

On-Campus Student Handbook



www.umassd.edu/financialaid/studentemp/welcome.cfm

Financial Aid Services
Student Employment Office
Room 105, Administration Building
stuemployment@umassd.edu
3/09

1. Check out the Student Job Listing at www.umassd.edu/financialaid/studentemp/listings.
2. Find a job.
3. If you would like to work for a specific department or person, contact them right away. Otherwise, contact the supervisor of each job you are interested in to set up an interview.
4. Get a student hiring form from the Student Employment Office once you find a job. (If you have more than one job, you will need a separate hiring form for each job.)
5. Have the supervisor complete the bottom portion of the hiring form. Make sure student and supervisor signatures are on the form or it will not be processed for payroll.
6. Bring the completed hiring form to the Student Employment Office and complete the rest of the required paperwork (See page 3 of this brochure).
7. All required paperwork must be handed in and processed together.
8. Begin work.

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Please read this handbook carefully.

This book is intended as a reference for you, as a student employee of UMass Dartmouth, and explains not only our student employment policy and procedures but also addresses issues of employment law as it pertains to student employment.

The Student Employment Office is here to assist you find a job at UMass Dartmouth. We administer both the Federal Work Study program and the Non-Work Study program. We are responsible for processing all hiring forms (including the W-4 and I-9) and advising student employees, supervisors and payroll on student employment policies and procedures.

Our office is located with Financial Aid Services in Room 105 of the Foster Administration building.

Who is eligible?

To work on campus, you must be enrolled or accepted for enrollment in a degree program at UMass Dartmouth. A student employee is considered a part-time employee who is concurrently enrolled at the University of Massachusetts Dartmouth with the primary goal of achieving a degree. Both undergraduate and graduate students must be registered in a degree (not a certificate) program. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of obtaining a degree.

Students may not perform any work, or subsequently be paid for work performed, until all steps in the hiring process have been completed.

Federal Work Study/Non-Work Study

There are two types of student employment on campus: Federal Work Study (FWS) and Non-Work Study (NON). For the most part, these programs are the same, with two exceptions.

- First, the funds are drawn from different sources. Federal Work Study money comes from federal funds, and, if eligible, is part of your financial aid package. Non-Work Study is supported through general university funds available to those of you who wish to work on campus.

- Second, wages earned through FWS will not be included in total income when determining your financial aid eligibility for the following year. Wages earned through Non-Work Study employment, however, will be included.

While some employers on campus can only hire students in the FWS program, many other positions can be filled by any student. You may not hold more than one FWS position but may hold two NON positions or a combination of one FWS position and one or more NON positions. There is no FWS awarded during the summer employment period.

Community Service Learning Program (CSLP)

Students may work at an off-campus company/agency while being paid through the Community Service Learning Program (CSLP). You must have a Federal Work Study award as part of your financial aid package in order to do so. Employers are federal agencies, state agencies, or not-for-profit organizations.

You are especially encouraged to seek off-campus jobs involving community service activities. Community services include jobs in such fields as health care, child care, social services, transportation, public safety, crime prevention and control, recreation, literacy training, and education (including tutorial services). UMass Dartmouth is also involved in a variety of tutoring programs through the America READS challenge, addressing family literacy by interacting with elementary aged children through reading, writing, mathematics and more. For more information on the America READS program contact Deirdre Healy, Community Service Coordinator (508-999-8641).

All CSLP employers must complete contracts (agency agreements) with the university before you can begin to work. Employers may contact Robbin Roy at the Career Resource Center (508-999-8674) if they wish to sign an agency agreement. Since all employers may not necessarily meet the CSLP eligibility criteria, you must not begin working prior to completion of all your required hiring documents.

Getting hired

You are responsible for securing your position on campus, and therefore, you should deal directly with the departments and supervisors for whom you wish to work. All student jobs, both work study and non-work study, are listed on Student Employment Office's home page at www.umassd.edu/financialaid/studentemplistings. To view the listing click on "Student Job Listing." While most students who make a sincere effort to obtain a position will be successful, a FWS award does not guarantee a position.

You may apply for any job in the student job listing. You should directly contact the supervisor indicated for that position. Be sure to check the "skills needed" section to save yourself time and energy. You may begin working after your completed paperwork is submitted to the Student Employment Office. Failure to complete your paperwork before beginning work poses a liability to the university, as it is illegal for you to work and not get paid.

Required paperwork

If you have never worked on campus before, you will need to fill out and submit to the Student Employment Office the following forms:

- W-4 (Employee's Withholding Allowance Certificate) determines your tax deductions for the Payroll Office.
- I-9 (Employment Eligibility Verification) used to verify your citizenship and eligibility to work here in the United States. This form requires presentation of original identification as listed on the back of the form.
- Hiring form.

If you have worked on campus before (either FWS or non-work study), you only need to fill out and submit the hiring form.

Work week/payment policies

You are allowed to work no more than 8 hours per day or 40 hours in one week. Since the federal labor laws require that a student be paid time and a half for overtime, which university policy prohibits, we will strictly adhere to this 40 hours per week policy. There will be no exceptions. Students are paid only for actual hours worked, so you will not be paid for holiday, sick time, snow days, mealtime, or travel time.

Confidentiality

UMass Dartmouth is committed to the privacy of individuals and the confidentiality of records. As an employee, you have the responsibility for making sure that this commitment is upheld. If you have been given information in confidence or have been authorized to secure sensitive information, you are entrusted with maintaining the confidentiality of that material. Breaches of confidentiality may be subject to corrective action.

Note: W-4 and I-9 forms can be downloaded from the web at

www.umassd.edu/financialaid/studentemp/forms.cfm

Appropriate behavior

Scheduled working hours are not a time for homework or non-work related activities. If you do not have an assignment for the day, ask your supervisor for a job to do that day. You should not be sitting and waiting for something to come to you; always ask if there is anything you can do to help.

Time sheets need to be completed at the end of every work period. These sheets are usually provided by your supervisor. Failure to do so will result in no pay. It is not the employer's responsibility to find you at the end of a pay period to determine the hours you worked.

If you are scheduled to work, you must show up on time. Notification of lateness or inability to work should be given to your supervisor at least 24 hours in advance—no last-minute calls. This way your supervisor can plan accordingly in your absence. In the event of an emergency, notify your employer as soon as possible.

Providing customer service

Good customer service is a must when dealing with others. Your customers may include other students, staff, alumni, parents, and faculty.

Helpful things to remember...

- acknowledge the person's presence as quickly as possible;
- be alert and responsive;
- make eye contact;
- listen carefully;
- be patient and ask to hear what someone is saying again if you did not understand.

Employee Etiquette

When working at someone's computer or desk, please remember that this is personal property or university property.

- Do not attempt to open unauthorized file servers or files.
- Do not delete anyone else's files.
- Do not read others' email or personal information.
- Do not make personal phone calls or use office equipment unless given permission by your supervisor.
- Do not do homework.

Student Employee Rights and Responsibilities

A. Acceptance of Federal Work Study or Non-Work Study employment carries all the responsibilities and commitments of any other employment situation. You are expected to be dependable and considerate of your employer and to perform your tasks to the best of your ability.

B. Work hours must be scheduled so they will not conflict with any of your academic responsibilities. However, you are expected to be dependable and consistently work the hours expected of you. If you are sick or unable to work, please inform your supervisor as soon as possible.

C. According to federal regulations, time sheets should be supplied and made available by the department for which you work. It is your responsibility to see that your time sheet is completed on a daily basis, is signed by you and your supervisor, and is submitted *weekly* to the appropriate supervisory person. If it is incomplete or submitted late to your supervisor, it cannot be processed until the following pay period, so please be diligent about time sheets.



D. Deliberate falsification of time sheets or other employment records is considered a federal offense and is punishable by law. The hours for which you receive compensation are subject to federal audit.

E. If you are injured on the job, report the incident to your immediate supervisor or the supervisory person in charge at the time.

F. If you are unhappy with your employment position, or working conditions, or if you wish to terminate your job, you should first discuss the circumstances with your supervisor. If you and your supervisor are not able to resolve the issue, consult the Student Employment Office. The staff is here to assist you with your employment experiences.

G. Federal Work Study is not automatically renewed. You must apply each year by the required deadlines for renewal of financial aid, which includes Federal Work Study.

H. You should consider your job a serious commitment. When hired for a position, you become a member of a work unit that depends on you. Your supervisor may reasonably expect you to:

- Report to work at the agreed upon time, ready to work;
- Attend to assigned duties on the job; and not conduct personal business while working;
- Work with a cooperative and positive attitude;
- Dress appropriately for the work setting;
- Notify your supervisor as soon as possible if your work schedule changes or if you are unable to report to work.

Your paycheck

Termination

There are three types of employment termination: voluntary termination, temporary release and involuntary termination.

Voluntary Termination: You usually initiate a voluntary termination by giving your supervisor two weeks notice.

Temporary Release: You must act in a professional manner, particularly concerning confidentiality of university and student records as well as information that comes to you by virtue of your work. You may be temporarily released from your position for breach of confidentiality, theft of equipment or personal property, gross insubordination, or any other acts of gross misconduct deemed detrimental to the operation of the employing department.

Employers who temporarily release an employee are required to both notify the Student Employment Office and follow either (a) or (b) below:

- a. In instances of gross insubordination, the supervisor informs you in writing that you are being released. Student Employment will review the temporary release and determine the appropriateness of converting the release to an involuntary termination.
- b. In the event that the misconduct constitutes a violation of community standards or policies published in the Code of Student Conduct, your supervisor files a complaint with the Division of Student Affairs for possible referral to the Student Judicial System. Your temporary release will automatically become an involuntary termination.

Involuntary Termination: An involuntary termination is initiated by the employer due to your unsatisfactory performance in your position due to your inability to comply with university and/or office rules and regulations.

Employers who terminate students for just cause are required to:

- a. Give the employee a verbal warning documented with a memo to the Student Employment Office.
- b. Give the employee a second warning in writing with a copy to Student Employment.
- c. Give the employee a termination note with a copy to Student Employment. If you are involuntarily terminated, you will receive consideration for jobs only after all other students have been placed.

Time sheets/Direct Deposit/ Location of Paychecks

You must submit your weekly hours to your supervisor on a time sheet. It is your responsibility to make sure that you have recorded the hours that you have worked at the end of each shift. Failure to do so can result in no pay. The payroll schedule is every other week. Direct Deposit is an option with the biweekly pay schedule. If you wish to have Direct Deposit, the forms are available in the Payroll Office and at the Student Employment Office. The completed form should be returned to the Payroll Office, Foster Administration Building, Room 202.

Job Level Qualifications for FWS and Non Work Study Positions

- Level 1**
Entry level, no experience needed.
Requires direct or minimal supervision.
- Level 2**
Previous experience or knowledge needed.
Can work independently with little supervision.
- Level 3**
Proficiency, specialized knowledge or experience needed.
Can work independently with little supervision.
- Level 4**
Demands highly specialized skill and/or knowledge.
Can work independently with little supervision.

Job Type Classifications:

FWS
Federal Work Study

FWS/CSLP
Federal Work Study/
Community Service
Learning Program

NON
Non-Work Study

Recommended Pay Scales

Please note: Supervisors will have the opportunity to determine hourly pay rate within designated levels for each position. By the supervisor's discretion, students returning to the same position as the previous year may receive an increase.

	Level 1	Level 2	Level 3	Level 4
Federal Work Study and Undergraduates (Non Work Study)	\$8-\$9	\$8.25-\$9.25	\$8.50-\$9.50	\$8.75-\$12.00
Technical/ Specialized Skills	\$12.50-14.00	\$14.00-16.50	\$16.50-19.00	\$19.00-21.50

Hours to Work Per Week Based on FWS Work Award

Federal Work Study @ 15 weeks/semester:

Academic Year Award: \$1500		Academic Year Award: \$2000	
Hourly Wage	Hrs/Wk	Hourly Wage	Hrs/Wk
\$8.00	6.3	\$8.00	8.3
\$8.25	6.0	\$8.25	8.0
\$8.50	5.9	\$8.50	7.8
\$8.75	5.7	\$8.75	7.6
\$9.00	5.5	\$9.00	7.4
\$9.25	5.4	\$9.25	7.2
\$9.50	5.3	\$9.50	7.0
\$9.75	5.1	\$9.75	6.8
\$10.00	5.0	\$10.00	6.6
\$10.25	4.8	\$10.25	6.5
\$10.50	4.7	\$10.50	6.3
\$10.75	4.6	\$10.75	6.2
\$11.00	4.5	\$11.00	6.0
\$11.25	4.4	\$11.25	5.9

For questions about–	Contact–
Work Study Procedures/Hourly Wage <i>or</i> Work Study Eligibility	Student Employment, Financial Aid Services, Admin Bldg., Room 105 508.999.8647
Paycheck	Payroll Office, 2 nd floor, Administration Bldg. 508.999.8084
Work Study Award	Financial Aid Services, Admin Bldg., Room 105,

If you do not receive your paycheck...

If for some reason, you do not receive a paycheck at any time during your employment, please:

- 1 Make sure you have submitted all your paperwork to the Student Employment Office.
- 2 Be sure that your supervisor has reported your hours on each Friday.

Your check will either be sent to your place of work or you can pick it up at the Payroll Office. You will receive only one check even if you have several jobs. You may choose where your check is to be sent by notifying the Payroll Office.

W-2 Forms

The Payroll Office disperses the W-2 forms on or before January 31. If you are still working, W-2s are sent to your employer. If you are not working, they are sent to your permanent home address.

OBRA - Deferred Compensation Plan

As a part-time, temporary or seasonal employee of the Commonwealth of Massachusetts, you are required to contribute 7.5% of your compensation to the Commonwealth's Deferred Compensation Plan, in lieu of having to pay FICA taxes. The application for OBRA is available in the Student Employment Office and also can be downloaded from the web at www.umassd.edu/financialaid/studenttemp/forms.cfm. This mandatory contribution is in accordance with the Omnibus Budget.

A fact sheet listing questions and answers about your Deferred Compensation Plan can be obtained at Financial Aid Services (Student Employment) or you may call the toll-free HELPLINE at 1.800.799.MASS for further information.

Performance Evaluations

We recommend that all student employees be given an evaluation of their performance at the end of each semester. The primary purpose of a performance evaluation is to provide communication between you and your supervisor concerning all aspects of your job.

The University of Massachusetts Dartmouth receives federal grants and is therefore required to comply with the Alcohol and Drug-Free Workplace Act of 1988. This Act requires that colleges receiving federal monies provide and maintain a drug-free workplace. UMass Dartmouth has no intention of intruding into the private lives of its student employees; however, the university does retain the right and responsibility to expect each employee to report to work and to perform his or her duties in a manner that will not jeopardize the health and safety of co-workers or other students. Some of the drugs that are illegal under state or federal law include marijuana, heroin, hashish, cocaine, hallucinogens and depressants and/or stimulants when not prescribed for medical care.

Any student employee who is at the workplace under the influence of alcohol or illegal drugs, or who possesses or consumes alcohol or illegal drugs on the job or in the workplace, is subject to university disciplinary action, up to and including dismissal from the University. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency.

Problems on the job

You may occasionally encounter situations at work that are difficult or frustrating to resolve. Some of these situations might include:

- problems with peers or a co-worker;
- problems with the public;
- problems with your supervisor;
- feeling like you are not being treated fairly;
- feeling harassed or discriminated against;
- coping with the stress of juggling school, family, friends, and work.

Talk to your supervisor

Whether your direct supervisor is a student employee or a department employee, you should first speak with your supervisor to see if the problem can be dealt with directly. You may be pleasantly surprised to learn that misunderstandings can sometimes be easily explained or corrected before a situation gets out of hand.

Talk to the Student Employment Office

If talking to your supervisor has not been helpful or if your supervisor is a part of the problem, students should contact Student Employment. The staff will know how to approach the problem and can help develop strategies to find a resolution to a difficult situation. Some workplace behavior may violate the Code of Student Conduct. To learn more about the judicial process for students, contact the Office of Student Life at 508.999.9205.

Harassment and Discrimination

Statement of Equal Opportunity and Affirmative Action

The University of Massachusetts Dartmouth complies with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The university firmly supports the concept of equal opportunity without regard to an individual's race, color, age, religion, gender, sexual orientation, national origin, disability, or veteran status as it applies to his/her employment admission to and participation in the university's programs and activities, provision of services, and selection of vendors who provide services or productions to the university.

Statement on Sexual Harassment

Sexual harassment is sex discrimination and therefore, a violation of federal and state law. It is the policy of the University of Massachusetts that no member of the university community may sexually harass another. For purposes of this policy and consistent with federal regulations, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work;
- 2 submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- 3 such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or academic environment.

International Students

F-1 Visa Students

On-campus employment is always allowed with F-1 status, without special permission. So long as you remain in valid F-1 status, you may work on campus.

See "Both visa types" opposite for limitations to on-campus employment.

In all cases, *off-campus* employment requires special permission. This is the case whether the work is related to your studies (called Practical Training) or due to economic hardship. Contact the International Student Center located in Pine Dale Hall, Suite 7123 for permission.

J-1 Visa Students

On-campus employment requires permission in the form of a written authorization from the sponsoring agency that issued the DS-2019 form. If UMass Dartmouth is your program sponsor, this permission is given by Cathy Sullivan, Office of Academic Affairs/Graduate Studies located in the Administration Building, Room 119; or contact the responsible officer at your sponsoring agency.

See "Both visa types" opposite for limitations to on-campus employment.

For on-campus employment, you do not need to demonstrate unforeseen economic necessity.

Off-campus employment also requires permission, whether the work is related to your studies (called Academic Training) or due to economic hardship. Contacts are the same as for on-campus permission.

Both visa types

In order to be paid, you must obtain a Social Security number.

Information about the application process can be found online at www.umassd.edu/institutional_students/on_campus_employment.cfm

On-campus employment for international students is limited to a total maximum of 20 hours/week while school is in session and 40 hours/week during intercession and summer. There are no exceptions.

On-campus employment encompasses departmental student employment (undergraduates or graduate students) and graduate assistantships. International students (F-1, J-1, etc.) are not eligible for on-campus "work-study" employment, which is sponsored by the U.S. federal government.

As soon as your F-1 or J-1 status ceases (for example, upon graduation or completion of an exchange program), you may not work.

Other visa types

Dependents of F-1 visa holders, who hold the F-2 visa, may not work.

Dependents of J-1 visa holders, who hold the J-2 visa, may work in some circumstances, with permission from the sponsoring agency and federal authorization.

Rarely, students study here under other non-immigrant visa types (such as H-2 or L-2). They must see the International Student Center or Cathy Sullivan, Office of Academic Affairs/Graduate Studies, to learn if employment is allowed.

On-Campus Hiring Procedures for International Students

Please carefully follow the procedures below to prevent any problems or delay in receiving your paycheck.

- **Obtain a U.S. Social Security card.**
- **Obtain the following forms from the Student Employment Office:**
 - Student Hiring Form
 - I-9 Employment Eligibility Verification Form
 - W-4
 - Form 8233 (Exemption from Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual) – if required by a U.S. tax treaty.

The university uses a web-based non-resident alien tax compliance system to determine tax treaty benefits and to generate the W-4 and 8233 forms. Passwords for this system are available at the Student Employment office and can be requested by email and telephone.

Bring the above completed forms to Student Employment, Financial Aid Services

along with:

- Passport
- Visa
- I-20 or DS-2019
- Social Security Card

The forms must all be handed in together to ensure proper processing. They will not be accepted individually.

References and Suggested Technical Resources

IRS Publication 513
Tax Information for Visitors to the U.S.

IRS Publication 515
Withholding of Tax on Nonresident Aliens

IRS Publication 519
U.S. Tax Guide for Aliens

IRS Publication 520
Scholarships and Fellowships

IRS Publication 901
U.S. Tax Treaties

Note: Publications may be ordered at no charge by calling 1.800.829.3676 or can be accessed on the Internet at www.irs.gov/forms_pubs/pubs.html. Adobe Acrobat is necessary to read these files.

www.umassd.edu/financialaid/studentemp/welcome.cfm

Student Employment Office

Maryjane McManus
Student Employment Coordinator
508.999.8647
Room 105, Foster Administration
mj.mcmanus@umassd.edu

International Student Assistance

Office of Graduate Studies
508.999.8202

Tina Bruen,
International Student Center
508.910.6633

Payroll Office
Administration, Room 202
508.999.8178