

Milwaukee School of Engineering



STUDENT EMPLOYMENT

SUPERVISOR MANUAL

Purpose of the Student Employment Program

The Student Employment Program is designed to promote the part-time employment of students who are pursuing a course of study at MSOE.

Employment under the Student Employment Program is available to all students. The purpose of the Student Employment Program is to provide the student with a valuable learning experience gained from campus employment.

Hiring Procedures

During the academic year, departments are requested to complete a Student Employment Request Form for each position in your department. This form should be forwarded to the Human Resources Office with requirements as to how many students will be needed for the academic year, as well as job descriptions for these positions. Upon completion of the Student Employment Request Form, open positions will be posted.

Posting a New Position

1.) Complete an Employment Request form.

If you wish to hire a student employee (federal work-study or straight hire) you must complete an *Employment Request form*. This form will collect the job description and the total number of students you wish to hire; this form requires Vice-President approval.

2.) Interview Students

We will post the position to our online job listing and will email all students who are eligible for Federal Work-Study about the open job. Students who are interested in your position will search the online job listing and will be instructed to download and complete an *Employment Application*. They will also be instructed to contact you to set up an interview. You will interview the applicant(s) and make the hiring decision.

3.) Complete a Student Contract for all new hires

Once you hire a student you must complete a *Student Contract* for each student you hire. After the form is signed by both you and the student, the student will need to bring the contract to the Human Resource Office. **If the Human Resources Office does not receive the signed contract the student will not get paid and cannot start working; there are no exceptions.** Along with submitting the completed contract, the student will need to complete an I9 and W4 so he/she will need to bring their drivers license and social security card. Please note that no student will be allowed to start working until this paperwork is completed.

Requesting a Replacement Student Employee:

1.) Notify Human Resources.

If you have a job description on file with a Vice President's signature and need to replace someone who was in that position, simply *email us* and we will re-post the position.

2.) Interview Students

We will post the position to our online job listing and will email all students who are eligible for Federal Work-Study about the open job. Students who are interested in your position will search the online job listing and will be instructed to download and complete an *Employment Application*. They will also be instructed to contact you to set up an interview. You will interview the applicant(s) and make the hiring decision.

3.) Complete a Student Contract for all new hires

Once you hire a student you must complete a *Student Contract* for each student you hire. After the form is signed by both you and the student, the student will need to bring the contract to the Human Resource Office. **If the Human Resources Office does not receive the signed contract the student will not get paid and cannot start working; there are no exceptions.**

Along with submitting the completed contract, the student will need to complete an I9 and W4 so he/she will need to bring their drivers license and social security card. Please note that no student will be allowed to start working until this paperwork is completed.

Yearly Transition Process:

1.) Complete an Employment Request form.

In early May anyone wishing to hire student employees (federal work-study or straight hire) will be required to complete an *Employment Request form*. This form will collect the job description, the total number of students you will hire, as well as how many new students you are looking for. This form requires Vice President approval and must be submitted every year.

2.) Complete a Student Contract for each student you wish to re-hire for the next school year.

You must complete a *Student Contract* for each student that you wish to hire again for the next school year. This form must be signed by you and the student and returned to the Human Resource Office along with your Employment Request form. **If the Human Resources Office does not receive the signed contract the student will not get paid and cannot start working; there are no exceptions.**

We will use these forms to determine how many new students you wish to hire for the next school year.

3.) Interview New Students

Throughout the summer new students will search the online job listing for positions they are interested in. They will be instructed to download and complete an *Employment Application* and contact the supervisors of the positions they are interested in. You will interview the applicants and make the hiring decision. All new hires should be completed by Friday of week

one of the term.

4.) Complete a Student Contract for all new hires

Once you hire a student you must complete a *Student Contract* for each student you hire. After the form is signed by both you and the student, the student will need to bring the contract to our student employment meeting on Monday of week one of the term. New students will not be permitted to start working before Monday of week two of the term (if you need your students to start working before then, please contact Human Resources).

Community Service Work-Study Positions

Students also have the opportunity to work off campus at various community service agencies rather than on campus. These agencies are generally within walking distance of MSOE and provide students the opportunity to earn money while working for a non-profit agency. Examples would include working as an elementary reading tutor or working for the Milwaukee Center for Independence. This is an excellent opportunity to help fund your education and help others at the same time.

Orientation

New students are required to attend an Orientation generally held the first or second week of classes. The purpose of the Orientation is to inform students of MSOE's policies and procedures regarding the Student Employment Program and to have students complete the appropriate forms.

All student employees must complete the Employment Eligibility Verification, also called Form I-9. To complete Form I-9, the student must present a state driver's license, or ID with photograph, and an original Social Security card or birth certificate issued by state, county or municipal authority and bearing a seal or other certification. A United States Passport also meets the identity and employment certification requirements. In addition to Form I-9, the student must also file a W-4 Form. The appropriate forms must be completed at the Orientation, or upon hire. In no case will a paycheck be disbursed if the student employee is not in compliance with the law.

Students should not start working before this meeting. If you need students to start working before then, have the students contact the Human Resources Office to complete the paperwork at an earlier date.

Payroll Information

Compensation Rates:

	Office Support Positions	Physical Labor Positions	Technical Positions/Tutors	Off Campus Community Service Positions
1 st Year	\$7.00	\$7.50	\$8.50	\$9.00
2 nd Year	\$7.50	\$8.00	\$9.00	\$9.50
3 rd Year	\$8.00	\$8.50	\$9.50	\$10.00
4 th Year	\$8.50	\$9.00	\$10.00	\$10.50

Number of Hours per Week:

Student employees can work up to 20 hours per week during the academic year. During break periods, students can work up to 40 hours per week.

Time Cards (On Campus):

Student employees are required to record time worked on a time card with hours punched by a time clock. Time cards will be made available to the student each pay period by the Treasurer's Office. (If a student's time card is not available or is missing, please contact the Treasurer's Office.)

Hours not recorded, or recorded improperly, will not be used in computing pay. If hours have not been recorded, or have been recorded improperly by the time clock, the correct hours may be written in by the student's supervisor and initialed by the supervisor. The supervisor's initials must be present or the hours will not be used in computing pay.

Falsifying time cards may result in termination of employment and or revocation of Work-Study eligibility. If you find a student falsifying his/her time card please notify the Work-Study Coordinator immediately.

By Federal regulation, employees are required to be given breaks based on the number of hours they work. If a student works a shift of more than 6 hours, the time clock will automatically deduct a half hour.

Pay periods run from the 1st of the month to the 15th and from the 16th to the end of the month. Student employees are paid on the 5th and 20th of each month. Students may have their checks mailed to them, or they may authorize direct deposit into an account they specify.

Time Cards (Off Campus):

Student employees are required to record time worked on a time sheet provided to them by the Office of Student Financial Assistance. Time sheets will be made available to the student once the student is hired. Time sheets need to be faxed to the Treasure's Office by the 1st and the 16th of the month.

Falsifying time sheets may result in termination of employment and or revocation of Work-Study eligibility.

By Federal regulation, employees are required to be given breaks based on the number of hours they work. If a student works a shift of more than 6 hours he/she should have a half hour unpaid meal period.

Pay periods run from the 1st of the month to the 15th and from the 16th to the end of the month. Student employees are paid on the 5th and 20th of each month. Students may have their checks mailed to them, or they may authorize direct deposit into an account they specify.

Benefits

Student employees are NOT eligible for employee benefits.

Responsibilities

Student Responsibilities

A student employee should make a serious commitment to his/her job. When hired for a position, the student becomes a member of a work unit that depends on him/her. Therefore, a Work-Study student's responsibilities include the following:

1. Reporting to work at the agreed-upon time, ready to work
2. Attending to assigned duties on the job and not conducting personal business while at work
3. Working with a cooperative and positive attitude
4. Notifying the supervisor as soon as possible if the work schedule changes (Projects and exams may occasionally interfere with a work schedule; the student should notify the supervisor when such changes can be predicted).
5. Working no more than 20 hours per week when classes are in session, and no more than 40 hours per week when classes are not in session
6. Notifying the supervisor of any job-related accident
7. Accurately reporting time worked by using the time card/time clock system provided
8. Monitoring the number of hours worked so as to not go over award limits
9. Maintaining confidentiality of all confidential information gained on the job
10. Complying with the policies and procedures set forth in the Student Handbook

11. Not working through scheduled classes or labs

SUPERVISOR'S RESPONSIBILITIES

The role of the student worker supervisor is vital to the success of any student work-learning program and, to be effective, the supervisor must perform a wide range of activities. It is the supervisor who provides the training, guidance, and instruction required in a work-learning program. So, it is the supervisor who is the key to the quality of work performance and learning that takes place on the job.

Perhaps the most important skill required for good supervision is the ability to work with people since much of the supervisor's time is spent in the business of human relations. Self-discipline and patience are two of the necessary skills required of supervisors working with students.

In carrying out the responsibilities of supervisor, the following duties are expected:

1. **Assignments:** Assign student workers jobs that are necessary to the operation of your department.
2. **Contracts:** Supervisors should make sure that a contract is completed and signed by the student. Supervisors should complete the supervisor section and forward the contract to the Human Resources Office.
3. **Develop Good Relations:** Develop good supervisor/student relations among the student workers. This relationship is intended to be an association of mutual trust, respect for each other, and a genuine interest in meeting the goals of the student, the department, and the college.
4. **Develop Training Programs:** Develop a well-planned training program for employees to ensure that regular staff and student staff have the information and skills to do their jobs.
5. **Evaluate Performance:** You may choose to more formally evaluate a student's work performance at the end of the semester/year to provide feedback to the student.
6. **Orientation:** Supervisors should ensure that student workers understand the rules of the department on absenteeism, tardiness, breaks, dress codes, and other office procedures. A tour of the department may also prove helpful.
7. **Work Schedule:** Student and Supervisor should develop a mutually agreed upon work schedule based on the student's class schedule and award amount.
Supervisors are responsible to monitor student hours and see that a student does NOT exceed 20 hours in a week.
8. **Corrective Discipline:** Supervisors have a responsibility to clarify standards of

adequate performance and to provide guidance, as required. Supervisors are encouraged to give positive feedback to students when their performance is meeting or exceeding expectations. However, there may be times during the academic year when a student employee is not performing up to a supervisor's expectations. This may relate to attendance, punctuality, job performance, or attitude. When a student fails to meet the responsibilities of a job, the supervisor should discuss the inadequacy with the student employee before it becomes a problem. Hopefully, this will be sufficient to correct most problems. If a student continues to fail to meet the job requirements, the supervisor must warn him/her of the poor performance, and clarify what the expectations are, and if they are not met, that the student will be terminated from his/her Work-Study position. If unsatisfactory performance continues, the supervisor has the right to terminate the student's employment and should contact the Office of Financial Assistance in writing detailing the termination.

9. **Release Early:** Release students early enough so that they will not be late for class; however, students should be given credit on the time sheets only for time actually spent at the work location.

10. **Serve as a** role model for the student worker to observe and from whom the student may learn good work habits, the value of doing worthwhile work well and the importance of accepting the responsibilities of employment.

11. **Set Standards:** Establish attainable standards of work performance for students and provide adequate orientation, training and guidance to assure that standards are met.

Compensation Rates:

	Office Support Positions	Physical Labor Positions	Technical Positions/Tutors
1 st Year	\$7.50	\$8.00	\$9.00
2 nd Year	\$8.00	\$8.50	\$9.50
3 rd Year	\$8.50	\$9.00	\$10.00
4 th Year	\$9.00	\$9.50	\$10.50

Hours per Week:

Students may work up to 40 hours per week during the summer months.

Summer Employment

Student employment is available during the summer and follows the same hiring process listed above.