

# STUDENT EMPLOYMENT HANDBOOK

A Guide to On-Campus Employment  
For New Student Employees



## STUDENT EMPLOYMENT SERVICES

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[www.unomaha.edu/humanresources/](http://www.unomaha.edu/humanresources/)

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# **OUR MISSION**

Through our employment services, students will develop skills, refine career goals, finance education, and integrate work experience with classroom learning. We endorse UNO's overall mission by enhancing student learning and meeting departmental student employment needs.

The Office of Student Employment provides services to students, faculty, staff and people in the community regardless of sex, age, disability, sexual orientation, ethnicity, nationality, race or creed.

# STUDENT EMPLOYMENT HANDBOOK

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# Introduction to Student Employment

## A Letter to You

The Student Employment Services office introduces students to employment, promotes on-campus career-related experience, offers assistance in creating effective applications and is available to any student on campus who has an interest in or a problem with student employment on campus.

As a student at UNO, you are probably working to help pay for your college experience. As a student employee of the university, you will gain valuable work skills applicable to your future work endeavors. Applying for and getting a job on campus teaches you how to learn to select a career, how to interview successfully for a job, and how to behave in a real work setting.

The purpose of this booklet is to inform you of the hiring procedures and guidelines that should be followed while employed as a student at the University of Nebraska at Omaha. It is also intended to aid you in maintaining a satisfying working relationship with your supervisors and co-workers.

The policies and procedures of on-campus student employment are guidelines only and subject to change. Any updates or modifications to program policies will be distributed by the Student Employment Services office. The employer manual is available for reference on-line at <http://www.unomaha.edu/humanresources/>. Furthermore, this guide represents an effort to formulate clear and reasonable guidelines covering student employment.

As in any work setting, you are expected to provide service for your pay. Employer expectations are the same as in any job environment. It is important to remember not to work too many hours with respect to your academic commitments—your objective is to complete, not compete with, your college degree. Good luck and we look forward to working with you. We would like assist you in any way we can, if you have any questions do not hesitate to contact me at [trochford@unomaha.edu](mailto:trochford@unomaha.edu) or by calling 402-554-3998. We will gladly take any suggestions to improve our program and the services we provide.



Tim Rochford  
Manager of Student Employment

## **Description of Work Programs**

Regardless of the source of funding, a student employee is a temporary, part-time worker, enrolled for one credit hour or more, whose primary purpose for being at the University is the achievement of an education. Your employment is temporary and secondary to the pursuit of a degree. Summer employment is available to students who have pre-registered or been admitted for the fall term.

Employment at the University of Nebraska at Omaha is provided under a program of financial assistance to students and will not be covered for unemployment benefits per Nebraska Revised Statute 48-604 (6)(j).

Since 1969, the University of Nebraska at Omaha has been participating in the Federal Work-Study (FWS) program. This program provides employment opportunities as determined by the Free Application for Federal Student Aid (FAFSA). FWS is offered as a part of your total financial aid package to assist you in financing your college education. Student Employment Services cannot guarantee your employment. You will compete with other FWS authorized students for position vacancies. See a Financial Aid Counselor for additional information regarding FWS.

## **Federal Work-Study Eligibility**

1. must be enrolled in at least one credit hour,
2. must have a Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid Office, and
3. must have an Award Letter from Financial Aid indicating the dollar amount of earning eligibility (this letter can be found at your MavLink page).

You will be expected to perform job related tasks when at work – *the term "work study" does not mean that you can study on the job.*

## **Student Worker**

Students who are not Work Study eligible, may apply for Student Worker positions. To apply for these positions, you need to be enrolled in at least one credit hour.

## **BENEFITS:**

Persons employed through the FWS program are exempt from social security deductions while enrolled. Worker's compensation coverage is also provided for FWS students. FWS student employees are not eligible for other employment benefits.

## **Wage Rates:**

A person shall not be compensated at less than the federal minimum wage per hour. The total amount a student may earn on FWS is referred to as their allocation. This amount is based on his or her financial need. The total amount the student earns must not exceed his or her FWS allocation.

If the student reaches his or her maximum FWS allocation or the FWS authorization end-date is reached, the student may continue employment with the employing department provided the department assumes 100 percent of the salary costs.

Federal Work Study wages are excluded from consideration in the determination of your expected family contribution for the following year's FAFSA. The exclusion is effected by including the gross amount of your FWS wages on Worksheet C of the FAFSA. Your FWS are reported as part of your AGI and income from work on the FAFSA

**Pay Period:**

Pay periods will begin on Friday and end two weeks later on Thursday. Pay will be issued two weeks later on Thursday. If Thursday (payday) is a holiday, paychecks will be issued on the closest preceding work day.

**Timesheets:**

Students must keep a daily record of hours worked during employment

**Satisfactory Academic Progress**

**Federal Work-Study**

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 Financial Aid Office 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 Financial Aid Office at 402-554-2327

**Enrollment Requirements:**

Minimum enrollment requirements pertain to credit hours at the University of Nebraska. Failure to maintain enrollment requirements will result in termination of your student worker employment. The employing department shares responsibility for monitoring the student's compliance with enrollment requirements and must terminate employment at the end of the payroll period in which it becomes known enrollment has not been maintained.

**Eligibility Requirements - Academic Year:**

1. Maintain minimum enrollment of 1 credit hour during each academic term of their employment.
2. International students must maintain lawful F-1 or J-1 status in order to be eligible for employment. Generally, that requires undergraduate 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.

## **Eligibility Requirements - Summer:**

1. Admitted to the University as a first semester freshman or graduate student, or
2. Have maintained enrollment in a minimum of 1 credit hours during the preceding spring semester and have reasonable expectation of re-enrolling in the Fall. Work-study students, however, must be enrolled in at least 1 credit hour during the summer sessions.

## **Employment Eligibility Verification:**

All offers of employment must include notification that employment is subject to proof-of-employment eligibility as required by the Immigration Reform and Control Act of 1986. No person may be added to the payroll until an I-9 form and release consent form have been completed.

## **Finding a Job**

1. Jobs fill quickly, so we recommend that you start your search early. For example, if you are looking for jobs for the fall semester, begin looking in mid-summer.
2. Go to the Student Employment website, Handshake: <https://www.unomaha.edu/student-life/achievement/academic-and-career-development-center/career-development/handshake.php> to search for available jobs. A weekly job list is also posted in the Student Job Board, 1st floor in the Epley Administration Building, across from Cashiering & Student Accounts.
3. Fill out an online application and submit it for the positions that interest you. Make your application look professional as there may be many applicants for each position. Consider applying for several jobs. On-campus listings are divided into three categories: Graduate Assistantship, Federal Work-Study Student Worker (eligibility for financial assistance has been determined), and Student Worker (no financial aid eligibility requirement).
4. Check back with the department after a few days to let them know you are still interested. Check the website every few days for new openings.
5. Talk with departments that you are interested in working for to learn about future employment opportunities.

## **Interviewing Tips**

When preparing for an interview, there are steps that you can take to enhance your probabilities for a successful interview.

- Research the department or organization with whom you are interviewing.
- Dress and grooming are very important. Conservative clothing and hairstyles are appropriate for both men and women. Present a professional image.
- Arrive slightly early for an interview. Check in with the receptionist/secretary when you enter the office.

- Prepare for potential interview questions and be prepared to ask your own questions.
- Follow up by sending a genuine “thank you” note within 24-48 hours after the interview.

### **Once Hired**

When you are hired, several forms are completed by the department. Appropriate employment authorization is required before you can begin working. For initial new hires, departments must forward the following paperwork to Student Employment Services:

- Personnel Action Form (PAF)
- Personal Data Form (PDF)
- W-4 Form
- 1-9 Federal Form
- Direct Deposit Agreement
- Copy of Financial Aid award letter (e-FAN) – for Federal Work Study (FWS)
- Work Study Information Form (WIF) – for FWS

### **Health Limitations**

It is unlawful for a prospective employer to use physical handicaps or health limitations which are not job related for pre-employment screening.



## **On The Job**

Your student employment is not designed to be your sole source of financial support, nor is it intended as permanent part-time employment. If you must be entirely self-supporting, you should discuss with your academic advisor and with a counselor in the Financial Aid Office (EAB 103) possible ways of meeting both your degree requirements and your financial needs.

There are unique circumstances related to each student's job that cannot be outlined in a general policy manual. Therefore, at the date of hire, it is the responsibility of the employing department to ensure that you understand all the conditions of employment. These conditions should include the duties of your job, starting pay rate, work hours, rights, responsibilities, and any additional departmental personnel policies.

As a student worker/FWS you are employed under "an hour's work for an hour's pay" arrangement. You are not paid vacation, holiday, jury duty, or sick pay, nor are you eligible for leaves of absence. If you work any four (4) hours continuously, you may be given a paid, fifteen-minute rest period; if you work any six (6) hours continuously, you are entitled to an unpaid lunch period of at least one half-hour. You are expected to be at your job when scheduled, and to inform your employer in advance when, because of illness, vacation, jury duty, unusual coursework demand, or other reasons, you will be absent from your job during scheduled working hours. Changes in work schedules must be arranged with your supervisor.

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. 109<sup>th</sup> Court Omaha, NE 68154. Phone: 402-496-3520 or 1-800-772-1213. For more information visit their web-site at <http://www.ssa.gov>

As an employee of a department, you represent that department and the University to other students, and to callers and visitors to the University. You are expected to maintain behavior appropriate of all University employees.

## **Pay Scales and Schedules**

Pay scales may vary from year to year based upon federal, state, and University policy decisions. Current pay scales may be viewed at <http://www.unomaha.edu/humanresources/> in the *Student Employment Supervisor's Manual*. Payroll schedules are available at this same web address. Pay advices (pay stubs) can be viewed at Firefly - Employee Self-Service (<http://firefly.nebraska.edu>), provided your hiring paperwork has been submitted by your Supervisor by the dates required. Your pay is automatically deposited directly into your personal checking or savings account(s).

## **Job Classifications**

Job Classifications showing a grade level, minimum wage for that level, and job description have been developed by Student Employment Services for student worker jobs.

All student workers/FWS will be advised by the supervisor in writing as to specific instructions regarding procedures and student eligibility criteria for merit and ability increases. An evaluation will be required as part of the merit and ability increase procedure.

### **Student Responsibilities**

As a student employee within a department, you are a valued component of that office's organization and are expected to perform accordingly. A periodic evaluation of your job performance may be completed based upon the following basic guidelines:

- You are expected to arrive on time. If you cannot report for work or need to alter your work schedule, notify your supervisor as soon as possible.
- You are an employee of the University – that means you provide work while on the job. You are not allowed to study on the job.
- At the time of hiring, you should see to it that your department forwards all hiring materials to the appropriate office not more than three days after your first day on the job. Failure to do so may delay your pay.
- Visitors are not encouraged to stop by and chat during work hours. You are responsible for advising friends of this restriction.
- Personal business, typing, doing term papers, surfing the web, etc., is not permitted on University time. Office supplies are to be used for official business only and duplicating for other than departmental use is not allowed.
- You may be given a fifteen (15) minute break for every continuous four hour work period.
- You are expected to fulfill your work obligations, working to the end of a semester and possibly through breaks and vacation periods.
- You may terminate employment by giving at least two week's advance notice. In emergency situations, this notice is negotiable with the supervisor.

### **Maximum Hours of Work**

Student Employment Services views your primary purpose as the pursuit of an education and therefore, on-campus employment should not interfere with your educational goals.

As a student worker, you are usually awarded 20 hours of work per week while classes are in session. "Classes in session" includes the week of final examinations.

International students under F-1 or J-1 visas may work a maximum of 20 hours per week according to U. S. Citizenship and Immigration Services regulations. Exceeding these limits will put the student's visa status at risk. During breaks & holidays, international students may work full-time even if they are not enrolled, as long as there is a clear intention and the real possibility to enroll for the next term.

Whether you are a FWS student, international student, or a student worker, you may work up to 40 hours per week during scheduled school breaks, if the employer has a sufficient budget, but should not exceed 40 hours per week during official university break periods. With your

employer's agreement, you may also revise your work schedule during weeks that include holidays, in order that you may work your usual number of hours during these weeks.

Student Employment Services will monitor hours worked and notify the employing department(s) of any violation. If a student has more than one student employee appointment, the total scheduled hours per week must not exceed the limit of all appointments combined.

### **Multiple Assignments**

You may work in more than one student employment position; however, in no case should your total hours exceed the normal recommended limit of 20 hours per week while classes are in session, or 40 hours per week during scheduled school breaks. When interviewing for a second job on campus, make sure to tell the hiring manager about your other position so that they know how many hours they can schedule you for.

### **Reporting Hours Worked**

It is your responsibility to ensure that your immediate supervisor has received and submitted an accurate signed report of your hours worked by the established deadline in order that no unnecessary delay occurs in your receiving your pay. As part of your orientation, your supervisor will provide you with a description of departmental payroll procedures.

### **Statement of Earnings - Form W-2**

UNO is required to send each employee a Form W-2, Statement of Earnings, by January 31st. This form includes the total amount you earned in the previous calendar year. See Payroll (EAB 205) if you do not receive your W-2.

### **Social Security Tax (FICA)**

Students who are employed by the University, at which they are enrolled and regularly attend classes, are exempt from Social Security taxes. They must be enrolled in at least 6 credit hours (undergraduate) or at least 4 credit hours (graduate) per semester for the fall and spring terms. The same credit hour requirements hold true for the summer for exclusion from Social Security taxes. The number of enrolled hours in the summer is a combination of all of the hours enrolled for all of the summer sessions.

### **Student Rights**

Students should also expect to be granted certain rights when performing their jobs:

- You should be treated with the same respect and dignity as all fulltime employees.
- Flexibility due to class schedules and other factors may be provided by your Supervisor.
- You are a temporary, part-time employee who is not eligible for University benefits. However, it should be noted that you are covered by Worker's Compensation.
- You may be promoted to a position in a higher grade level and may be awarded wage increases by your Supervisor.
- Your Supervisor should be available for assistance when the need arises.

## **Discrimination and 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. This statement is in keeping with federal employment and education opportunity guidelines.

## **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.

## **Promoting a Positive Work Experience**

*These tips are based on comments from your supervisors. If you follow these simple guidelines, the workplace will become an environment where strong working relationships, even friendships, can develop.*

- Communication, communication, communication is of the utmost importance.
- Take your job seriously – this is a REAL job.
- Treat others as you would want to be treated including customers, co-workers, and supervisors.
- Follow policy and procedure in everything you do.
- Accuracy is important; ask questions if you do not know how to do something or need help.
- Follow the 5P’s: Prepared, Present, Polite, Patient, and Punctual.
- Take the initiative – offer assistance.
- Stay healthy by taking good care of yourself.
- Do your best – that is all that is expected.

## **Safety**

Any potentially hazardous or unsafe working condition 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.

### **Work Related Injuries**

If injured on the job, you must notify your supervisor and report immediately to Health Services (1<sup>st</sup> floor, HPER Building, 402-554-2374). 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 workers injured on the job are covered under Worker's Compensation. You may call Human Resources at 402-554-3998 regarding questions concerning these procedures and/or laws.

### **Evaluations - Student Work Performance**

Employers are encouraged to review all student workers. An evaluation of student workers and FWS students may be completed and maintained by the employing department. Completed evaluation forms are not routinely sent to Human Resources or Student Employment Services for inclusion in the personnel file. See the Appendix for an example of a typical evaluation form.

Your performance evaluation is a continuous process. The employer is encouraged to complete an evaluation form, discuss the evaluation with you, provide you with a copy, and retain a copy of the evaluation within the department or division of the college.

The procedure requires communication between you and your supervisor. Performance evaluations provide documentation of performance deficiencies or highlight outstanding performance. They also provide a summary of information which can be used as a basis for making merit increase decisions.

### **Guidelines for Disciplinary Action**

Student workers or FWS student workers who demonstrate either unsatisfactory work performance or unsatisfactory work attendance may be warned, placed on probation, and/or dismissed. These actions should be documented in writing.

### **Warning**

Upon demonstration of unsatisfactory performance or attendance, the supervisor should immediately warn the student worker of this fact and allow a reasonable period (i.e., two weeks) for student workers to improve performance. The supervisor, at this point, should attempt to identify the probable cause of the unsatisfactory performance and to take steps toward improved communication or instruction that would enable the student worker to achieve satisfactory performance.

## **Probation**

Continued unsatisfactory performance or attendance may result in probation. The supervisor may place the student on probation for the remainder of the semester or for one additional semester with the understanding that unless the student employee's work performance and/or attendance show improvement, employment may be terminated at any point during the probationary period. Additionally, the student on probation would be ineligible for merit/ability increase during the probationary period. The Corrective Interview form found in the Appendix can be used to make a written record of the meeting.

## **Termination**

In addition to termination during probation as previously specified, a student worker may be terminated for the following reasons:

Termination is allowed for reason of budget constraints, completion of a project, or other such valid reason unrelated to job performance. All non-faculty employees are considered employees at will. Either UNO or the employee may terminate the employment relationship upon giving the proper advance notice.

Termination without warning, without probation or during a period of probation is allowed for grossly poor work performance or attendance as well as clearly improper conduct (i.e. theft, physical abuse of others, falsification of records, etc.).

## **Grievance Procedures**

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 or sexual harassment should be taken to the Assistant to the Chancellor for Equity, Access & Diversity, EAB 205, 402-554-3490.

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 Manager of Student Employment Services, EAB 205 (402-554-2465). The Manager will work with the student and supervisor to resolve the conflict.
4. In cases in which negotiation is not successful, the Manager will review all information and render a decision. The Manager'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 Ombudsperson program, please contact Human Resources at 402-554-3998.

### **Resignation**

A student employee who is hired may voluntarily leave employment upon proper notice, usually two week's 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.



### **Annual Student Employee of the Year Award**

Student Employment Services seeks nominations early each spring semester for the university “Student Employee of the Year” award. A committee of approximately five staff and faculty select the yearly winner from among nominees. The award is based on the student’s responsibility and reliability, initiative and creativity, dedication and professionalism, and uniqueness of contribution.

Students must meet the following criteria:

- Undergraduate or graduate student employed on campus (Graduate Assistants are not eligible)
- Student employed for a minimum of 6 months part-time during the academic year.

### **One Last Thought**

SES encourages student/supervisor communication. We encourage you to seek out your supervisor to help answer, resolve, or assist you with problems that occur as a student worker. All supervisors have been encouraged to be of assistance to you.

In closing, UNO Student Employment not only provides a service to students, but also encompasses several educational functions as well. It serves as a vehicle by which students may:

- Obtain insight into work and its meaning in their lives
- Test the reality of their career decisions by having "hands on" work experience

We hope we have the opportunity to extend these services to you. Please come and visit us at Eppley Administration Building 205!

**APPENDIX**

**CUMULATIVE RECORD OF HOURS WORKED  
(TO BE FILLED OUT BY FEDERAL WORK-STUDY STUDENT)**

<b>NAME:</b>		<b>id#:</b>
<b>DEPARTMENT:</b>	<b>SUPERVISOR:</b>	<b>PHONE:</b>
<b>FEDERAL WORK-STUDY AWARD:</b> \$	<b>HOURLY WAGE:</b> \$	<b>TOTAL HOURS ELIGIBILITY:</b>

**SCHEDULE OF HOURS WORKED**

Date	# HRS. WORKED	CUM. TO DATE	STUDT	SUPV	DATE	# HRS. WORKED	CUM. TO DATE	STUDT	SUPV

## STUDENT EMPLOYEE EVALUATION

Department/Position \_\_\_\_\_ Employee \_\_\_\_\_

### 1. DEPENDABILITY

---

1                    2                    3                    4                    5

### 2. QUALITY OF WORK

---

1                    2                    3                    4                    5

### 3. QUANTITY OF WORK

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1                    2                    3                    4                    5

### 4. KNOWLEDGE OF WORK

---

1                    2                    3                    4                    5

### 5. COOPERATION

---

1                    2                    3                    4                    5

### 6. ATTITUDE

---

1                    2                    3                    4                    5

### 7. OVERALL

---

1                    2                    3                    4                    5

KEY: Repeatedly Below Expectations (1) Sometimes Below Expectations (2) Meets Expectations (3) Sometimes Above Expectations (4) Repeatedly Above Expectations (5)

Additional comments/Supervisor or Department Head

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### EMPLOYEE

My signature does not necessarily indicate my agreement with the content of the evaluation.

\_\_\_\_\_  
Signature                    Date

### SUPERVISOR

\_\_\_\_\_  
Signature                    Date

\_\_\_\_\_  
Reviewing Authority                    Date

**CORRECTIVE DISCIPLINE INTERVIEW  
For Student Employee**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Challenges:

Suggestions for Improvement:

Date of Expected Improvement: \_\_\_\_\_

Outcome:

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Student Signature

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Supervisor Signature

(Original for Supervisor & copy for Student)

\*Adapted from Supervisor Procedures for Student Employment, Marquette University,  
p. 25, 1991.

## **IMPORTANT QUESTIONS YOU AS THE STUDENT EMPLOYEE SHOULD ASK**

Who is my direct Supervisor?

If I am ill and cannot be at work, who do I call and what is the phone number?

What is my position title?

What is my hourly wage?

How many hours a week am I to work?

What is my work schedule?

Monday

Tuesday

Wednesday

Thursday

Friday

Where and when do I receive a pay advice?

Do I work when classes are not in session?

Do I get lunch/breaks?

What are the goals of this office/department and what are my duties to fulfill those goals?

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