

WAYNE STATE UNIVERSITY

GUIDE TO STUDENT EMPLOYMENT

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Wayne State University is an equal opportunity/affirmative action employer.
Wayne State University: People Working Together to Provide Quality Service.

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For additional information, please visit our website at careerservices.wayne.edu. The policies and procedures discussed herein are subject to changes, additions, and/or deletions.

This handbook is a guide for on-campus employers and student employees who participate in the student assistant and college work-study programs at Wayne State University. This publication is prepared by Career Services. Suggestions are welcomed at any time and may be forwarded to Career Services, 1001 Faculty/Administration Building, 577-3390 or FAX 577-4995.

Authorization and Purpose

By action of the Board of Governors, Career Services administers on-campus student employment and is responsible for ensuring the centralization of policies and procedures. The guidelines contained within apply to all participants of the student assistant and college work-study programs.

The responsibility for changes in these procedures and guidelines is vested exclusively in the Director of Career Services. Suggestions for changes and improvements are welcomed and should be addressed in writing to the Director.

Program Philosophy

The on-campus student employment program is designed to provide convenient paid employment to students of Wayne State University. It is a means whereby students may earn a significant amount of financial support to help defray the costs of their college education. It also provides students with an opportunity to develop personal and work related skills in a controlled environment. Additionally, the program fosters a spirit of campus-community involvement which through the interaction of students, supervisors, and co-workers provides a basis of encouragement for students to persist in their academic programs and to develop realistic employment goals and expectations. Student assistant and college work-study jobs are not designed to provide a student's sole support, nor are they intended as permanent part-time employment.

Equality of Opportunity

Wayne State University is an equal opportunity affirmative action institution and is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs, and related activities. This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap and expressly forbids sexual harassment and discrimination. Inquiries regarding equal opportunity and affirmative action policies or complaints may be directed to the Office of Equal Opportunity, Policy Development and Analysis, 3660 Academic/Administration Building, Wayne State University, Detroit, Michigan 48202, (313) 577-2280.

Student Assistant Defined

Student assistants are one of several categories of student employment and, through strict credit-hour eligibility criteria, are primarily considered to be students. Other categories of student employment not involved in this guide and which are governed by a different set of regulations are: graduate assistants, teaching fellows, research associates, etc. Under no circumstances are these procedures and guidelines intended to interfere with the rights of academic departments to select persons for these positions.

Students meeting the student assistant or college work-study student eligibility criteria may not be hired as "fractional time" or "part time" employees. For example, a student meeting the student assistant or college work-study student eligibility criteria must be hired as such and not as a fractional time Office Services Clerk One. In addition, these procedures do not interfere with the rights of full-time employees of the University to attend classes nor do they prevent a student who meets the student assistant or college work-study student eligibility criteria from accepting full-time employment within the University. A student assistant or college work-study student may not be placed concurrently on another payroll.

College Work-Study Defined

The college work-study program essentially parallels the student assistant program relative to policies, procedures, and purpose. The primary difference between the two programs is the source by which they are funded. The college work-study program is a federal or state funded employment program designed for students who have demonstrated financial need and attend an institution of higher education. Under the program, the government pays 75% of the students' wages and the institution pays 25% of their wages. Additional information is available through Career Services, 577-3390.

Student Assistant Eligibility

1. As an undergraduate, the student must continuously carry at least **six (6) credit-hours per semester** (12 credit-hours for non-immigrant students).
2. As a graduate student, the student must continuously carry at least **four (4) credit-hours during the fall semester, at least four (4) credit-hours during the winter semester, and at least one (1) credit-hour during the spring/summer semester** (8 credit-hours for non-immigrant students during the fall and winter semesters).
3. While classes are in session, average no more than **20 hours of work per week**.

College Work-Study Eligibility

1. The student has **received and accepted an award letter, for the current award year**, from the Office of Scholarships and Financial Aid indicating a college work-study award.
2. As an undergraduate, the student must continuously carry at least **six (6) credit-hours per semester**.
3. As a graduate student, the student must continuously carry **at least four (4) credit-hours during the fall semester, at least four (4) credit-hours during the winter semester, and at least one (1) credit-hour during the spring/summer semester**.
4. While classes are in session, average no more than **20 hours of work per week**.

How to List Openings

Position openings are **posted for a period of three weeks**. University employers wishing to post a position opening for a student assistant or college work-study student may campus mail or FAX a Student On-Campus Employment Position Opening form or memorandum to Career Services, 1001 FAB, (FAX 577-4995). Departments may also submit openings via telephone at 577-3390, or electronically (e-mail). All position openings should contain the following information:

1. Indicate student assistant and/or college work-study position.
2. Name and title of contact person.
3. Name of department/unit.
4. Campus address, telephone number(s), and e-mail.
5. Job title.
6. Rate of pay
7. Qualifications (MS-Office, familiar with Windows 2000, etc.).
8. Preferred method of contact (telephone, apply directly, send resume, e-mail, etc.).

How to Assign Student Assistants/College Work-Study Students

Prior to the student's date of employment, the following actions must be initiated by the hiring unit **on/before student's date of hire** in order to assign a student assistant/college work-study student to the University payroll. If the action is not properly completed and processed, the student cannot be paid. **Units should allow three to five weeks for a new hire to receive their initial paycheck.**

1. **Complete online hiring process via WSU EPAF.**
2. **Submit/scan Employee Data Form via WSU EPAF.**
3. **Submit/scan WSU Veterans Survey.**
4. **Submit Form W4 (Federal Income Tax Withholding) to WSU Payroll.**
5. **Submit Form MI-W4 (State of Michigan Withholding) to WSU Payroll.**
6. **Submit Form DW4 (City of Detroit Withholding) to WSU Payroll.**
7. **All students must complete the I-9 process prior to employment.**
8. **College Work-Study:** Review student's CWS award notification (available to students via Pipeline) in an effort to **verify their award eligibility for the current award year and period.**
9. **Non-Immigrants:** (groups other than U.S. citizens or lawfully admitted U.S. permanent residents). **Prior to employment**, units must submit an **OISS Clearance for Non-Immigrant Employee** Form to the Office of International Students and Scholars for employment approval. It is the unit's responsibility to ensure that non-immigrants are authorized to work prior to employment.

Reporting Hours Worked

Supervisors of student assistants/college work-study students should follow standard University Payroll procedures for reporting hours worked by student assistants/college work-study students. The immediate supervisor or designee must review and submit the student's completed Web Time Entry Time Sheet in accordance to University policy and procedure for payment on a per pay period basis.

In addition to the above, units must maintain a **sign-in/out sheet**, or a similar time keeping mechanism, i.e., time clock, etc., on a daily basis, to record actual student clock hours worked. **Units must retain such records for a minimum of three years.** In the case of College Work-Study students, **it is the supervisors' responsibility to ensure that students do not exceed their award earnings limit.**

Maximum Hours of Work

It is recommended that a student assistant/college work-study student average **no more than 20 hours of work per week and not more than 8 hours per day** on a regular basis while classes are in session. "Classes in session" includes the period of final examinations. Student assistants/college work-study students may work up to 40 hours per week between terms and during Spring Recess if the employer has sufficient work and adequate budget. With their employer's agreement, students may also revise their work schedules during weeks that include holidays in order that they may work their usual number of hours during these weeks.

Conditions of Employment

Student assistants and college work-study students are employed under an hour's work for an hour's pay arrangement. It is illegal to falsify a time sheet for any purpose. Students are not paid vacation, holiday, jury duty, or sick pay and are **not permitted to work overtime**. Students who work any four hours continuously must be given a paid fifteen minute rest period; those who work any six hours continuously must be provided an unpaid lunch period of at least one half hour in addition to the paid fifteen minute rest period.

Student assistants and college work-study students are expected to be at their jobs when scheduled and to inform their employer in advance when, because of illness, vacation, jury duty, unusual course work demands or other reasons, they will be absent from their job during scheduled working hours. Changes in work schedules must be arranged with the student's supervisor.

Student assistants and college work-study students are subject to University policies concerning nepotism, security clearance, fundraising, personal telephone calls, and garnishments. Specific information regarding these matters may be obtained by calling the University Human Resources Office at 577-2010.

Additional Assignments

Students may be employed without prior approval at two, but **no more than two, student assistant/CWS positions concurrently**. Unusual circumstances requiring more than two assignments must have the prior approval of the Director of Career Services. **However, it is recommended that the total hours of work for the two (or more) positions average 20 hours of work per week (collectively)** while classes are in session and 40 hours per week between terms and during Spring Recess. This provision also applies to students who have declared an "off-semester" during which the total hours of work at multiple positions (collectively) must not exceed 40 hours per week. Employers must be cognizant of all work assignments of each student in order to comply with work-hours recommendation. **Non-Immigrants should contact the Office of International Students and Scholars for details.**

The Off-Semester

Student assistants and college work-study students (excluding Michigan Work-Study Graduate Awardees) may declare one semester of each academic year as an "off-semester" in which they may work up to 40 hours per week. However, **college work-study students are "typically" required to enroll** for the requisite number of credit-hours each semester as outlined on page four of this guide. Additional hours of work to be performed during an "off-semester" must be approved beforehand by the student's supervisor. A student is not eligible to declare an off-semester prior to taking classes at the University. A declaration of "Off-Semester" **must be signed by both student and supervisor and submitted to Career Services** within two weeks after the beginning of the term. **Non-Immigrants must contact the Office of International Students and Scholars for details.**

Transferring and Changing Jobs

Student assistants/college work-study students who are transferred within the same job classification level from one University department or employer to another shall not have their pay rates reduced. Students who are who are transferred to a job with a lesser level of responsibility shall be paid at a rate commensurate for that job assignment, with reasonable allowance for longevity in their previous student assistant/college work-study employment. Students who voluntarily leave their positions or who are dismissed for cause are not guaranteed their previous pay rate upon taking a new position. **Non-Immigrants should contact the Office of International Students and Scholars for authorization.**

Work Related Injury

Employers should review the Report of Injury form (727) for specific instructions regarding an injury. For further information, please contact the Office of Risk Management, Suite 3200, Academic Administrative Building, 577-3110.

Student Performance Evaluation

Employers are encouraged, but not required, to evaluate students on a periodic basis. Evaluation forms should be retained by the employing unit and not sent to Career Services or University Personnel Records unless they are requested.

The evaluation process provides a basis for valuable communication between the student and his/her supervisor. Feedback is essential so that student employees can learn how they are doing on their jobs. Performance evaluations provide documentation of performance deficiencies or highlight outstanding performance.

Pay Rate Adjustments

Pay rate adjustments may be provided for the purpose of recognizing superior work-performance and/or when the level of responsibility associated with the job increases or decreases. Units must initiate a Change in Job Detail action via EPAF to accomplish (please note that Career Services is not in the EPAF approval queue for such actions).

Resignation

Students should provide their immediate supervisor with a **minimum of one week written notice in advance of their resignation.**

Termination Procedure

When a student assistant or college work-study student resigns or is released from employment, the immediate supervisor should initiate the corresponding termination action via EPAF to accomplish this (please note that Career Services is not in the EPAF approval queue for such actions).

Unsatisfactory Performance

Student assistants/CWS students who demonstrate either unsatisfactory work performance or unsatisfactory work attendance may be warned, placed on probation, or dismissed. **These actions should be in writing.**

- A. **Warning:** Upon demonstration of unsatisfactory performance or attendance, the supervisor should immediately warn the student and allow a reasonable period for the student to improve performance. The supervisor should take steps toward improved communication and/or instruction enabling the student to achieve a satisfactory level of performance.
- B. **Probation:** Continued unsatisfactory performance or attendance may result in probation. The supervisor may place the student on probation for the balance of the academic term with the understanding that unless the student's work performance or attendance improves, employment may terminate at the end of the probationary period. Students who are on probation may not be recommended for merit and ability increases during the period of probation. The Director of Career Services must be notified of such probationary action by receipt of copy of the written probation declaration signed by both the student and the immediate supervisor.
- C. **Termination:** In addition to termination after probation as previously specified, a student assistant/CWS student may be terminated for the following reasons:
 - 1. Termination is allowed for reasons of budget constraints, completion of a project, or other such valid reasons unrelated to job performance. In these instances, employers must provide the student a minimum of one week's

notice in writing in advance of the termination date with a stated reason for the termination.

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

The Director of Career Services should be notified by the supervisor in each case of termination without warning by means of a memorandum citing in detail the reason for such action.

CAREER SERVICES

Career Development Lab: Stop-in or appointment service offers counseling, interactive computer career guidance programs, occupational information, and much more.

Career Development: Counseling and information regarding career assessments, career planning, employment market, and related issues are available.

Career Reference Center: Use our computer lab to review on-line information regarding employment opportunities and company information.

Cooperative Education Program: Referral to career related, paid corporate, governmental, and social services work assignments (alternating terms of full-time work and school) for students in business, engineering, and selected liberal arts curricula.

On-Campus Recruiting: On-Campus interviews with corporate recruiters for students and alumni seeking employment.

On-Line and In-House Job Postings: Current job opportunities for students and alumni seeking full-time permanent, part-time student (on and off-campus), and seasonal internship employment available via our on-line web-site (careerservices.wayne.edu) and in-house.

Part-time Student Employment: Both on-campus student assistant/college work-study openings and off-campus part-time employment opportunities are posted on our job boards and our on-line web-site (careerservices.wayne.edu).

Professional Employment Services: Services include resume referral, access to on-campus interviews, counseling, and available on-line job postings.

Stop-in Counseling: Career counseling available on 'stop-in' basis to provide general career-related and short-term career-related support.

Summer Employment/Internship Program: Direct referral assistance of students for paid summer employment/internships. Opportunities are posted and vary in nature and locale with an emphasis on career related employment.