEOTY winner is then recognized at the annual UND Leadership Awards.

Faculty and staff are encouraged to nominate the student employee who they feel best exemplifies the core competencies and qualities a phenomenal student employee.

The winner's nomination is also sent on to the state level for consideration, and their name is added to the SEOTY Plaque.

Student Employment Supervisor of the Year

The University of North Dakota collaborates with the Midwest Association of Student Employment Administrators (MASEA) to coordinate the Student Employment Supervisor of the Year (SESOTY) award. This program celebrates the accomplishments of those that work with our student employees in supervisory roles. This award was established to recognize the invaluable role our supervisors play in the development of our student employees.

Students, faculty, and staff are encouraged each year to nominate a student employee supervisor of their choice, and to provide examples on the impact the supervisor had on their team and department.

The winner's nomination is also sent to the regional level for consideration, and the winner receives a \$100 check, glass trophy, and recognition on campus.

For more information on SEOTY and SESOTY, please refer to the Student Employment website. For more information on SEOTY and SESOTY, please refer to the Student Employment website.

STUDENT EMPLOYMENT FREQUENTLY ASKED QUESTIONS

Q: What is the hiring process like for student employees?

A: All available student employment positions are listed on the UND Student Employment job posting page. All students (FWS & Institutional.) must be hired through HRMS prior to starting work.

Q: How is eligibility verified?

A: All departments must verify eligibility prior to offering the student the position, but after this initial verification it is the student's responsibility to maintain an enrollment of at least six credits throughout each semester they intend to work. If they do not, the student will lose eligibility for FWS on the last day of the pay period they dropped below six.

Student Employment runs an audit each payroll to ensure all students being paid FWS dollars are still eligible.

Q: How are job information changes handled?

A: The student must route any and all payroll paperwork (job data changes, retro pays, etc.) for student employees through the Student Finance Office for review before being transferred to payroll.

Q: What's the different between institutional and federal work study student employment?

A: Institutional students are paid from the employing department's funding, while FWS students are paid from the department's FWS allocation. Institutional students also only need to be enrolled in at least one credit, while FWS student must be enrolled in at least six credits.

Q: What are the requirements for a student to receive a Federal Work Study Award?

A: Any student interested in Federal Aid must be enrolled at least half time (six credits). The Free Application for Federal Student Aid must be completed **AND** the student must have unmet Federal Need in their budget. If the student has not been offered FWS, but is interested in receiving it, please direct them to contact One Stop Student Services. The student is also required to be free of any financial aid holds.

Q: My potential student applicant is under Verification; can they still apply for a Federal Work Study Job?

A: No. Verification stops eligibility for all Federal Aid, including Federal Work Study. They cannot apply for or begin working under Federal Work Study funding until their Verification has been completed.

Q: My potential student applicant is under a Financial Aid Satisfactory Academic Progress (SAP) Hold; can they still apply for a Federal Work Study Job?

A: No, SAP stops eligibility for all Federal aid, including Federal Work Study. Students cannot apply for or begin working under Federal Work Study funding until their SAP appeal has been completed.

Q: Where can I post student positions? (Institutional Job or Non-Work Study)?

A: All student jobs must be listed on the UND Student Employment job posting page for at least 3 business days. Other postings may have longer posting requirements.

Q: How do I know if my student applicant is eligible for Work Study?

A: Recruiting Solutions will provide a "Work Study Verification" option you can select to view the number of credits your applicant is enrolled in and if they have been offered and if they've accepted Federal Work Study. Ineligible applicants will not be prevented from applying, so it's important you utilize this option.

Q: Are international students eligible for Work Study?

A: No. In order to be eligible for Federal Work Study Employment, students need to be eligible to complete the FAFSA and receive the Federal Financial Aid. For more information on who is eligible, refer to the resources and tools page. International students are eligible to apply for Institutional jobs on campus.

Q: I've read this whole guide front to back and still have questions, who can I go to?

A: This guide is meant to be a starting point to assist student employment supervisors in navigating the management of their student employees. Student Employment recognizes that it does not have the answer or guidance for every single contingency. Please feel free to email und.studentemployment@und.edu or call (701) 777-7136 to discuss your situation – we would be happy to help!

RESOURCES AND TOOLS

For more information on the following topics, go to the link listed after that topic.

Student Job Openings: und.edu/human-resources/careers

Student Employee Resources: und.edu/student-employment

Steps to take after hire: und.edu/human-resources/employees/new-employees.html

Student Employee Tax Information: <https://campus.und.edu/human-resources/employees/>

Accommodation Request Form: https://campus.und.edu/equal-opportunity/_files/docs/accommodation-request-fillable.pdf

Career Services Information

<https://und.edu/student-life/career-services/>

Career Services on UND is a department dedicated to helping students with a variety of career related things such as resume building, interviewing skills, finding co-ops or internships and many more. For more information on Career Services go to the resources and tools page.

Direct Hire Form Requirements

https://campus.und.edu/human-resources/_files/docs/recruiting-solutions/direct-hire-process-2-10.pdf

Student employees who are being hired as a part of an educational opportunity. Medical Residents, graduate research/teaching assistants, internships, co-ops, and FWS hires can be considered educational. Hires must also meet all requirements for the position, and no one outside of the requirements would be eligible. Finally, all qualified applicants who apply must be hired.

National Association of Colleges and Employers

<https://www.naceweb.org/about-us/>

<https://www.naceweb.org/uploadedfiles/files/2021/resources/nace-career-readiness-competencies-revised-apr-2021.pdf>

National Association for College Employers (NACE) is a professional association that connects university relations and recruiting professionals, college career services professionals and business solution providers. NACE is a leading source of information on employing college educated students. NACE also projects hiring and trends in the job field, starting salaries, and recruiting and hiring practices. For more information on NACE please review the link above.

Student Employment FWS Database

https://sawebapps.und.edu/ci/cs/student_emp/#/balances

This database is updated every pay period with the most current FWS earnings. Students, supervisors, and FWS administrators can log in to view and manage their FWS allotments, as well as their remaining amount for the year.

Financial Aid Change Request

<https://dmsforms.ndus.edu/iFiller/iFiller.jsp?fref=f1fb46fa-c4f5-4ef9-9e31-5cf1bf616c6f>

A link to this form can be found in the references. If a student is approaching their award limit and wishes to continue working, the student can request their FWS award be increased. You may need to work with your student employees to determine an appropriate increase amount, based on the student's wage rate and average weekly hours. Once Student Finance has reviewed the form, both the student and supervisor are informed of the result.