

UWGB  
Student  
Employment  
Handbook

# Table of Contents

4	<a href="#">Student Employment Program at UW-Green Bay</a> Federal Work Study Regular Employment
5	<a href="#">Eligibility Requirements and Hiring Priorities</a>
6	<a href="#">Conditions of Employment</a>
7	<a href="#">Student Appointments and Working Titles</a>
8	<a href="#">Wages and Job Level Descriptions</a> Pay Increases and Budget Changes
9	<a href="#">Job Postings &amp; Hiring</a>
10	<a href="#">Employment</a> Student Employment Forms International Student Employees Students Under 18 Years Old Student Rehire Process
13	<a href="#">Orientation, Training &amp; Supervising</a> Supervising Student Employees Evaluating Work Performance Graduating & Non-Returning Students Monitoring Work Study Awards
15	<a href="#">Timekeeping and Payment Methods</a> Weekly Hours and Overtime HRS Timekeeping Instructions Supervisor Resources Payment Methods & Electronic Earnings Statements FICA Exemption
17	<a href="#">Student Rights and Responsibilities</a>
18	<a href="#">Student Employee Appreciation</a> Eligibility Requirements Awards
19	<a href="#">Disciplinary System</a>
20	<a href="#">Grievance and Campus Policies</a>
22	<a href="#">Workers Compensation</a>

# Responsibilities and Contact Information

for the Offices of Student Employment, Human Resources/  
Payroll, and Career Services

## Student Employment

SS 1100

920-465-2556

Or 920-465-2075

[studentemployment@uwgb.edu](mailto:studentemployment@uwgb.edu)

[www.uwgb.edu/student-employment](http://www.uwgb.edu/student-employment)

- Handles student employee/supervisor issues
- Posts all part-time and seasonal opportunities using PRO
- Connects with area non-profit community based agencies to develop positions
- Monitors/Reconciles Work Study Awards
- Processes Off Campus Work Study hire paperwork
- Oversees Off Campus Work Study Program
- Troubleshoots Work Study Award and payroll issues involving Work Study
- Hosts Student Employee of the Year Award & Student Employee Appreciation Week

## Human Resources/ Payroll Office

CL 710

920-465-2390

[hr@uwgb.edu](mailto:hr@uwgb.edu) or

[payrollandbenefits@uwgb.edu](mailto:payrollandbenefits@uwgb.edu)

[www.uwgb.edu/hr](http://www.uwgb.edu/hr)

Forms: [www.uwgb.edu/hr/forms/](http://www.uwgb.edu/hr/forms/)

- Processes hire/payroll paperwork
- Enter and Maintains student appointments
- Collects Off Campus Work Study timesheets
- Monitors student employee eligibility and FICA tax exemption status
- Verifies employment
- Reviews payroll entry and processing

## Career Services

CL 710

SS 1600

920-465-2163

[careers@uwgb.edu](mailto:careers@uwgb.edu)

[www.uwgb.edu/careers](http://www.uwgb.edu/careers)

- Reviews student resumes, cover letters
- Holds mock interviews
- Performs career counseling & assessments
- Directs internship program
- Organizes employment workshops
- Hosts career fair

# Student Employment Program at UW-Green Bay

UW-Green Bay employs over 1,000 students in over 1,500 positions across campus. The University pays almost 3 million dollars annually to support students in these roles. The University attempts to provide job opportunities that will complement a student's degree program, career pursuits and/or provide a positive work experience. Work experiences should allow personal growth. Student positions can be paid hourly, lump sum or stipend. Not all jobs require a Federal Work Study (FWS) award; however almost all hourly positions on campus can utilize a FWS award. It is an advantage to hire students with FWS because of the subsidy provided by the Department of Education to pay earnings.

## Regular Student Employment

Non-Work Study or regular employment is available for those who did not receive a FWS award. These positions are funded 100% by the individual department budgets.

## Federal Work Study (FWS)

Students with FWS still receive one paycheck, but are funded with 75% federal and 25% university matching funds, up to the student's total award. FWS is awarded to students as part of their financial aid package and is applied during the Payroll process. Recipients are not assigned jobs; they must apply and be hired for a position.

Although many students qualify, FWS is not offered to all eligible students because of limited funding. The Financial Aid Office makes a conscious attempt to support the employment needs of all students and departments to the greatest extent possible. As a result, a waitlist is held each year. Students can contact the Financial Aid Office to have their name put on the list.

Positions funded through grants to faculty, departments or agencies outside the university are subject to a review by our Controller's office to determine eligibility to participate in the FWS program. Please contact the Student Employment Coordinator in the Financial Aid Office with questions.

Students must be enrolled for at least six credits to receive a FWS award. Student employees who have been awarded FWS may not work before the first day or beyond the last day of the semester in which the award was intended. Please check with the Student Employment Coordinator for clarification of your situation. In the spring, students who are enrolled for the following fall may request FWS for summer session whether or not they are enrolled in classes for summer session.



# Eligibility Requirements for Student Employment at UWGB



Students must be at least 16 years old and enrolled at an institute for higher education or high school to be eligible for student employment. There are two student eligibility periods: (1) academic year: Students must be enrolled for at least one credit. (2) summer session: Students must be enrolled for the summer or upcoming semester. During the academic year, students must be enrolled for at least one credit.

Students are employed on a priority basis with UW-Green Bay students receiving first priority. Hiring Priority should be observed according to the Levels listed below. Before Level II and Level III students are considered, positions must be posted for Level I students for a minimum of two weeks.

## Level I

UW-Green Bay students, including new, transfer and specials, registered for at least one course in the term they are expected to work or enrolled half-time for the subsequent academic term. Half-

time enrollment for the academic term is defined by 6 credits for undergraduate, 5 credits for graduate.

## Level II

Students enrolled at another UW school. Supervisors are responsible for obtaining verification\* of the student's association with the school system.

## Level III

Students enrolled at a non-UW accredited university, technical college, vocational/trade school, or high school. Supervisors are responsible for obtaining verification\* of the student's association with the school system.

\*NOTE: Examples of documents that verify a student's enrollment at a school are their class schedule for a current or future semester or a letter from the school confirming their enrollment. All documents must include school name, student's name and indicate the dates of enrollment.

# Conditions of Employment:

## Student Acknowledgement

Upon hire into any student help position, student employees will be required to complete a Student Acknowledgement Form. The [Student Acknowledgement Form](#) outlines that it is the student's responsibility to abide by the requirements under the [UPS Operational Policy: GEN 20](#) and [UW-Green Bay's Campus Procedures on ACA](#). These requirements include the hours limitations, informing supervisors if multiple positions are held, as well as the university's right to end student employment for any reason, including failure to adhere to the hours limit.

## Student Work Hours Limitation

Departments should have reasonable expectations of the number of hours a student can work. Students' primary purpose to be on campus is to attend classes.

- While classes are in session, it is generally recommended that students work less than 20 hours.

The UW-Green Bay [Student Payroll Calendar](#) will determine the maximum hours limit for each week. Students will generally be able to work up to a maximum of 25 hours per week during the Academic Year and a maximum of 40 hours per week during designated break periods. The hour's limitations includes any and all positions (work study, regular, and lump sum) at UW-Green Bay and UW System schools. International Students: Visa restrictions prohibit international students from working more than 20 hours per week while classes are in session. Students are permitted to work up to 40 hours per week during designated break periods.

## Voluntary Services/Paid Employee

The Fair Labor Standards Act of 1938, as amended, prohibits institutions from accepting voluntary services from any paid employee. Therefore, any student who is employed must be paid for all hours worked. Supervisors must not permit students to work beyond their allotment or to work before securing all forms and authorizing documents.

## Rest Periods/Meal Break

While working an entire day (8 hours), students may be allowed a 15-minute paid rest period after working four hours or a 30-minute unpaid meal break.

## Nepotism

UW-Green Bay does not prohibit the employment of family members or those with whom you have a close blood or equivalent relationship. However, no employer may recommend or participate in the decision to hire, retain, train or promote any employee who is a member of his/her immediate family in order to avoid a conflict of interest.

If there is a chance that a conflict of interest can occur, another supervisor in the chain of command must perform the supervisory activities.

# Student Appointments

Per the [UPS Operational Policy: GEN 20](#), which outlines the University of Wisconsin System (UWS) provisions specific to student employment, all student workers should be paid on a hourly basis and hours of service shall be tracked accordingly.

If a department wishes to have a student compensated on a lump sum basis, the department must submit a justification to Human Resources detailing why the payment cannot be processed on an hourly basis. Requests for lump sum payment must be submitted for review prior to hiring the student and having work completed.

Human Resources will review the request and will contact the department as to whether or not the request is approved. If the request is approved, the department will be required to track hours for worked performed for the lump sum payment. Hours must be submitted to [payrollandbenefits@uwgb.edu](mailto:payrollandbenefits@uwgb.edu) by 10:00 a.m. on the Monday following the end of a pay period (per the payroll schedule).

# Working Titles

Advisor	Instructor	Research Assistant
Ambassador	Intern	Resident Assistant
Animal Keeper	Lead Worker	Scorer
Assistant	Lifeguard	Security
Assistant Coach	Manager	Specialist
Attendant	Media Assistant	Student Orgs
Camera Operator	Model	Study Group Leader
Coordinator	Notetaker	Supervisor
Counselor	Office Assistant	Teaching Assistant
Director	Official	Technician
Event Assistant	Phellow	Trainer
Games Management	Phone-a-Thon Caller	Tutor
General Laborer	Receptionist	Valet
Host	Recruiter	

# Hourly Wage And Job Level Descriptions

The wage plan that follows establishes levels of jobs for student employees: Basic, Intermediate, Advanced, Special wage level, and Non-hourly. Questions concerning the appropriate level for a given job should be directed to the Human Resources. The current minimum wage is \$7.25 per hour.

## Basic Level:

Range - \$7.25 to \$9.00 per hour

General Description: work done under close supervision; procedures are well established; employees are not usually required to make decisions which are not well defined in policies and/or procedures.

## Intermediate Level:

Range - \$8.25 to \$10.00 per hour

General Description: work that requires, for a major portion of the time, some independent judgment and initiative; requires special knowledge, skills or abilities; requires a major amount of heavy physical exertion; involves adverse hours or working conditions; supervisory responsibilities for an activity of limited size.

## Advanced Level:

Range - \$9.00 to \$20.00 per hour (\$20.00 is the maximum pay for a student)

General Description: work that requires, for a major portion of the time, advanced specialized knowledge, skills or abilities; involves supervisory responsibilities for large or complex activities, usually involving a number of concurrent activities.

## Special Wage Level:

Jobs that fall into this category are of an emergency or short-term basis, are accomplished immediately and will last only a week or less. In such cases, it is permissible to pay a higher rate than normal to speed up completion of the work. Due to the competitive nature of summer employment, this level also permits a differential or higher wage rate in the summer than is paid during the academic year.

## Pay Increases, Budget Changes, & Termination

When there is a change to a working title, hourly wage rate, budget code, or a student appointment is to be ended, the change should be indicated on the [Student Employment Form](#) and submitted to Human Resources prior. Changes will become effective on the following [bi-weekly pay cycle](#).



# Job Postings & Hiring

Phoenix Recruitment Online (PRO) is our campus' preferred method of advertising open student help positions. The Student Employment Office is happy to add open positions to the PRO system. Employers may complete the online job description form at <http://www.uwgb.edu/student-employment/employers/opening.asp> or send a job description to [studentemployment@uwgb.edu](mailto:studentemployment@uwgb.edu).

Employers may request access to PRO (Phoenix Recruitment Online) by going to <https://www.myinterfase.com/uwgb/employer/> and selecting the "request access" button.

Refer to the student employment website for additional instructions on posting a job within the PRO system at [www.uwgb.edu/student-employment/employers/other-posting-options.asp](http://www.uwgb.edu/student-employment/employers/other-posting-options.asp)

## Hire Process

### Application Process

Once all applications have been received, each one should be reviewed. Using the duties and skill requirements of the position, screen the applicants and select the applicants you are interested in interviewing. Be sure to remove your posting from PRO to avoid additional applicants.

### Interview

Contact the applicants and schedule a time for interview that is convenient for the supervisor and the student. The purpose of this interview is to determine if the student would be successful in

fulfilling the duties of the position. Explain the duties and expectations of the position. This time also allows the student to evaluate and make a decision on whether or not the position is right for them. Let the student ask questions.

### Hiring Decision

It is the supervisor's responsibility to notify the students as soon as possible about the hiring decision. If the student is not hired, it is a courtesy to notify the students. For the chosen candidate, extend the offer of employment to the chosen candidate.



# Employment Forms

Once the student accepts an offer of employment, it is imperative that the supervisor and the student complete all necessary employment forms and attach authorizing documents. Please go to the Human Resources website for all [student employment forms](#) and guidelines to ensure you are utilizing the current form. Review all forms to ensure that each is filled out correctly and completely with the appropriate signatures/dates.

All employment forms must be sent to the Human Resources/Payroll Office as soon as possible and prior to the student performing work. A delay in receiving the paperwork, incomplete paperwork or paperwork needing correction may cause a delay in the student's entry into the payroll system and a delay in pay. Once the paperwork is received and reviewed by the Human Resources/Payroll Office, the student's job is created for HRS time reporting.

## Supervisors should complete the appropriate form:

**1. Student Employment Form:** (attach copy of verifying document, if applicable): This form is required for hourly jobs only. Ensure that the job begin date on the form is correct.

OR

**Student Lump Sum Payment Authorization Form:** Prior authorization by Human Resources to pay as a lump sum is required before completing this form for non-hourly jobs.

**2. Form I-9:** The University is required by law to verify that new employees are authorized to work in the United States. Offer of employment is contingent upon verification of identity and work authorization as required by the Immigration Reform and Control Act (1986). Employees must complete Section 1 of the Form I-9 no later than the first day of employment. The Form I-9 contains a list of acceptable documents that will need to be presented to establish identity and work authorization. Verification of the documents and completion of Section 2 by an authorized representative (supervisor) must be completed within three business days after beginning employment. The law prohibits us from continuing to employ an individual who has not provided appropriate documentation. Make and attach copies of the documents with the I-9 for submittal to HR. For more information regarding the I-9, reference the [Guidelines for I-9 Verification](#).

**3. Criminal Background Check Request:** (if applicable) If the duties of the position warrants a background check,

a background check must be completed prior to extending an offer of employment or an offer can be made contingent upon background check results.

A new background check would be required if a student has had more than a year break in employment and is rehired into a position that would require a background check.

For more information, see the "Campus Policies" section of this handbook. For assistance with determining if the student will require a criminal background check, please refer to the [Criminal Background Check Policy](#) and Addendum that outlines duties/position that would require a background check.

**Note:** If a criminal background check is required, the appointment will not be entered until receipt of the background check and a review of the results. The background check can be initiated ahead of time by sending an email to Human Resources at [hr@uwgb.edu](mailto:hr@uwgb.edu) with the student's name, email and the budget code to charge. Human Resources will conduct the background check and notify the contact person of its completion.



## Students should complete the forms below:

1. [Employee Self-Identification Form and W-4 Withholding Form](#): The information on the Employee Self-Identification form will be treated as confidential and will not be disclosed in response to a public records request. It will be used for affirmative action reporting and related University purposes. Although self-identification is voluntary, anyone choosing not to self-identify must indicate this on each page of the form.

The W-4 should contain the student's permanent home address (not their temporary or campus address) as this is the address where their W2 will be sent.

2. [Form I-9](#): Students should fill out Section 1 on this form. The University is required by law to verify all new employees' identity and authorization to work in the United States. Offer of employment is contingent upon this verification as required by the Immigration Reform and Control Act (1986). Employees must complete Section 1 of the Form I-9 no later than the first day of employment. The Form I-9 contains a list of acceptable documents that the employee will need to present to their supervisor to establish identity and work authorization within three days of their first day of employment. P.O. Boxes are not acceptable. A physical address must be provided.

3. [Direct Deposit Authorization](#): Students should document their routing and account numbers on this form. If unsure of the numbers, have the student attach a voided check.

4. [Student Acknowledgement Form](#): outlines that it is the student's responsibility to abide by the requirements under the [UPS Operational Policy: GEN 20](#) and [UW-Green Bay's Campus Procedures on ACA](#).

5. [Statement of Selective Service Compliance](#): to comply with Wisconsin law, Chapter 230, males who are 18 but not yet 26 years of age must declare that they are registered for Selective Service to be eligible for employment. Applicants are responsible for signing a declaration form attesting that they have registered. If the employee has not registered (and is required to do so) and declines to register at that point, the employer must rescind the offer of employment. For more information regarding selective service and online registration, please direct the student to [www.sss.gov](http://www.sss.gov).

6. [Employee Confidentiality Agreement](#): all students who have access to student records, personnel and/or personal information regarding students, faculty, staff and the general public must read and sign. Disclosure of confidential information may result in termination of employment. (This form should be kept in their personnel file within the department.)

## International Student Employees

Many international students may not have a social security card/number. A social security number is required for tax reporting purposes.

To obtain a social security card, students must have a letter from the employer indicating the title of the position, start date and the employer contact information. Once this letter is obtained, the international student will also have to fill out a "Social Security Request Form" in the Office of International Education. In some cases, the Office of International Education (OIE) will also have to authorize the employment in the Student Exchange Visitor Immigration System. Once the student has both an employment letter and a letter from the [Office of International Education](#), they can apply for a social security card. They will need their passport, DS-2019 or I-20, I-94 card, employment letter and letter from the OIE.

International student employees will need to complete their resident status and Visa Type on their W4 form. Once the student is entered into HRS, an email will be sent to the student from Glacier (third-party vendor) to determine substantial presence and evaluate applicable tax treaties. The student will complete online forms in Glacier, print and sign the forms. Completed forms and supporting documents should be brought to HR.

## Hiring Students Under the Age of 18

Students must be at least 16 years old to qualify for student employment. Students 16-17 years of age must have a work permit on file with the Human Resources Office. Work Permits are available at:

- Brown County Clerk's Office, 305 E. Walnut St., Green Bay, WI
- In many communities work permits may also be obtained at the local high school.

To obtain a work permit, the minor or parent must visit the permit officer and bring the minor's birth certificate or other proof of age, social security card, [Work Permit Hiring Statement](#) from the employer, which includes an explanation of job duties, hours of work, and parent's consent, and a \$10.00 permit fee. Statutes also require the employer to pay the permit fee. If reimbursed, the payment must be made no later than the employee's first paycheck.

Reimbursement Procedures and additional information for supervisors and minor employees is located at [Guidelines to Hire Employees under Age 18](#).

## Student Rehire Process

Student jobs are set up for the current academic year only. To continue a student's employment for the next summer and/or academic year, supervisors will receive a spreadsheet via e-mail at the end of the academic year listing all current student employees under their supervision. The supervisor will need to complete information for all students listed. Instructions are included with the e-mail and supervisors will have approximately two weeks to make their entries. Student jobs intended for rehire which are not included in this process must be submitted on a Student Employment Form.

# Orientation, Training & Supervising

A [Hiring and Orientation Checklist](#) is available to assist with new student employee searches and hires.

## ORIENTATION/TRAINING

At the start of employment, supervisors should plan an orientation meeting with all student employees. Orientation should include:

1. Introduction to other staff members and a tour of the surroundings. Point out areas that the student will become familiar with in the course of working.
2. Description of the duties of the position and proper office procedures. Make arrangements and schedule specific training, if needed.
3. Provide this handbook and ask the student to review the information.
4. Go over student responsibilities and explain the Campus policies, office policies and work rules regarding:
  - a. Expectations of work performance (personal business, homework, disciplinary procedures)
  - b. Attendance and punctuality (working days/hours assigned, notifying supervisor of absences/lateness)
  - c. Use of property (telephone, mail, email/internet, other University property)
  - d. Personal actions and appearance (use of alcoholic beverage/illegal drugs, appropriate dress, use of personal cell phone, courtesy in dealing with employees, students and general public.)
5. Develop a work schedule based on student availability, work allotment and employer's needs.
6. Provide the appropriate timekeeping guide for your student employee. Instruct your students how and when they will be paid. Provide them with the [Student Bi-weekly Pay Schedule](#). This schedule details the pay period dates and when they will be paid for hours worked. See "[Timekeeping and Payment Methods](#)" section of this handbook or more detail.

## Supervising Student Employees

Employers must maintain on-going and meaningful job supervision and clearly identify required tasks and encourage students to report back at the completion of required work for additional work. Studying, visiting, etc. should be discouraged by the supervisor. The success of a student employee is positively correlated with the care and time spent in the training program and continuing maintenance of supervision. It is the dual responsibility of the supervisor and student to ensure that the employment does not conflict or have a negative effect on the student's academic performance.

## Evaluating Student Employees

All employees should periodically have a [Performance Review](#) to discuss strengths and weaknesses and possibly new goals or duties. A supervisor should also provide students the opportunity to share questions or concerns they may have about the job.

## Graduating & Non-returning Students

Graduating students must end their employment on the last day of the semester unless they are registered for the upcoming semester. Students not returning will also need to end employment on the last day of the semester. Contact Human Resources with any questions.

## Monitoring Work Study Awards

Students cannot earn their work study money before the first day or after the last day of the semester. Supervisors must monitor the student's work study balance at all times. Earnings in excess of a student's work study award will be charged at a 100% rate to the department's budget. It is the supervisor's responsibility to also monitor the earnings of regular employees who are limited to a certain amount. It is the dual responsibility of the supervisor and student to ensure that these limits are not exceeded. Over-earnings can result in a financial aid adjustment.



# Timekeeping & Payment Methods

## Pay period

A pay period is two weeks in duration. The [Student Bi-Weekly Payroll Schedule](#) is available online. Please refer to this schedule as it provides pay period dates, payment dates and other deadlines. If the supervisor does not approve time, payment will not be processed.

## HRS Timekeeping Instructions

HRS is the timekeeping and payroll system. It has two types of timekeeping entries, Webclock and Timesheet, available for student employees to utilize that are accessed through the "[My UW System Portal](#)".

- [HRS Student Webclock](#): This type of entry should be utilized for those employees who are able to punch "in" and "out" each work day.

- [HRS Student Timesheet Entry](#): This type of time entry can be used when students are not able to immediately enter their time in HRS. This entry allows students to login during the bi-weekly pay period and enter their "in" and "out" times for any given day during the payroll period.

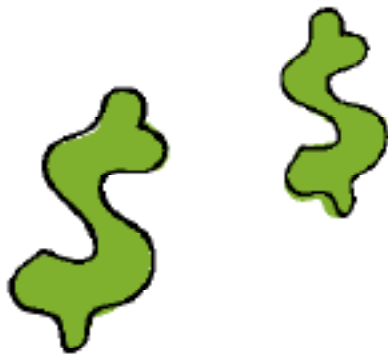
- [Off Campus HRS Student Timesheet](#) (documentation for students who work off campus)

Students using the timesheet method of time keeping cannot "bank" hours. They must record the hours they work on the exact day they are worked. Banking hours is not an acceptable campus employment practice.

## HRS Rounding of Hours

Time entry in HRS rounds each punch to the nearest 7.5 minutes or elapsed quantity to the nearest quarter hour, based on the total hours and minutes reported in a shift.

HRS Rounding of Hours	
Minutes	Hundredths
0.0-7.5	0.0
7.5-22.5	.25
22.5-37.5	0.5
37.5-52.5	0.75
52.5-60	1.0



## Supervisor Resources

It is recommended that Supervisors review and approve student timesheets weekly for the previous week. Supervisors are required to approve their student's time no later than Monday at noon following the end of a pay period. Hours not approved will not be processed for payment. Refer to the following documents for more detailed information on using the timekeeping system:

- [HRS Student Supervisor - Approve Time](#)
- [HRS Student Supervisor - Enter Time](#)

It is the supervisor's responsibility to assure the accuracy of the student's timesheet before approving it in HRS. Inaccurate timesheets may result in delayed payment and knowingly falsified timesheets may result in discipline and/or termination of employment.

## Payment Method

Direct deposit is the method of payment that is used by the University of Wisconsin System. Payments to students using this method will be directly deposited at the financial institution of their choice. Additional information on direct deposit can be found on the [Payroll](#) page of the Human Resources website. Students

are not required to have Federal Work Study earnings direct deposited, however, it is strongly recommended for convenience, safety, and security.

The student can expect their first payment 3-4 weeks after they start working. Please refer to the [Student Bi-weekly Pay Schedule](#) for dates worked and corresponding pay dates. If the student receives a paper paycheck, this check can be picked up in the Human Resources/ Payroll Office or sent to the Bursar to be picked up. If a paycheck is lost, contact the Payroll Office. Payroll staff will request a stop payment on the lost paycheck and a new paycheck will be issued within two to three weeks.

## Electronic Earnings Statements

Earning statements serve as a paycheck stub and provide information about the student's payment. Earning statements can be accessed via the [My UW System portal](#). Earnings statements will be ready to view the day before the pay date according to the payroll schedule.

## FICA Exemption

To be eligible for the exemption from FICA withholding (Federal Insurance Contributions Act tax also known as the Social Security tax), UW system students must be degree-seeking and maintain

at least a half-time status as a student during the school year. The minimum credit load per semester is 6 credits for undergraduates and 5 credits for graduates. During the summer sessions, the minimum credit load is 3 credits for both undergraduates and graduates while in session.

Students may be subject to FICA if there is a 5 week break between sessions or academic term. Student employees attending other UW system schools must provide proof of their current credit load to the Human Resources/Payroll Office for the FICA exemption. If they fall below the minimum credits, they may remain on the student payroll as long as they are a student, however, FICA will be withheld from their paycheck along with any federal and state taxes. Student employees from non-UW system schools are not eligible for the FICA exemption.





# Student Rights & Responsibilities

## Students have the right to:

- Know what is expected of them at a position, including but not limited to: knowing who to report to, what tasks to perform and how to perform them, if the assigned tasks are being performed adequately, how to improve performance and what procedures to follow.
- Be paid for all hours worked. Payments are made every two weeks. Students are not eligible for sick, vacation or holiday pay or other fringe benefits.
- Have work hours that will not conflict with an academic schedule or responsibilities. However, students have the responsibility to work the hours agreed upon with a supervisor on a consistent basis.

## Students have the responsibility to:

- Complete all required paperwork and have possession of a valid Social Security number. Students cannot begin work until the I-9, W-4, Direct Deposit, Student Acknowledgement and Selective Service forms are completed.
- Report to work for scheduled hours. They have the responsibility to promptly inform supervisors if unable to work scheduled hours for any reason.
- Accurately log time in and out of HRS. Record the hours worked on the exact day they are worked. Banking hours is not an acceptable campus employment practice.
- Follow rules set by the department. This may include dress code, confidentiality, behavior, and public image.
- Follow all policies as defined in this handbook.
- Report all accidents to your immediate supervisor or the supervisory person in charge at the time. Please review the workers compensation provision section.

Students are 'at will' employees. This means that either party, student and/or employer, have the right to terminate employment at any time. It is courteous to give proper notice of termination to the employer, usually defined as two weeks' notice.

The Student Employment Office is here to listen and intercede if necessary, however, the supervisor and student must first attempt to work out any problems that may arise.

# Student Employee Appreciation

Each spring, the Student Employment Office celebrates all students who work while attending college during National Student Employment Week. Events are scheduled each of the days with special treats and give-a-ways for the students. The week is typically scheduled the second full week of April.

## Student Employee of the Year Award (SEOTY)

Sponsored by the National Student Employment Association, this award begins at the campus level. Supervisors are invited to nominate outstanding student employees. All nominations are reviewed and each student is honored during a ceremony that takes place during National Student Employment Week on campus. At this ceremony, one student is named the honor of being UW-Green Bay's Student Employee of the Year. Winners are then submitted to state, regional and subsequently, national competitions.

## Eligibility Requirements

All UW-Green Bay undergraduate and graduate student employees are eligible for consideration, Work Study and regular. To be considered an eligible employee, students must be paid via the UW payroll system for work completed at UW-Green Bay. Graduate students must be performing student employee jobs to be eligible. (The following positions cannot be considered: Resident Advisors, Graduate Assistants or Teaching Assistants.) Students must have worked or be anticipated to work a minimum of six months part-time (or three months full-time), during the selection period which is from June through May.

## Awards

Each nominee is presented with a certificate of congratulations from UW-Green Bay. Two runners-ups are presented with a small gift certificate to spend on campus and the winner will have their name engraved on a plaque, receive a gift certificate and receive a letter of congratulations from the Midwest Association of Student Employment Administrators (MASEA).

State winners receive a certificate and check for \$75.00

MASEA regional winner receives a plaque and check for \$150.00

National winner is presented with a scholarship in an undisclosed amount



# Disciplinary System

Student Employment is a part of the educational experience here at UW-Green Bay. Supervisors are expected to discuss departmental expectations and policies with their students.

## Behaviors That Should be Addressed

(This list may be modified to suit department needs)

- Excessive tardiness or absenteeism
- Absent without legitimate excuse
- Carelessness or lack of attention resulting in injury to property, person, or public appearance
- Inappropriate workplace conduct
- Discourtesy or failure to work harmoniously with fellow employees
- Improper use of equipment (i.e.: computers)
- Violation of campus policies

## Recommended Action

Supervisors can utilize the [Student Employee Corrective Action Form](#) when addressing the following:

1. Verbal Warning and an improvement plan discussed
2. If no change or another incident occurs, written warning needs to be completed and an improvement and/or action plan discussed

3. No change or third incident occurs, second written warning or a termination can be completed at the discretion of the supervising department.

To officially terminate the student appointment in HRS, please complete the [Student Employment Form](#).

## Grounds for Immediate Action/Dismissal

Although following a corrective action plan is recommended, there are cases that may warrant immediate action or dismissal. Listed below are some examples:

- Breach of confidentiality
- Theft or gross negligence resulting in serious injury to property, person or public appearance
- Physical violence or obscene language/actions when dealing with the public or other staff
- Being under the influence of drugs or alcohol while on duty
- Falsification of timesheets
- Fraudulent data is provided in order to obtain employment
- Use of computers for inappropriate website searches/viewing
- Insubordination
- Excessive absenteeism or tardiness without prior notification

For serious offenses that you feel warrant immediate dismissal, contact the Student Employment Coordinator at 920-465-2556.

## Other Reasons for Dismissal

If possible, the supervisor should give the student a two week notice if one of these situations arises:

- Completion of Project or Assigned Task
- Lack of Departmental Budget Funds



# Grievance Procedure

A “grievance” is a complaint brought by a student employee who feels that they have been unfairly treated as it relates to their employment. The student may make an appointment to see the Student Employment Coordinator to discuss the facts of the grievance. The Student Employment Coordinator has the authority to informally resolve the issues between the student and employer. If the situation warrants a formal grievance, the Student Employment Coordinator will ensure that the formal grievance procedure is followed.

# Campus Policies

## [Acceptable Use Policy](#)

The University of Wisconsin-Green Bay furnishes computers and provides access to campus network resources, including the Internet, in order to support learning and enhance instruction, to promote educational excellence and to prepare students for an increasingly technological world. This use should facilitate resource sharing, research, innovation and communication.

## [Affirmative Action and Equal Opportunity Statement](#)

The University of Wisconsin-Green Bay is committed to equal opportunity to all individuals regardless of race, color, religion, sex, sexual orientation, gender and/or gender identity expression, marital or parental status, national origin, ethnicity, citizenship status, veteran or military status, age, disability and any other legally protected basis. Harassment or discrimination based upon protected status is illegal and will not be tolerated. This policy is applicable to employment practices and all programs within the University. This commitment to all employment and educational practices includes, but is not limited to recruitment and hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs, access to facilities as well as social and recreational programs.

The University’s compliance with this statement is the responsibility of all administrators and others whose duties are related to decisions regarding employees. Further, the University of Wisconsin-Green Bay is committed to fully participate in the implementation of all applicable federal and state laws, executive orders, rules, regulations and policies.

## Americans with Disabilities Act

The University of Wisconsin-Green Bay is committed to providing reasonable accommodations for eligible employees or applicants for employment with documented disabilities as defined by federal and state law.

## Criminal Background Check Policy

The University of Wisconsin-Green Bay is committed to foster a safe and secure environment for all members of the university community. This policy will also allow the University to take meaningful and reasonable actions to protect its funds, property and other assets. Criminal background checks will be conducted on student employees when required by state or federal law or when hired into a position identified as risk or trust sensitive. Individuals may not commence employment until they have successfully completed a criminal background check, except under special circumstances. Information collected in connection with the background check will be treated confidentially to the extent permitted by the Wisconsin Public Records Act and other applicable laws.

## Drug Free Environment Policy

In accordance with the federal Drug Free Schools and Campuses Act and the Drug-Free Workplace Act, the University has a policy that establishes standards of conduct in relation to the unlawful possession, use or distribution of illicit drugs and alcohol. This policy emphasizes the expectation that faculty and staff will report to work in an appropriate mental and physical condition to carry out their responsibilities safely and effectively, absent any impairment because of the use of controlled substances and alcohol. Violations of this policy may result in serious disciplinary sanctions up to and including termination of employment. A complete copy of the UW-Green Bay Alcohol and Other Drugs Policy is available at [http://www.uwgb.edu/deanofstudents/policies\\_procedures/students/pdfs/alcohol.pdf](http://www.uwgb.edu/deanofstudents/policies_procedures/students/pdfs/alcohol.pdf).

## Harassment And Discrimination Policy

The University of Wisconsin-Green Bay reaffirms its commitment to maintaining a working and learning environment that is free of intimidation fear, coercion, and reprisal. Sexual harassment is a form of sex discrimination that occurs in a variety of situations involving the inappropriate introduction of sexual activities or comments into the work or learning situation. For general purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual

nature. Persons found to be in violation of this sexual harassment policy shall be subject to disciplinary action that may include, but is not limited to, written warning, demotion, transfer, suspension or dismissal.

## Policy on Threats and Violence

The University of Wisconsin-Green Bay is committed to maintaining for its employees, students and visitors an environment that is free from intimidation, threats and violent acts. UW-Green Bay will not tolerate any act or threat of violence made in the workplace, on university lands, or while in work status. After receiving a report of threats or violence, the University will conduct an immediate investigation and respond with the appropriate action.

# Worker's Compensation

If a student who is employed on campus is injured as a result of work related activities, they are covered by Worker's Compensation. By law, accidents must be reported immediately to the supervisor no matter how slight, and within 24 hours to Tracy Van Erem at (920) 465-2699. Failure to do so could result in a loss of compensation, payment of medical bills, etc.

Students employed off campus through the Federal Work Study program who may be injured in the course of their employment, must report injuries to the employing agency. The employing agency has direction and control over the employee and therefore is responsible for Worker's Compensation and expenses resulting from an injury on the job.

The federal share of a Work Study student's pay cannot be used to provide fringe benefits such as worker's compensation. These restrictions apply even when the federal share is made up of 100% Federal Work Study wages.

