



UMass | Dartmouth

Student Employment Handbook FOR SUPERVISORS

UMass Dartmouth
Office of Student Employment
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INTRODUCTION

Please read this handbook carefully. It is intended as a guide for on-campus supervisors of UMass Dartmouth student employees. It explains not only student employment policies and procedures but also addresses issues of employment law as it pertains to student employment.

If supervisors do not follow the employment laws, it could result in significant liabilities to the University and those costs may be absorbed by the hiring supervisor's department.

The Student Employment Office acts as the personnel office for all students employed at UMass Dartmouth. The office administers the federal work study program, the non-work study program and graduate level stipend positions. The staff is responsible for advising supervisors and students on student employment policies and procedures.

DEFINITION OF STUDENT EMPLOYEE

A student employee is a part-time employee who is currently 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 or certificate seeking program. Therefore, 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.

STUDENT EMPLOYMENT FORMS

<https://www.umassd.edu/studentemployment/forms/>

- Payroll Authorization Change form: used to change specific information on the job once a student has been hired (hard copy only)
- W4: used to give taxation information to Payroll; sent to student via email
- I9: verifies student's citizenship and eligibility to work

- Confidentiality Agreement: signed by student to ensure confidentiality; maintained by supervisor
- Federal Work Study (FWS) tracking sheet: to prevent student from earning over their FWS award amount
- Student Evaluation form: tracks student’s progress and identifies areas of excellence and areas that need improvement
- OBRA form: for students that work over the summer allowing them access to funds paid into a retirement account when they leave the University
- Direct Deposit form: prevents paycheck getting lost in the mail; available through HRDirect

For questions about:	Contact
Work Study Procedures/Hourly Wage	Student Employment, Financial Aid Services, Foster Room 105, 508-999-8647, stuemployment@umassd.edu
FWS eligibility and award	Student Employment, Financial Aid Services, Foster Room 105, 508-999-8647, stuemployment@umassd.edu
Paycheck	Payroll office, Shrewsbury, 774-455-7510
IT – for access/log in issues	Claire T. Carney Library, ithelp@umassd.edu , 508-910-6631

SUPERVISOR RIGHTS & RESPONSIBILITIES

Supervisors have the right to expect from their student employees:

- Quality work
- Punctuality
- Quality customer service
- Appropriate attire
- Adherence to departmental regulations and policies
- Notification of any limitation that might impact the student’s ability to work

It is the supervisor's responsibility to:

- List each job in Corsair Jobs
- Interview and hire student employees
- **Not allow students to work until notified by payroll that the placement is complete and the student has access to HRDirect.**
- Monitor FWS earnings utilizing the [FWS Tacking Sheet](#) (Excel file) to ensure that the student does not earn over their award amount
- Provide appropriate training for each student employee through discussion of expectations of the student's work performance including standards relating to quality and quantity of work performed
- Assist students as needed with time and attendance entry
- Approve student time by the established deadlines
- Not employ any student who has been dismissed, graduated, or has withdrawn from the University; if you have such knowledge, you must immediately ensure that the student discontinues work.
- Notify Student Employment if there is a problem with a student employee that cannot be resolved

HOW TO RECRUIT, HIRE & TERMINATE STUDENTS

How would a student find your job posting?

Students are responsible for securing their position on campus, and therefore deal directly with the departments and supervisors for whom they wish to work. All student jobs, including federal work study, non-work study and graduate stipend positions, are posted on Corsair Jobs: <https://my.umassd.edu/group/myumassd/corsairjobs>

Hiring a Student

All student hires must be processed through Corsair Jobs. Job aids for supervisors are available here: <https://my.umassd.edu/group/myumassd/corsairjobs>. The Corsair Jobs system will verify the student's eligibility to work on campus based on enrollment and matriculation. If the student is not eligible to work, an error message will appear giving the reason why the student cannot

work. Contact Student Employment with any questions. Students who have not worked on campus must provide other documents including an I9 to the Student Employment. The I9 form is available on the Student Employment website and **must be presented in person** with original forms of identification and cannot be submitted elsewhere on campus. The I9 is available at the following link:

<https://www.umassd.edu/studentemployment/forms/>

Any changes made to a student's placement after the hiring process has begun must be made using a Payroll Authorization Change Form (PACF). This includes extending a placement, terminating a placement, hourly rate changes, and combo code changes as well as any other change to the placement. For example, if the original placement is coming to an end and you want to extend the placement, simply complete a PACF to update the termination date. You would not need to complete a new hiring process. PACF's must be completely filled out or they will not be processed and will be returned to the supervisor. PACF's are available on the forms page of the Student Employment website.

Supervisors may ask a student to sign a confidentiality agreement. The confidentiality agreement is available on the forms page of the Student Employment website.

Students may NOT begin to work until notification has been received that the placement is complete and the student has access to HRDirect.

INTERVIEWING

It is recommended that supervisors inform applicants of their expectations during the interview process. This will give the student an idea of what the job entails.

Suggested job responsibilities and expectations to be noted during the interview process include but are not limited to:

- Reporting structure
- Attendance including punctuality and reliability
- Scheduled hours and what to do if the student cannot work his/her scheduled shift

- Dress code
- Acceptable behaviors (may include signing the confidentiality agreement)
- Timekeeping
- Use and misuse of office equipment and materials
- Training
- Performance evaluations and feedback

LISTING A NEW POSITION IN YOUR DEPARTMENT FOR STUDENT WORKERS

All student jobs must be posted through Corsair Jobs in order to be made available to students for application. You must log into Corsair Jobs for Supervisors to post jobs, view applicants, and report hires. Job aids for these processes are available here: <https://my.umassd.edu/group/myumassd/corsairjobs>

Once you have hired the students needed, you should then put the job into storage to prevent further applicants.

TERMINATIONS

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

Voluntary Termination

A voluntary termination is usually initiated by the student; the student is requested to give a two-week notification to the supervisor in writing. A copy of the resignation letter should be forwarded to the Student Employment Office in the Foster Administration building, room 105.

Temporary Release Or Suspension

A student employee must act in a professional manner, particularly concerning confidentiality of university and student records as well as information that comes to the student by virtue of his/her work. A student employee may be temporarily released from his/her 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 in writing and follow either (a) or (b) below:

- a) In instances of gross insubordination, inform the employee in writing that s/he is 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, file a complaint with the office of Student Life for possible referral to the Student Judicial System. The temporary release will automatically become an involuntary termination.

Involuntary Termination

An involuntary termination is initiated by the employer due to an employee's unsatisfactory performance in her/his position due to an employee inability to comply with university and/or office rules and regulations.

Employers who terminate employees for just cause are required to:

- Give the employee a verbal warning documented with an email to the Student Employment Office
- Give the employee a second warning in writing including student and supervisor signatures and the date of the warning. A copy must be sent to the Student Employment Office
- Give the employee a termination notice with a copy going to the Student Employment Office. A PACF must also be sent to the Student Employment Office including the termination date.

Students must submit their hours on a weekly basis through HRDirect. It is the responsibility of the supervisor to approve submitted hours in a timely manner so the student will be paid on time. **Students CANNOT work until their placement is complete and they have been notified that they have access to HRDirect.** It is strongly recommended that students complete a direct

deposit form to ensure timely receipt of their paycheck. Students who do not complete a direct deposit form will have their checks mailed to their permanent address on file with the Payroll Office. Hours worked must be entered into HRDirect by Noon on Monday.

Supervisors that hire FWS student employees are required to keep track of their student's earnings using the FWS tracking sheet available at the following link: <https://www.umassd.edu/studentemployment/forms/>

This helps supervisors to ensure that the student does not earn over their award amount. All wages earned above the award amount will be charged to their department. Earnings can also be tracked using the [Student Commitment Report UMCA801B and UMCA801C](#).

JOB CLASSIFICATIONS & HOURLY WAGE GUIDELINES

Recommended Pay Scales

Federal Work Study and Non-Work Study

Visit the 'Supervisors' section of the Student Employment website for the recommended pay scales.

Graduate Level Stipend Positions

These jobs are paid based on the quantity of work performed rather than on an hourly basis. When calculating the rate of pay, use the total commitment amount divided by the number of hours per week and the number of weeks the student will work. The calculation must result in at least the current minimum wage. **Students may not work until the notification has sent to them granting access to HRDirect.**

HOURS TO WORK PER WEEK BASED ON FWS WORK AWARD

To Calculate The Hours Per Week A FWS Student Can Work

Take the total FWS Award divided by the hourly rate. That will give the total hours the student can work throughout the year. Divide that by the number of weeks you will need the student to work.

Example:

\$1500 award divided by \$12.00 hourly minimum wage = 125 hours available to work. 125 hours divided by 31 weeks (estimated 15 fall/16 spring) = 4.03 hours per week available to work. Federal work-study awards are based on the entire year.

Students are allowed to work throughout the entire year during periods when the university is open. You will need to add these weeks to your calculation.

Community Based Work-Study Program (CBWS)

Seven percent of the federal work study money allocated to UMass Dartmouth must be spent in community service jobs, on or off campus, that provide a direct or indirect service to the world outside of the university. Your assistance is appreciated to ensure our compliance with this requirement. Please let the Student Employment Office know if your position falls under these guidelines.

CBWS jobs must be designed to improve the quality of life for community residents, particularly low-income individuals, or to solve problems related to their needs. These services include:

- Such fields as health care, child care, literacy training, education (including tutoring services), welfare, social services, transportation, public safety, crime prevention and control, recreation, rural development, and community improvement
- Work in service opportunities
- Support services for students with disabilities (including students with disabilities that are enrolled at UMass Dartmouth)

- Activities in which the FWS student serves as a mentor for such purposes as tutoring

Off-campus employers must contact the Career Center at 508.999.8658 before hiring any student under the federal work study program.

Eligible employers must complete contracts (agency agreements) with the university before students can begin to work. Since all employers may not necessarily meet the employer eligibility criteria, students must not begin working prior to approval by the Career Resource Center and completion of all required documents.

Off-campus employers should follow the “Hiring a Student” process on page 6.

Supervisors are to fax the time sheets weekly to the Career Development Center. It is strongly recommended that the student completes a Direct Deposit form.

CONDITIONS OF EMPLOYMENT

The number of hours a student may work in a FWS position are limited by the availability of funds. No student may work more than 20 hours per week during the regular academic year or 40 hours during non-academic terms. 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 hour per week policy. There will be no exceptions. Students are paid only for actual hours worked. They will not be paid for holiday, sick time, snow days, meal time or travel time.

All students with a FWS award must secure a job by October 1 for the Fall semester and by March 1 for the Spring semester. FWS awards should be accepted or declined by the student on their COIN account.

Performance Evaluation-Reviews

Student Employment recommends that you review your students’ work performance twice a year. A performance review should be done once at the end of the fall semester, and then again at the end of the spring semester. The Student Performance Evaluation Form may be

downloaded from the Student Employment FORMS webpage. It is also available at the following link: <https://www.umassd.edu/studentemployment/forms/>

Obra – Deferred Compensation Plan

Part-time, temporary or seasonal employees of the Commonwealth of Massachusetts are required to contribute 7.5% of their compensation to the Commonwealth's Deferred Compensation Plan, in lieu of having to pay FICA taxes. Student participation in OBRA is a requirement only during the summer (beginning in May) for all students employed on-campus. Students employed during June, July and August are required to fill out an OBRA participation agreement at the Student Employment Office.

Harassment & Discrimination

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 sexual discrimination and therefore, a violation of federal and state law. It is the policy of the University of Massachusetts Dartmouth 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:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual
- 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

Drug & Alcohol Policies

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 coworkers or other students. Some of the drugs that are illegal under state and/or federal law include recreational 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, recreational marijuana or illegal drugs, or who possesses or consumes alcohol, recreational marijuana 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.

The UMass Dartmouth Student Handbook contains complete information about the University's Alcohol and Drug Policies.

SUMMARY

It is the responsibility of the supervisor to adhere to the policies and procedures for Student Employment as described herein. Failure to adhere to these policies and procedures can result in loss of funding for student employees. All questions and concerns should be directed to the Student Employment Office:

Student Employment

Foster Administration, Room 105

(P) 508.999.8647

(F) 508.999.8935

stuemployment@umassd.edu