

University of North Dakota

**STUDENT
EMPLOYMENT
SUPERVISOR
HANDBOOK**



TABLE OF CONTENTS

2

PREFACE 3

STUDENT EMPLOYMENT TIMELINE..... 4

TYPES OF STUDENT EMPLOYMENT 5

HIRING A STUDENT EMPLOYEE 6

STUDENT EMPLOYMENT EXPECTATIONS 8

TIME AND ATTENDANCE..... 9

GRIEVANCE AND TERMINATION PROCEDURES..... 10

STUDENT EMPLOYEE AND STUDENT EMPLOYMENT SUPERVISOR OF THE YEAR 11

STUDENT EMPLOYMENT FREQUENTLY ASKED QUESTIONS 12

RESOURCES AND TOOLS..... 14

PREFACE

University of North Dakota's Student Employment program provides part-time job opportunities to students to help finance their education and gain educational benefit. Work experience allows students to explore career options, discover strengths and see how academic learning applies to the world or work.

This guide does supersede any Federal, NDUS, UND, or Student Finance regulation, policy or process. The information below was curated to provide guidance and enhance the understanding of currently existing UND Student Employment policies.

The Student Employment office is located in Twamley Hall Room 200.
UND Student Employment phone number: (701) 777-3904
UND One-Stop phone number: (701) 777-1234

UND is committed to the principle of equal opportunity in education and employment and does not discriminate on the basis of race; color; national origin; religion; sexual orientation; gender identity; genetic information (GINA); sex; age; creed; marital status; veteran's status; political belief or affiliation; or physical, mental or medical disability (unrelated to the ability to engage in activities involved with the job).

UND prohibits discrimination and harassment of students, faculty staff and visitors based upon sex. Sexual harassment is a form of sex discrimination and includes sexual violence, such as rape, dating violence, domestic violence, stalking, sexual abuse, sexual assault, and sexual coercion. Prohibited harassment includes:

- Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature
- Sex-based harassment by those of the same sex
- Discriminatory sex stereotyping and harassment of LGBTQ+ individuals
- Sexual violence

We will take prompt action to eliminate the harassment, prevent its recurrence and address its effects.

If you have experienced an unwanted sexual encounter, sexual violence, or sexual harassment please contact the Title IX Coordinator or any Deputy Coordinator.

Donna Smith
Title IX Coordinator
Twamley Hall Room 401
701.777.4171
Donna.smith@UND.edu
UND.affirmativeactionoffice@UND.edu

Title I of the American Disabilities Act of 1990 protects applicants and individuals with disabilities from discrimination and provides accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. **An Accommodation Request Form** must be completed and submitted to your supervisor who will then submit the form to the Equal Opportunity/Title IX Office.

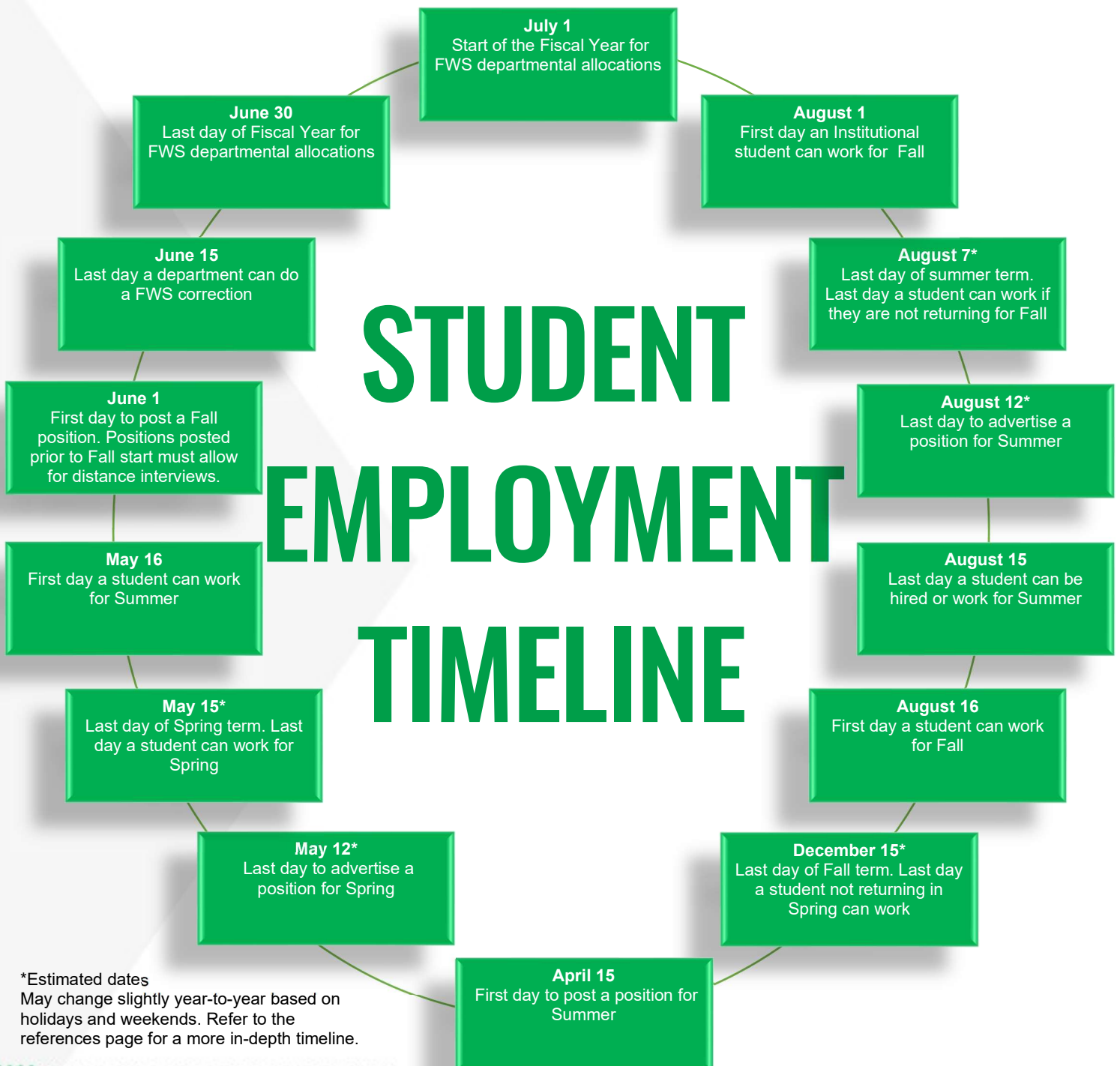
STUDENT EMPLOYMENT TIMELINE

Academic Year versus Fiscal Year

The Academic Year is the Fall and Spring Semesters combined. Students are awarded FWS and other financial aid based on their academic year financial need. Summer term differs from the Academic term significantly. It will overrun two Fiscal Years (end of one and start of another).

Both FWS and Institutional students may work up to 40 hours during the summer beginning May 16 and ending August 15, depending on availability and department need. Students working under Institutional Employment may do so as long as they were enrolled in **at least one credit for the previous spring, current summer or the upcoming fall**. Students not enrolled for the Fall Semester must intend to enroll. Students graduating may not work past the date of graduation. To receive a FWS award, students must meet the Federal Aid guidelines.

The Fiscal Year encompasses the Academic Year and runs June 1 through July 30. All department allocations are estimated to be used within this timeline and are reset to their amount after the start of each fiscal year.



*Estimated dates
May change slightly year-to-year based on holidays and weekends. Refer to the references page for a more in-depth timeline.

TYPES OF STUDENT EMPLOYMENT

There are two types of student employment available. Both types are considered temporary and non-benefitted positions. Each term supervisors are asked to visit with their students to confirm if they will continue to be eligible for student employment. Student Employment will also audit and alert departments who have students who are no longer eligible. Both types of student employment are reliant on department allocations and budget. While any UND student can apply for an institutional role, only those awarded FWS in their financial aid package can apply for FWS positions.

Institutional (INST) Positions

These positions are with University departments and are positions such as academic support, food service, technology support, administration, and labor. Any UND student can be employed as an Institutional student employee. Institutional employment is offered to students enrolled in at least 1 credit. It is not based on financial need. International students may be eligible for institutional employment. International students may apply for these positions.

Federal Work Study (FWS) Positions

These positions are also with University departments such as academic support, food service, technology support, administration, and labor. FWS may be available to students who demonstrate financial need and are eligible for Federal Financial Aid as determined by their [FAFSA](#) (Free Application for Federal Student Aid). A work study award indicates the student is eligible to seek FWS employment but is not a guarantee of a job. Students who have not been offered a FWS award may request to be considered for one. This allows a student to apply for FWS jobs that are on campus or jobs with businesses that are off campus that partner with UND to have FWS students. The average FWS award of \$3,000 per academic year. FWS awards will never disburse or apply towards a student's balance owed. A FWS award indicates a student is eligible for a FWS position *but is not a guarantee*. All FWS award will be issued to students via paycheck like every other UND employee.

To apply for FWS position, students must:

- Have an accepted Federal Work Study award on Campus Connection (please allow 24-48 hours after accepting for the information to load into the system)
- Be enrolled in 6 credits or more
- Be free of any financial aid holds including but not limited to Verification, Documentation and be meeting Student Academic Progress standards as defined by the university
- If a student applicant does not do not have a FWS award offered on Campus Connection, they may request to be considered, provided they have already completed the FAFSA. To submit a request please have your interested student worker contact One Stop Student Services.

Students may also work on campus during the summer. Students working under Institutional Employment may do so as long as they were enrolled in at least one credit for the previous spring, current summer or the upcoming fall. Students working under FWS Employment must be enrolled in at least 6 credits in the summer term to be awarded FWS funds.

Both FWS and Institutional students may work up to 40 hours during the summer beginning May 16 and ending August 15. Your supervisor will inform you of the availability of hours. Students graduating may not work past the date of graduation.

Satisfactory academic progress (SAP): A measure of the student making progress toward their degree. This is determined by the cumulative grade point average (GPA) and the number of credits the student has taken and the rate of successfully completing the credits. This will determine if you are eligible for financial aid for the following semester. Students must be meeting SAP to be able to work in a FWS position. For more information on SAP please see the resources and tools information.

Federal Work Study Overages: Student Employee Supervisors are responsible for monitoring their department(s)' FWS allocation as well as their student employee(s)' FWS usage and awards. If a student is paid FWS funding excess of their award, the supervisor will be responsible for identifying funding to be used to pay the FWS program back for the overage.

Occasionally, the UND Office of Student Finance will be required to reduce a student's FWS award, and while Student Finance works to minimize the possibility, a Student Finance processor may be required to reduce the FWS award below what the student has earned year-to-date. In these cases, the Student Employment Advisor will notify the student's supervisor and funding will need to be identified to pay back the FWS program for the overage.

HIRING A STUDENT EMPLOYEE

Please reference the Recruiting Solutions Hiring Guide, which goes into detail on the process of recruiting for student position.

Hire(s)

Student employees who have not worked in your department previously. These students will need to complete the entire hire process. These students do not need to be rehired each term, although their eligibility will be verified and you should visit with these students each semester to confirm if they are able to continue working in your student employment position.

Rehire(s)

Students that worked for your department previously and officially separated. These students must go through the entire hire process and may be asked to redo orientation or redo their I-9.

Transfer(s)

Inter-departmental: Student employees who have not worked in your department previously, but currently work in a different UND department. These students must go through the recruitment process, but will not be asked to complete orientation or redo their hire paperwork..

Intra-departmental: For students who currently work in your department, but you would like them hired to a different position in your department, the transfer form should be utilized. These students do not need to go through the recruitment process, nor complete orientation or new hire paperwork.

Instructions for Applicants



Once your student has accepted the offered position at UND, there are a few steps you and they must take before they can begin working.

For specific descriptions of what to do after your new student hire accepts your position please refer them to the UND Student Employment page. Generally, they will be expected to complete the following.

- **Refer to Recruiting Solutions Hiring Guide:**
 - (If required) Submit a request for a background check
 - Their official job offer must state if this is a requirement.
 - Background checks are verification of credentials and other information about a prospective candidate for employment, current employee, or volunteers and are the first step in making a well-informed hiring decision.
 - At UND, such verification may include any or all of the following: criminal history check/national sex offender registry check, employment verification, license and/or certification verification, and/or academic credential verification.
 - "Does my student applicant need a background check?"
 - Consider if you have historically completed background checks on other student hires and what your reasoning has been in the past.
 - Consider if your student will come into contact with sensitive information, have contact with vulnerable persons, or have access to cash/valuable equipment.
 - Consider your industry – is it standard for someone completing the work the student candidate will be completing to have undergone a background check?
 - Work with Student Employment and/or your Human Resources Manager if you are still conflicted on if a background check is necessary for this position.
 - Submit a hire request in HRMS.
 - This will push through a request for the student employee to claim their NDUS employee user account and complete their new employee onboarding.
- **Complete I-9**
 - All new hires must complete the I-9. Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens.
 - Students who do not complete their I-9 CAN NOT WORK. The I-9 must be completed prior to a student starting work. If your department is not an E-verify site or does not complete their own I-9's on site, students must report to Payroll/Human Resources with the appropriate documentation.
 - Failure to complete the I-9 within the compliance period will result in a termination. The hiring manager may then submit a new hire request for the student employee with an updated start date. The student may not work during this interim period.
- **Required Trainings**
 - All university employees are required to take online training. Employees receive an email from University of North Dakota Administrator @safecolleges.com upon their start. Your employee will be provided a list of required training that must be completed. If employees in your department require additional training such as Data Privacy Training, you may have to assign these. Please work with your student employee complete any training necessary for their new position.
 - Some training is required to be completed annually. Let your employees know to watch for emails from SafeColleges that will alert them when their annual training is due to be completed again.
 - Complete all required trainings on or after their first official day of work.
 - They will be assigned general UND trainings as well as those specific to their position. Please work with your student to ensure they complete all their assigned trainings
- **New Employee Orientation**
 - Human resources offers a new employee orientation online that is available to all new employees to view when it is convenient to them. This presentation provides a general introduction to Und and the services available on campus.

STUDENT EMPLOYMENT EXPECTATIONS

All student employees are required to conduct themselves in the following manner:

It is expected Student Employment Supervisors will hold themselves and their students to both the behavioral standard of their department, the University, and the below expectations. For more information, please reference the resources and tools page.

Work & Time Management

- Maintain punctuality
- Manage and limit absences
- Manage work assignments through a positive work ethic

Behavioral Standards

- Follow all office policies and procedures
- Maintain courtesy and respect to all staff, coworkers, and students
- Notify immediate supervisor on emergent situations in the work area

Attire & Equipment Standards

- Refrain from cell phone use while working
- Report to work in attire appropriate for position as approved by immediate supervisor
- Refrain from using work equipment and computers for personal reasons

Tobacco-Free Facilities

UND is a tobacco-free campus. The use of tobacco is prohibited within University buildings, parking structures, walkways, arenas, in university or state fleet vehicles, and on university owned property not otherwise leased to another organization. This include the possession of any lighted tobacco product, or the use of any oral tobacco product.

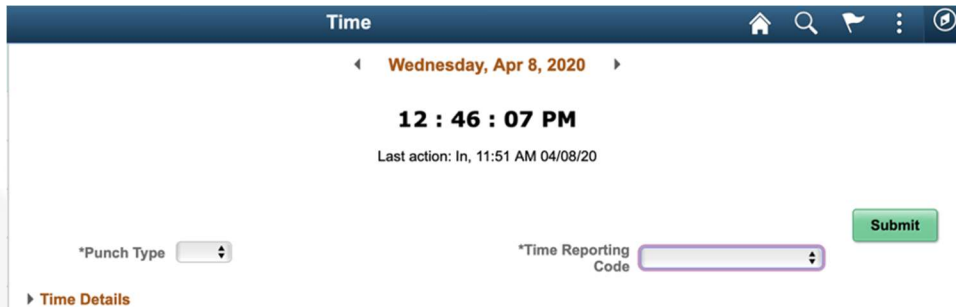
Alcohol and Other Drugs

UND prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use of sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any employee while participation in an academic function or when reporting for work, during normal work hour or other times when requires to be at work, is also prohibited.

TIME AND ATTENDANCE

Students are asked to be punctual, limit their absences, and to notify their scheduler/supervisor as soon as they are aware they may be absent from work. Students will clock in utilizing Employee Self Service (HRMS).”

Students will use a different time reporting code based on if they are an institutional employee, which will be the reporting code “Regular Hours,” or if they are a FWS employee, which will be the reporting code “Work Study Hours”. They are required to punch in and out for the hours they are working.



The screenshot shows the 'Time' reporting interface in HRMS. At the top, it displays the date 'Wednesday, Apr 8, 2020' and the current time '12 : 46 : 07 PM'. Below the time, it shows the last action: 'Last action: In, 11:51 AM 04/08/20'. There are two dropdown menus: '*Punch Type' and '*Time Reporting Code'. A green 'Submit' button is located to the right of the dropdowns. At the bottom left, there is a link for 'Time Details'.

Schedules and Breaks

Students may not be scheduled or chose to work during their scheduled class time. You and your student employee will determine their schedule based on their availability alongside the needs of your department. Student Employees may not work more than 20 hours a week in a UND position while classes are in session.

Per federal regulations, students are not permitted to work in Federal Work Study (FWS) positions during their scheduled class times. **If a supervisor requires a student to work during class time, the department will be forced to surrender their FWS allocation.** Student Finance in cooperation with HR/Payroll will be monitoring hours worked by FWS students to ensure they do not work during scheduled class times.

Student employees shall be offered a meal period/and/or rest period in accordance with federal and state labor laws. If a student wishes to waive their unpaid meal break, the student must complete the Student Break Waiver Form. The employing department must keep the signed waiver on file. Student employees are still entitled to a minimum 30-minute unpaid break if they choose.

GRIEVANCE AND TERMINATION PROCEDURES

Separation Process

Departments are required to notify a student if their performance is deemed unsatisfactory and provide a minimum of two weeks for the performance problem to be resolved before proceeding with termination. This is only if the problem is due to inefficiency, inability to perform an assigned task, or tardiness.

A student employee can be immediately dismissed if found to be dishonest, insubordinate, or has committed gross negligence or conduct in which the health, welfare, or safety of another employee/employer, person, or the workplace is negatively affected.

Student employees are asked to submit their voluntary resignation notices two weeks prior to their anticipated resignation date. Please work with your student employee to complete the termination process.

Grievance and Complaint Process

The information provided here is a summary of processes you can expect upon filing a grievance. To review the full process, please reference the UND Student Employment site.

A grievance or complaint can be defined as unfair treatment in this context.

Informal Grievance Procedure

- All UND employees, including student employees are expected to first attempt to resolve conflict or complaints through a frank discussion with the immediate supervisor.
- If the discussion does not resolve the issue, the student is advised to contact their supervisor's supervisor or Student Employment.
- Student Employment will attempt to resolve the grievance and file documentation by discussing the grievance with the student employee and/or the supervisor.
- If the student still feel at this time the grievance has not been resolved, an appeal may be submitted to the Director of Student Finance for consideration.

Formal Grievance Procedure

- If the above informal process does not satisfy, the student may pursue the formal grievance process. The Vice President for Student Affairs (VPSA) or VPSA designee shall facilitate.
- Within five business days, the student must submit a written grievance to the VPSA or VPSA designee.
- Within 10 business days, the VPSA shall assemble and administer the Student Employee Grievance Board (SEGB).
- A closed meeting will be called unless the aggrieved request an open meeting. Both the student and department involved are entitled to one representative of their choosing during the testimony.
- The student and the department involved must submit the names of other individuals they would like present to present information at least 48 hours before the meeting of the SEGB and provide the relevance of each person.
- Within 5 business days, the SEGB shall provide written notification of its decision to the student, the department involved, and the VPSA.
- If the student do not agree with the SEGB's decision, the student will have five business days to submit a written appeal to the VPSA.
- Within ten business days, the VPSA shall make a final decision by written communication to the student, the department, and the Director of Student Finance.

STUDENT EMPLOYEE AND STUDENT EMPLOYMENT SUPERVISOR OF THE YEAR

Student Employee of the Year

The University of North Dakota collaborates with The National Student Employee Association (NSEA) to coordinate a Student Employee of the Year Program (SEOTY) to recognize the achievements and the outstanding contributions of students who work while attending UND. The SEOTY committee will chose one student who exemplifies the leadership, professionalism, and teamwork UND strives to cultivate within our student employees. This student will receive a \$500 scholarship sponsored by the Office of Student Finance. The SEOTY winner is then recognized at the annual UND Leadership Awards.

Faculty and staff are encouraged to nominate the student employee who they feel best exemplifies the core competencies and qualities a phenomenal student employee.

The winner's nomination is also sent on to the state level for consideration, and their name is added to the SEOTY Plaque.

Student Employment Supervisor of the Year

The University of North Dakota collaborates with the Midwest Association of Student Employment Administrators (MASEA) to coordinate the Student Employment Supervisor of the Year (SESOTY) award. This program celebrates the accomplishments of those that work with our student employees in supervisory roles. This award was established to recognize the invaluable role our supervisors play in the development of our student employees.

Students, faculty, and staff are encouraged each year to nominate a student employee supervisor of their choice, and to provide examples on the impact the supervisor had on their team and department.

The winner's nomination is also sent to the regional level for consideration, and the winner receives a \$100 check, glass trophy, and recognition on campus.

For more information on SEOTY and SESOTY, please refer to the Student Employment website.

STUDENT EMPLOYMENT FREQUENTLY ASKED QUESTIONS

Q: What is the hiring process like for student employees?

A: All available student employment positions are listed on the UND Student Employment job posting page. All students (FWS & Institutional.) must be hired through HRMS prior to starting work.

Q: How is eligibility verified?

A: All departments must verify eligibility prior to offering the student the position, but after this initial verification it is the student's responsibility to maintain an enrollment of at least six credits throughout each semester they intend to work. If they do not, the student will lose eligibility for FWS on the last day of the pay period they dropped below six.

Student Finance runs an audit each payroll to ensure all students being paid FWS dollars are still eligible.

Q: How are job information changes handled?

A: The student must route any and all payroll paperwork (job data changes, retro pays, etc.) for student employees through the Student Finance Office for review before being transferred to payroll.

Q: What's the difference between institutional and federal work study student employment?

A: Institutional students are paid from the employing department's funding, while FWS students are paid from the department's FWS allocation. Institutional students also only need to be enrolled in at least one credit, while FWS students must be enrolled in at least six credits.

Q: What are the requirements for a student to receive a Federal Work Study Award?

A: Any student interested in Federal Aid must be enrolled at least half time (six credits). The Free Application for Federal Student Aid must be completed **AND** the student must have unmet Federal Need in their budget. If the student has not been offered FWS, but is interested in receiving it, please direct them to contact One Stop Student Services. The student is also required to be free of any financial aid holds.

Q: My potential student applicant is under Verification; can they still apply for a Federal Work Study Job?

A: No. Verification stops eligibility for all Federal Aid, including Federal Work Study. They cannot apply for or begin working under Federal Work Study funding until their Verification has been completed.

Q: My potential student applicant is under a Financial Aid Satisfactory Academic Progress (SAP) Hold; can they still apply for a Federal Work Study Job?

A: No, SAP stops eligibility for all Federal aid, including Federal Work Study. Students cannot apply for or begin working under Federal Work Study funding until their SAP appeal has been completed.

Q: Where can I post student positions? (Institutional Job or Non-Work Study)?

A: All student jobs must be listed on the UND Student Employment job posting page a minimum of 3 days. Other positions have longer posting requirements.

Q: How do I know if my student applicant is eligible for Work Study?

A: Recruiting Solutions will provide a "Work Study Verification" option you can select to view the number of credits your applicant is enrolled in and if they have been offered and if they've accepted Federal Work Study. Ineligible applicants will not be prevented from applying, so it's important you utilize this option.

Q: Are international students eligible for Work Study?

A: No. In order to be eligible for Federal Work Study Employment, students need to be eligible to complete the FAFSA and receive the Federal Financial Aid. For more information on who is eligible, refer to the resources and tools page. International students are eligible to apply for Institutional jobs on campus.

Q: I've read this whole guide front to back and still have questions, who can I go to?

A: This guide is meant to be a starting point to assist student employment supervisors in navigating the management of their student employees. That being said, Student Employment recognizes that it does not have the answer or guidance for every single contingency. Please feel free to email und.studentemployment@und.edu or call (701) 777-7136 to discuss your situation – we would be happy to help!

RESOURCES AND TOOLS

For more information on the following topics, follow the link listed after each topic.

Student Job Openings: <https://und.edu/one-stop/student-employment/student-job-openings.html>

Staff & Faculty Resources: <https://und.edu/one-stop/student-employment/student-employment-staff-faculty-resources.html>

On this page:

Recruiting Solutions Hiring Manager Guide

Student Employment Job Offer Template

Includes:

Onboarding Instructions for New Hires

Offer Acceptance Instructions for New Hires

SE Wage Justification

Student Break Waiver

Student Employment Timeline

Wage Classifications

Steps to take after hire: <https://und.edu/one-stop/student-employment/i9.html>

Student Employee FAQ's: <https://und.edu/one-stop/student-employment/forms.html>

Student Employment Expectations: <https://und.edu/one-stop/student-employment/forms.html#d20e145-7>

Student Employee Tax Information: <https://campus.und.edu/human-resources/employees/>

UND Human Resources Manager's Toolbox: <https://campus.und.edu/human-resources/managers-toolbox/hiring.html>

Career Services Information

<https://und.edu/student-life/career-services/>

Career Services on UND is a department dedicated to helping students with a variety of career related things such as resume building, interviewing skills, finding co-ops or internships and many more. For more information on Career Services go to the resources and tools page.

Federal Work Study Increase Request Form

<https://dmsforms.ndus.edu/iFiller/iFiller.jsp?fref=b3741f2a-ee93-4e75-b777-5e133c668ac8>

A link to this form can be found in the references. If a student is approaching their award limit and wishes to continue working, the student can request their FWS award be increased. You may need to work with your student employees to determine an appropriate increase amount, based on the student's wage rate and average weekly hours. Once Student finance has reviewed the form, both the student and supervisor are informed of the result.

Recruiting Solutions

It is important to familiarize yourself with the Recruiting Solutions Hiring Manager Guide prior to utilizing this system. The RS application allows you to manage your student employment positions, position postings, and student hires. All UND employees to be hired within HRMS. Recruiting Solutions courses are provided through TTAaDA, Human Resources, and Student Employment at various points throughout the year. Please review the UND website for the next available session.

National Association of Colleges and Employers

<https://www.naceweb.org/about-us/>

National Association for College Employers (NACE) is a professional association that connects university relations and recruiting professionals, college career services professionals and business solution providers. NACE is a leading source of information on employing college educated students. NACE also projects hiring and trends in the job field, starting salaries, and recruiting and hiring practices. For more information on NACE please review the link above.

Student Employment FWS Database

https://sawebapps.und.edu/ci/cs/student_emp#/balances

This database is updated every pay period with the most current FWS earnings. Students, supervisors, and FWS administrators can log in to view and manage their FWS allotments, as well as their remaining amount for the year.