



# Student Employment Handbook

For Student Employees  
Maverick Student Employment and Human Resources  
University of Nebraska at Omaha

## Table of Contents

<b>Letter</b>	<b>2</b>
<b>Student Rights and Responsibilities</b>	<b>3</b>
<b>Description of Work Programs and Eligibility</b>	<b>3-5</b>
Federal Work Study Students	4
Graduate Assistantships	5
<b>Finding and Applying for a Job</b>	<b>5</b>
<b>Student Employment Guidelines</b>	<b>5-6</b>
Hours and Schedules	5
Multiple Appointments	5-6
Academic Requirements	6
<b>Safety</b>	<b>6</b>
Worker's Compensation	6
<b>Time Keeping and Payroll</b>	<b>6-7</b>
Wages	6
Taxes and Earnings Reports	6-7
<b>Performance Management</b>	<b>7</b>
Performance Evaluation	7
Corrective Action	7
<b>Grievance and Complaints</b>	<b>7-8</b>
Ombudsperson	8
<b>Policy Review</b>	<b>8-9</b>
Confidentiality	8
Discrimination and Sexual Harassment	8-9
Drug Free Workplace	9
Political Activity	9
University Policies	9
<b>Reporting Incidents and Concerns</b>	<b>9</b>
<b>Resignation</b>	<b>9</b>
<b>Maverick Student Employment Awards</b>	<b>9</b>
<b>Special Considerations for International Students</b>	<b>10</b>
<b>Locations and Phone Numbers</b>	<b>10</b>



Dear Student Employees,

The University of Nebraska at Omaha would like to take time to welcome you as a student employee on-campus. Student Employees at all levels are an irreplaceable part of our workforce and fill important duties in many departments across the University.

It is our sincere hope that employment at UNO will enhance your education and your overall student experience. You will have opportunities to gain valuable work skills, relative experience, and build relationships with coworkers, supervisors, and fellow students.

In this handbook, you'll find important information about your employment at UNO. We will explain your rights and responsibilities as a student employee, policies and procedures that apply to you, and eligibility requirements for student employment.

If you need any assistance over the course of your student employment, we hope you will reach out to your supervisor, Maverick Student Employment, the Academic and Career Development Center, or Human Resources for guidance.

Garrett Gassman, M.S., SHRM-CP (he, him)  
Student Employment Specialist  
Maverick Student Employment  
Academic and Career Development Center

## Student Rights and Responsibilities

As a Student Employee at UNO, you enjoy the following rights of employment:

- You have the right to a working environment free from [harassment and discrimination](#).
- You have the right to be paid for the hours you have worked.
- You have the right to a work schedule that allows you to prioritize your education.
- You have the right to expect confidentiality of your work and academic records.
- You have the right to report concerns without fear of retaliation.
- You have the right to a safe working environment.
- You have the right to receive appropriate and necessary training on your job duties.
- You have the right to pursue grievance procedures and seek assistance in conflict resolution.
- You have the right to a 15-minute break period for every 4 hours of continuous work.

In addition to the above rights, you will be held accountable for the following responsibilities.

- You are expected to arrive at work on time. Work with your supervisor to determine what timeliness looks like for your specific position.
- If you cannot report (sick, emergency) for work you are expected to notify your supervisor as soon as possible.
- You are expected to perform work to your department's expectations while on the clock. You may not study or attend to personal business during working time. Office supplies and equipment (printers, fax, etc.) are to be used for office business only.
- You are expected to fulfill your work obligations, working to the end of the semester, and possibly through breaks and academic vacation periods, as arranged by your supervisor.
- If you choose to terminate your employment, you are expected to give a two-week advanced notice.
- You are expected to adhere to any confidentiality required by your department.
- You are expected to follow the directives of your manager and abide by general office rules, as well as any applicable policies or procedural expectations outlined by your department.
- Visitors are not permitted during work hours. You are responsible for advising potential visitors of this restriction.
- You are expected to adhere to the dress code outlined by your department.

## Description of Work Programs and Eligibility

Student Employees may refer to Student Workers, Federal Work Study recipients, Graduate Assistants, Graduate Student Workers, or individuals who work for the university, but whose primary role is that of a student. All student employees of the University are considered temporary, part-time workers. They are not eligible for university benefits (health insurance, disability, life insurance, etc.) but they are covered by worker's compensation insurance.

To be eligible for student employment, an individual must be registered for at least one credit hour at the University of Nebraska System (UNO, UNL, UNK, UNMC). Their position cannot replace a regular staff appointment, and the position must fall under one of the approved student employment categories. Student employees may begin employment as early as the summer prior to their first semester if they are already admitted for the fall semester.

Some students may hold a temporary, on call or part-time position that is not classified as a student position, however, a student may not hold a student position and a regular office/service, managerial/professional or academic/administrative appointment simultaneously, due to tax, accrual, and benefit issues.

Students who have graduated as student employees may continue to work until the end of the pay period in which they have graduated. For payroll schedules please see <https://www.unomaha.edu/human-resources/payroll-records-hris/payroll.php>.

All student employees are considered “Student Workers”; however some student employees qualify for programs that assist with tuition costs.

### **Federal Work Study Students**

The University of Nebraska at Omaha participates in the Federal Work-Study Program which allows awarded students to receive financial assistance in the form of hourly wages in exchange for work.

Students who accept their offer of Federal Work-Study are not guaranteed a job. Rather, they are provided job opportunities, allowing them to earn money to help pay educational expenses. A FWS student will normally work no more than 20 hours per week during an academic session.

To apply for FWS, you will need to:

1. Typically enroll or intend to enroll for at least 6 credit hours per term (fall, spring, summer). However, students who enroll in at least 1 credit hour are considered eligible.
2. Have a current Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid Office.
3. Maintain the standards of satisfactory academic progress as defined by the Financial Aid Office.
4. Meet all other general eligibility requirements for Title IV federal financial assistance.
5. You can access your e-FAN (electronic Financial Aid Notification/Award Letter) via your MavLINK page and should print and present this to the employer at the time of the interview if you have been awarded FWS funds.

During each award period, your Notification/Award Letter will inform you and the department of your earnings limit. The earnings limit is the maximum amount of FWS wages you may earn during the award period, based on your financial need. Once your earnings have reached this limit, your FWS appointment must be terminated immediately. You may be allowed to continue as a Student Employee if the department is able to provide such employment. Since the FWS Program is designed to provide you with an ongoing source of financial assistance, you and your supervisor should work together to ensure that the number of hours per week allow you to reach the earnings limit very near the end of the award period.

If you are eligible, you may also be employed under the FWS Program during the summer. To participate in the Summer FWS Program, typically you must be enrolled for at least 6 credit hours during any Summer Session. However, students who enroll in at least 1 credit hour are considered eligible.

For further information, contact the Financial Aid Office at 402-554-2327.

### Graduate Assistantships

Graduate Assistantships are special awards for students who have demonstrated high academic performance and potential at the graduate level. GA's are limited to 20 hours of work per week and may be responsible for teaching classes, supervising undergraduate labs, grading undergraduate students, or assisting in research. In return, GA's receive tuition remission and a monthly stipend and are eligible for health insurance. To learn more about graduate assistantships, visit <https://www.unomaha.edu/graduate-studies/financing-your-degree/assistantships.php>.

### Finding and Applying for a Job

When you're ready to start looking for a job, you'll find the list of openings on Handshake. Make sure you sign up for Handshake with the Academic and Career Development Center. When you click the "apply externally" button in a position description link, you'll be redirected to the University applicant tracking system. Apply for everything that you are interested in and for which you feel qualified.

When you fill out your application, make sure you fill it out completely. Don't leave spaces blank or enter "see résumé". This is the information each hiring manager will use to decide who to hire. If you need to brush up your résumé and cover letter or practice your interviewing skills, the Academic and Career Development Center has resources that can't be beat. Get more information here: <https://www.unomaha.edu/student-life/achievement/academic-and-career-development-center/index.php>.

Once you are offered employment, you'll be scheduled for a start date and onboarding. During onboarding, you will be asked to complete tax forms (W-4), University forms including a personal data form, direct deposit form, confidentiality statements, and form I-9. Form I-9 is a federal employment requirement to verify eligibility for employment in the United States. No one can be added to the University payroll until these forms are completed. A representative from your department will assist you with these forms. At this point, if you've applied for multiple positions, please withdraw your application, so that other students can be considered.

### Student Employment Guidelines

#### Hours and Schedules

Because the University is committed to ensuring the academic success of students, all student employees are limited to working 20 hours per week while classes are in session. During official break periods (vacations and winter and summer semester breaks), student employees may work up to 40 hours per week if the department budget can sustain the hours. With agreement of the supervisor, your schedule can also be adjusted during break hours.

Human Resources will monitor your hours worked and notify your department if the work limits have been violated.

#### Multiple Assignments

You can hold student employee positions with more than one department if you wish. Keep in mind your 20-hour work limit though. The total number of hours worked between all employing departments cannot exceed 20 hours a week during class sessions (or 40 during breaks). Make sure each supervisor is aware of your other positions and is willing to work with you on scheduling.

Due to tax laws, wage and hour laws, and benefits regulations, you cannot hold a regular full- or part-time staff position and a student worker position at the same time.

### **Academic Requirements**

Students employed as Federal Work-Study (FWS) students will be required to maintain satisfactory academic progress while receiving FWS assistance. Failure to maintain satisfactory academic progress will result in termination from the FWS program until such time as reinstatement as an eligible aid recipient is obtained. The grades of FWS students will be examined each semester by the Office of Financial Support and Scholarships to ensure compliance with satisfactory academic progress. Departments and students will be notified if students are not meeting this requirement. For further information contact the Office of Financial Support and Scholarships.

### **Safety**

Potentially unsafe or hazardous working conditions should be reported to your supervisor. Environmental Health and Safety (EHS) provides the campus community with policies to help ensure a safe working and learning environment. The policies are established to protect personnel, university property, and the environment. Chemical use and disposal practices have been set to comply with environmental regulations and encourage prudent methods to safely handle hazardous materials. These policies can be found on the UNO website under Environmental Health and Safety. EHS can be contacted at 402-554-3596 if there are any questions related to safety or proper chemical disposal.

### **Worker's Compensation**

If injured on the job, you must notify your supervisor and report immediately to Student Health Services. If the injury is serious, the student should report to the nearest facility where emergency treatment is available. The physician and/or hospital providing treatment should be informed that it is a work-related injury. Medical costs for work-related injuries are assumed by the University. A Supervisor's Report of Employee Injury must be completed and signed by your supervisor. This form must be sent to Human Resources within 24 hours following injury.

In accordance with Nebraska Law, Student Employees injured on the job are covered under Worker's Compensation. You may call Human Resources regarding questions concerning these procedures and/or laws.

### **Time Keeping and Payroll**

#### **Wages**

It will be your responsibility to ensure that your time sheets are accurate and submitted on time to your supervisor. Your supervisor will work with you during your orientation to cover time keeping and payroll procedures. Pay scales may vary from year to year based on federal, state and University policy decisions. No employee of the University may be paid below minimum wage. Pay stub notices can be found on Firefly ([firefly.nebraska.edu](http://firefly.nebraska.edu)) in the Employee Self Service section. Pay checks are automatically direct deposited into your personal checking or savings account.

#### **Taxes and Earnings Reports**

The University is required to send you a form W-2 statement of earnings each year by January 31<sup>st</sup>. This form will include the total amount you earned in the previous calendar year. If for some reason you do not receive a form W-2, please contact the Payroll Office in Human Resources.

Student Employees are exempt from Social Security Taxes. They must meet all eligibility requirements for participation in the Student Worker program. To keep this exemption during summer months, students must be enrolled in the appropriate number of hours over the course of all summer sessions.

## Performance Management

### Performance Evaluations

For student employees, performance evaluation is a continuous process. You will receive feedback from your supervisor throughout your working time. Your supervisor is also encouraged to engage in a formal performance evaluation with you. During this process your supervisor will discuss your performance with you, including completion of an evaluation form. You will receive a copy of this, and a copy will be retained in your file within the department. It is important to note that this evaluation process may look different from one student worker position to the other depending on the process and capacities in each specific department.

### Corrective Action

In every job, procedures and policies will be established, and a bar of acceptable performance will be set. When those expectations are not met, student employees may be addressed through a disciplinary action process. Typically, these issues should be addressed as soon as possible, but at times, a supervisor may need to consult with their own manager, Maverick Student Employment, or with Human Resources. This background information is provided to help you understand the disciplinary process, should you ever encounter it. All steps of this process should be documented in writing.

- **Step 1: Verbal Warning**  
Upon demonstration of unsatisfactory performance or attendance, your supervisor should immediately warn you of this fact and allow a reasonable time for you to improve on the situation. Your supervisor will work with you to ensure you have the resources you need to take steps toward improvement.
- **Step 2: Written Warning**  
Continued unsatisfactory performance or attendance may result in a written warning. The areas of concern will be documented, along with clear instructions on how to improve and a time period in which to make those improvements.
- **Step 3: Termination**  
If work performance/attendance do not improve during the outlined time period, termination of employment may be appropriate. Termination may also be appropriate in times of egregious behavior or performance (grossly poor performance, violence, falsification of records, theft, etc.).

## Grievance and Complaints

Any employment incident or situation which might be cause for a grievance, or any discovery of previous cause for grievance, should first be discussed with your supervisor. Concerns based on illegal discrimination should be reported to the Assistant Vice Chancellor for Human Resources. Concerns based on sexual harassment should be taken to the Title IX Coordinator

While most difficulties can be resolved through discussion among the parties involved, student employees have the following resources available to help resolve work-related conflicts. If the concerns are not based on illegal discrimination or sexual harassment, advice should be sought from the following offices in the order listed.

1. Student employees may discuss grievances with an [Ombudsperson](#).

2. If the conflict cannot be resolved, the appropriate Dean, Director, or Department Head may be contacted.
3. Excluding a performance evaluation rating or salary increase, a student employee may, if a satisfactory resolution cannot be reached, contact the Student Employment Specialist. The Specialist will work with the student and supervisor to resolve the conflict.
4. In cases in which negotiation is not successful, the Specialist will review all information and render a decision. The Specialist's decision will be final.

**Ombudsperson**

An [Ombudsperson](#) acts as a mediator when your supervisor has not been able to resolve your grievance. Currently UNO has three long-term, full-time employees who serve as Ombudspersons. For further information regarding the Ombuds program, please contact Human Resources.

**Policy Review****Confidentiality**

In the course of your duties, you may have access to confidential information. Employees are obligated to keep the information confidential and use it only for work related purposes. This information may include personnel numbers, non-published phone numbers, confidential departmental information, private information about fellow students and other sensitive data.

**Discrimination/Sexual Harassment**

The University of Nebraska at Omaha is committed to maintaining an environment for all students, faculty, staff, and visitors that is fair and responsible – an environment which is based on one's ability and performance. To that end, it is the policy of the University of Nebraska at Omaha that any form of discrimination because of race, color, age, disability, religion, sex (including sexual harassment), national origin, marital status, Vietnam-era status, political affiliation, sexual orientation, or any unlawful reason shall not be tolerated. In keeping with this commitment, the University also will not tolerate discrimination prohibited under this policy against students, faculty, staff, and visitors by anyone acting on behalf of the University of Nebraska at Omaha.

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment or academic standing, (2) submission to or rejection of the conduct is used as the basis for an employment or academic decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working/academic environment.

All University of Nebraska at Omaha employees and students are responsible for helping to assure that the University avoids discrimination prohibited under its policy statement. If anyone thinks they have experienced or witnessed such prohibited discrimination, they should immediately notify the Assistant Vice Chancellor for Human Resources. Anyone who believes they have experienced or witnessed sexual harassment should immediately notify the Title IX Coordinator. The University of Nebraska at Omaha forbids retaliation against anyone who, in good faith, has reported prohibited discrimination. However, accusations of prohibited discrimination are of utmost seriousness and should never be made casually and without cause. This policy shall not be used to bring frivolous or malicious charges against administrators, faculty, staff, students, or visitors.

The University of Nebraska at Omaha's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the University of Nebraska at Omaha will keep complaints and the terms of their resolution confidential. If an investigation confirms that prohibited discrimination has occurred, the University of

Nebraska at Omaha will take corrective action, including such discipline up to and including termination of employment or academic suspension as is appropriate.

### **Drug Free Workplace**

The University of Nebraska at Omaha recognizes and affirms its responsibility and commitment to maintain a drug-free workplace. In accordance with this responsibility, the University prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances on University property. The term “controlled substance” refers to a controlled substance as defined in schedule I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812).

### **Political Activity**

Like all citizens, student employees at UNO are free to speak out on public issues or other matters of concern; however, employees should refrain from speaking out on these issues during their work hours.

### **University Policies**

The policies mentioned above are only the tip of the iceberg. As a student employee of the University, it is your responsibility to review and adhere to all campus policies. They can be found here:

<https://www.unomaha.edu/campus-policies/index.php>.

## Reporting Incidents and Concerns

UNO is committed to providing a safe, secure, and ethical campus environment. UNO relies on you to speak up if you believe you have observed unethical, illegal, or suspicious behavior.

Initial reports should be made to your supervisor. They can address the issues or help you find the right person to address the issues. If your concern is regarding your supervisor, or if you are uncomfortable reporting your concern to your supervisor, you may visit this site: <https://www.unomaha.edu/report-a-concern/index.php>. There, you will be able to make a confidential report via secure software system.

Please be assured that the University does not tolerate or condone retaliation towards individuals making a report of concern in good faith. All efforts to be discreet will be made during the investigation. Please note that we are not able to report back to the concerned party as to the outcome of any investigation.

## Resignation

A student employee who is hired may voluntarily leave employment upon proper notice, usually two weeks’ notice. Some departments will require more notice. Talk to your supervisor if work commitments are causing a conflict. Your supervisor may be able to assist you in finding an alternative to leaving your job.

## Maverick Student Employment Awards

Maverick Student Employment seeks nominations each year for the Maverick Student Employment. The Maverick Student Employment Steering Committee select the yearly winners from among nominees. For more information on the awards, visit the [National Student Employment Week & Recognition](#) website.

## Special Considerations for International Students

International students must maintain lawful F-1 or J-1 status to be eligible for employment. Generally, that requires students to maintain 12-credit-hour minimum enrollment as an undergraduate, and 9-credit-hour minimum enrollment as a graduate student, each semester employed. International students who are enrolled in fewer credit hours must demonstrate eligibility, pursuant to certain exceptions provided for in F-1 and J-1 regulations, by presenting acceptable proof (provided by the Office of International Student Services) to the Office of Human Resources that they continue to maintain proper F-1 or J-1 status. In addition to maintaining lawful F-1 or J-1 status, international students will be subject to the same eligibility requirements for student employment as resident students.

International students must come to the HR department to complete their I-9.

International students must apply for a Social Security number and provide a receipt of such application before they can be placed on university payroll. Omaha's Social Security Card offices are located at the Old Mill Centre, 604 N. 109th Court Omaha, NE 68154. Phone: 402-496-3520 or 1-800-772-1213. For more information visit their website at <http://www.ssa.gov>.

## Locations and Phone Numbers for Student Employment

Office	Location	Phone Number
Human Resources	Eppley Admin Building Room 205	402-554-3668
Student Employment Specialist	Milo Bail Student Center Office MBSC 113E	402-554-6125
Graduate Studies	Eppley Admin Building Room 203	402-554-2341
Financial Support and Scholarships	Eppley Admin Building Room 103	402-554-2327
Environmental Health and Safety	Eppley Admin Building Room 211	402-554-3596
International Studies and Programs	Arts and Sciences Hall Room 241	402-554-2293
Student Health Services	H& K Building Room 102	402-554-2374