

# **STUDENT EMPLOYMENT HANDBOOK 2018/2019**

## **For Supervisors and Student Employees**

The human resources department and the office of financial aid have prepared this handbook to familiarize student employers and employees with the policies and programs of student employment. This information should be helpful to student employers, students who are beginning their employment search, and currently employed students. The staff in both departments is available to assist you in clarifying information contained in this guide.

### **Introduction**

The human resources department and the office of financial aid have developed the Student Employment Program to offer centralized employment services for students and hiring departments. The program encompasses both a service to and an educational function for Loyola University students by providing employment as a means of increasing the financial resources of a student who needs financial support to attend Loyola, coordinating all student employment on campus, establishing equal pay scales for like or similar jobs on campus and utilizing the University's financial resources to the greatest extent possible.

### **Program Administration**

Student Employment is jointly administered by the human resources department and the office of financial aid. The office of financial aid administers all phases of the Federal Work-Study Program and the human resources department administers all other student employment on campus.

### **Purpose**

Students work for a variety of reasons. Some students need their earnings to help finance their education, while others spend their earnings on social activities. Still other students recognize that the skills and work habits gained on the job will benefit them when they seek full-time employment; some simply enjoy the camaraderie of work groups.

Student employment programs at Loyola University generally have three primary purposes: 1. to provide students with financial support, 2. to help carry out the daily operations of the institution, and 3. to recognize the contributions of student employees to the University's mission. The objectives of the program are:

1. To assist every Loyola University student who has a need for employment while attending school.
2. To match employment with career goals and/or skills as often as possible.
3. To provide central, accessible locations for administration of student employment.

## **General Policy Statement**

To provide equal pay for equal work, all wage rates for student employees must be in accordance with the wage rates listed in the Student Pay Scales and Job Classification section regardless of the source of funds from which they are paid.

Student employment and the University Work-Study Program exists primarily to provide a service to students seeking employment to finance their education and to University departments who identify the need for part time support.

Student employees shall be paid only through the payroll office via an electronic timesheet.

## **Definition of a Student Employee**

A Loyola University student, for employment purposes, shall be defined as an individual who has been accepted for enrollment as a regular, degree-seeking student and who is either carrying nine or more credit hours during the fall and/or spring semester.

## **Student Employee Responsibilities**

A student job is an employment opportunity that gives experience in a work situation. Accepting a job involves commitment. A job on campus while attending school should not be treated casually as Loyola University is providing payment for work performed. Student employees are not permitted to engage in reading, homework, or other personal work during the hours of employment. The student is expected to be considerate and reliable.

Students should visit the financial aid website located at:

(<http://www.loyola.edu/departments/financialaid/undergraduate/programs/studentemployment/workstudy>) regularly to check available openings. Work-Study eligible students will begin to contact departments about job opportunities beginning August 15th. A student must directly contact a department to express interest in a position. They may also submit an application to the hiring department. Work-study eligible students must be given preference for all student employment positions.

Students are expected to perform their assignments in a responsible and mature manner. They are required to comply with the directions of their supervisors and to conduct themselves in a manner consistent with their responsibilities. Students who fail to perform in a satisfactory manner may be terminated. A student who accepts a job on campus is expected to give regular, punctual attendance and efficient performance and must notify the supervisor when illness or some other unforeseen circumstance prevents attendance at work.

In addition to the specific responsibilities enumerated in their job descriptions, all employees are expected to perform their assigned duties courteously, efficiently, and

promptly, and to conduct themselves as responsible and cooperative members of the University and community.

### **Student Employee Benefits**

Student employees are not eligible for benefits such as paid, vacation, holiday or emergency closure days. Additionally, the student employee (enrolled in nine or more credit hours) is exempt from social security tax during the academic school year. Unemployment compensation coverage is not extended to student employees; however, on-the-job injury is covered through worker's compensation. Please report the injury immediately by contacting the Benefits office in human resources at ext. 1365.

### **Maryland Sick and Safe Leave (Effective February 11, 2018)**

Earned sick and safe leave begins to accrue on February 11, 2018, or the date on which an employee begins employment with the employer, whichever is later.

#### **Accrual**

Earned sick and safe leave begins to accrue on the date which a student employee begins employment with the University; however, sick and safe leave may only be taken after 106 calendar days of employment. Student employees who work over 24 hours in a pay period will accrue sick and safe leave at a rate of one hour for every 30 hours worked; however, a student employee is not entitled to earn more than 40 hours of earned sick and safe leave in a year or accrue more than 64 hours of earned sick and safe leave at any time. Student employees are permitted to use earned sick and safe leave in 1 minute increments as established by the University.

#### **Leave Usage**

A student employee is allowed to use earned sick and safe leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave; or
- The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member, and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

A family member includes a spouse, child, parent, grandparent, grandchild, or sibling.

## **Notifying Your Supervisor**

Student employees are required to give notice of the need to use earned sick and safe leave when it is foreseeable. The University may deny leave in certain circumstances. Contact your supervisor at the beginning of the workday on each day of absence. Use the telephone number or method specified by your supervisor for this purpose. Failure to keep a supervisor informed of your absence for three consecutive days may be considered job abandonment, unless circumstances made it impossible to communicate with the supervisor. Sick and safe leave hours must be reported on bi-weekly time sheets in the electronic time keeping system

## **Supervisor Responsibilities**

When a department hires a student employee, the supervisor is responsible for the following:

1. Offering employment priority to Work-Study eligible students.
2. Establishing a clearly defined work schedule which is compatible with the time requirements of the student and the supervisor. (Please note if a student has multiple on-campus jobs the student may work no more than a total of 15 hours per week in both positions)
3. **Ensuring that the student does not begin work until all required paperwork is complete and submitted to human resources.**
4. Informing the student of the exact duties of the job.
5. Training the student in the job duties.
6. Supervising the student's quality, quantity, regularity, and type of work performed.

## **Goals of the Student Employment Program**

Additional goals of the Student Employment program are to:

- help student employees master the art of quality customer service
- increase the productivity of student employees
- place campus work within the context of a student's career development
- improve retention by increasing student satisfaction at Loyola

## **Administrative Office Responsibilities**

### **Human Resources**

The functions of Student Employment in the human resources department are as follows:

1. Partner with the office of financial aid to post notices of available positions.
2. Process applications of eligible students seeking employment.
3. Refer students to hiring departments based on skills as related by the students in their applications and according to department requirements.

4. Process University required employment forms submitted by student employees and hiring departments.
5. Provide information relative to student employment to students and University personnel as requested.
6. Complete and keep on file Employment Eligibility Verification (I-9) forms and age verification as applicable.
7. Assist departments and students in resolving employment problems.

### **Office of Financial Aid**

The functions of the office of financial aid are as follows:

1. Process applications of students seeking financial aid to determine eligibility and amount of award, if any.
2. Refer students who are recipients of work-study awards to departments with an allocation for a student employment position.
3. Monitor work-study earnings by generating earnings verification reports periodically throughout the academic year.
4. Refer students seeking on-campus employment, who are not eligible for work study, to the human resources department.
5. Provide information relative to work-study employment and other financial assistance programs to students and University personnel as requested.
6. Notify the student and/or employing department of any changes in work-study earning potential.

### **Payroll Office**

The payroll office is responsible for the preparation of payroll checks based on the information submitted on the employee's timesheet. Student employees are paid on a bi-weekly basis. Regular timesheets (submitted to payroll) must be submitted within the deadline specified on the pay schedule chart: (<http://www.loyola.edu/departments/financialservices/payroll/schedules/student>). Pay advices and checks will be distributed to the student's mailstop each payday.

Students should be aware that the convenience of automatic direct deposit is available and strongly encouraged involving most banks and financial institutions nationwide. The necessary form is available at 5000 York Road in the payroll or human resources offices.

Any discrepancies in a student's paycheck should be reported immediately to his or her supervisor; problems should be resolved as soon as possible.

## **Employment & Compensation Procedures**

### **Student Employment Paperwork Policy**

Effective fall 2010, all undergraduate students who wish to be employed at Loyola University must hand deliver their completed employment paperwork to a human resources representative prior to starting work.

The HR representative will:

- 1) verify the student's status as a direct hire, work study or graduate assistant,
- 2) validate that all forms are completed properly
- 3) advise of the student's first pay date based on published payroll deadlines
- 4) Provide a receipt to the student indicating that are eligible to work.

If the student does not have all the required paperwork or the paperwork is not completed properly, HR will assist as they are able. However it will be the responsibility of the student to obtain all the necessary documentation. Partial packets of employment paperwork will not be accepted by HR. In addition, faxed or mailed undergraduate student employment paperwork sent to HR from the student or supervisor will not be accepted.

HR representatives will be available in the office of human resources during business hours. HR representatives will also be available to accept paperwork at publicized dates, times and locations on campus. The representatives will be available on request for department-organized new student employment orientations.

To ensure that supervisors know their student is eligible to work, the student may provide the supervisor with the receipt provided by HR. In addition, a team site is available to all staff and administrators enabling them to access a listing of students who have completed their paperwork and are eligible to work.

Below is a list of the required student employment paperwork. All forms are available on the HR website under "Forms." This [Student Employment Paperwork Chart](#) will assist students in understanding paperwork requirements.

- 1) Student Employment Agreement
  - to be completed with supervisor and requires supervisor signature
- 2) I-9 Employment Eligibility form
  - Please go to <http://www.newi9.com/> to complete section 1 of the electronic Form I-9. Loyola's employer code for this link is 14129. Employment verification must be completed within the first three days of employment. Please bring the required original documents to Human Resources for verification.
- 3) MW507 Maryland Tax Form
  - to be completed by Maryland and non-Maryland residents
  - may be changed at any time with subsequent forms being sent directly to the payroll department
- 4) W-4 Federal Tax Form
  - may be changed at any time with subsequent forms being sent directly to the payroll department
- 5) Confidentiality Agreement

## 6) Direct Deposit Form (optional)

- may be submitted directly to the payroll department at a later date

### **Job Duties/Compensation**

All students must be paid according to job categories and wages regardless of the source of funds from which they are paid so the University will be in compliance with Federal regulations requiring equal pay for equal work. In addition:

1. The wage ranges provided are established with minimum rates and any rate paid should fall within the range of a particular grade.
2. An individual who possesses the minimum skills necessary to perform a particular job may be hired at the minimum rate.

Changes to pay, status or position must be reviewed and pre-approved by the HR Partner of the Director of Employee Engagement.

### **Student Pay Scales and Job Classifications**

Three pay scale levels are associated with student job classifications. These pay scales are based on the individual skill levels and qualifications that are required for the position. A general description of the pay scale levels is as follows:

#### **Pay Scale Level 1 (\$10.10)**

Little to moderate experience, technical knowledge, or previous training necessary (i.e., typist, data entry, word processor, etc.). Special instruction may be necessary for some aspects of these positions. Students must possess the ability to learn new tasks and work independently. Student is well supervised or works with limited supervision.

#### **Pay Scale Level 2 (\$10.80)**

Moderate to substantial training or experience necessary. Independent judgment and high mental activity and/or manual dexterity are required for these positions. Must possess special skills with a high level of competence and/or have advanced technical knowledge and experience. These positions require independent judgment and decision-making ability with little or no direct supervision. May involve supervision and training of others.

#### **Pay Scale Level 3 (\$11.50)**

In addition to duties and/or responsibilities associated with Pay Scale Level 2, these positions require an individual who possesses special skills and advanced technical experience. Student would be involved in decision making on an administrative level; conducting analysis; and determining strategy. May involve overseeing special projects.

### **Ensuring Correct Departmental Charges under the Student Employment Program**

Employers who hire students must designate clearly in the documentation whether a student is work-study eligible (FWS) or non-work-study eligible by using the appropriate GL pay type –5003500 for FWS students, and –5003501 for non-work-study students. The total amounts must not exceed the total allocated student employment budget for your department. If it is anticipated that the earnings will exceed the budgeted amount, the resulting action will generate a 100 percent charge to the employing department.

**Monitoring FWS Student Earnings**

Both the student and the employer are responsible for monitoring the student employee’s earnings. Questions regarding interpretation of student earnings data should be directed to the financial aid staff, not the payroll department. However, problems associated with paychecks or the number of reported work hours should be handled by payroll.

In academic year 18-19, hourly pay rates for student employees will vary between \$10.10 and \$11.50 per hour (see chart below).

Academic Year Work-Study Earnings Schedule Approximate Working Hours per Week (*Based on Average of 26 work weeks\**)

<b>FWS Award (across)</b>	\$3,800
<b>Hourly wage (down)</b>	
\$10.10	14.5
\$10.80	13.5
\$11.50	13.7

- *Divide the award by the number of weeks by the hourly rate to figure how many hours a week a student must work to maximize their award.*

**Reaching the FWS Allocation**

Pending further arrangements, FWS students who reach their maximum award limit of \$3,800 must stop working immediately. However, if the employer wishes to continue employing the student, he/she may do so, while assuming 100% of the payroll charges.

**Dual Appointments – Simultaneous FWS Jobs**

FWS award recipients may hold more than one FWS position provided that the combined assignment does not exceed the allocation amount of \$3,800 for the year. If either employer wishes to continue employing the student, he/she may do so with approval from the office of financial aid, and assume 100% of the payroll charges.

If the student holds two work study appointments the total hours worked in both positions are limited to 15 hours per week.



## **Combination FWS and Non-Work Study jobs**

FWS award recipients may hold two positions (one FWS position and one non work study position) provided that the total amount of earnings for the year does not exceed \$3,800. If either employer wishes to continue employing the student, he/she may do so with approval from the office of financial aid, and assume 100% of the payroll charges.

If the student holds multiple appointments then the total hours worked in both positions are limited to 15 hours per week.

## **Student Employee Performance Evaluation**

We encourage you to complete the Student Employee Performance Evaluation form with the student/s that you supervise. The purpose of this evaluation is to provide students with feedback they can use to further develop and enhance their skills and abilities.

The Student Employee Performance Evaluation form is available on the Human Resources website at:

<https://www.loyola.edu/department/hr/forms>

For questions about the student employee evaluation, please contact your HR Generalist at x1370.

## **Additional Student Employment Policies**

### **Employment of International Students**

International students may be employed on campus during the academic year for no more than a total of 15 hours per week. They may, however, work more than 15 hours per week during the summer semester and when school is not in regular session. Verification of status and approval to work rests with the Assistant Director/ International Student Advisor in the international programs office.

### **Nepotism**

No relative of a work-study or non-work-study student employee may serve as the immediate supervisor for that student employee.