



DOANE UNIVERSITY

HANDBOOK FOR SUPERVISORS OF STUDENT EMPLOYEES

INTRODUCTION

The Financial Aid Office is committed to helping students pay educational expenses through part-time employment. We appreciate the cooperation of employers who hire students through the work-study program and we welcome suggestions for improvements.

EMPLOYMENT PROGRAMS Federal Work-Study (FWS)

Students working under FWS must not be paid for more than 17 hours per week under the program (40 hours maximum per week during school breaks and summers).

How do you get your student on FWS?

Any on-campus employer may request FWS students to fill vacancies, but not every student may qualify for the FWS program.

To apply for Federal Work-Study, a student must complete the Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.gov. Students who demonstrate financial need on the basis of the FAFSA can earn Federal Work-Study dollars, as long as funds remain. The federal government pays 75 percent of the student's wages.

Are there disadvantages to FWS?

The U.S. Department of Education gives Doane University a small allotment of Federal Work-Study dollars per year and funds may run out.

Student employees must be enrolled for at least half time each term during the school year to maintain employment FWS eligibility. Please be sure to verify your student's schedule of classes. **FWS students cannot work during scheduled class times.**

Students who work under FWS are limited in the dollar amount that they can earn under the program. The Financial Aid Office informs students of the amounts. This is based on the results of their Free Application for Federal Student Aid (FAFSA).

Receiving additional aid, scholarships or loans after the start of the school year may impact their eligibility for FWS.

If your FWS student reaches his or her earnings limit, it may be possible to continue to employ the student. Please check with the Financial Aid Office to confirm this possibility before allowing the student to continue work.

Campus Employment (CE)

Campus Employment (CE) provides jobs to students who are U.S. citizens or international students who have a work permit. Financial need is not a requirement for employment under the program. The university pays 100 percent of students' wages.

If the budget allows, students who earned their maximum work-study eligibility may be able to switch to campus employment.

Legal Information

Doane University is an Equal Opportunity Employer. Doane University prohibits discrimination on the basis of race, color, religion, sex, national origin, disability, age, marital status, or sexual orientation. Any persons having inquiries concerning Doane University's compliance with the regulations should contact the Director of Human Resources.

The current federal minimum wage is \$9.00. All students will be paid the current minimum wage.

Students can be employed in any department, division, office, or other unit of the employing institution that has a line item in their budget to support student employment. Employers may require a specific academic background for a particular job.

All earnings are subject to federal and state income taxes. Students must complete a W-4 form as well as the I-9 form within three days of beginning employment. A W-2 wage and tax statement will be mailed to the student after the close of the calendar year and before February 1 of the next year.

Hiring

To hire students as employees under either campus employment option, the student and the employer must complete a “Work Certification” form. This form is available from the Financial Aid Office. It is critical that the Financial Aid Office receives the completed forms in a timely manner as this is the only indication that the office has that a student has been hired.

Satisfactory Academic Progress

Students receiving federal or state financial aid, including work-study, must meet the standards set by this policy. If the student falls below the standards federal work-study dollars shall be removed. The full Satisfactory Academic Progress policy can be found in the catalog or the Doane Website in the Financial Aid section.

Hiring International students

International students are students who are attending Doane University on a Student Visa. These students are not eligible for any federal financial aid. However an international student **may** be able to work Campus Employment. An international student wishing to work Campus Employment should contact the Human Resources office to determine his/her eligibility.

Getting your student on the payroll system (KRONOS)

To be placed on the Doane University payroll, the student must provide required documentation regulated by the I-9 form. Students must also complete all additional payroll documents prior to starting their position. It is important the student provides the required documents to the Payroll Office to insure that the student is paid in a timely manner. Students will not be allowed to use the KRONOS time-keeping system until all documents have been provided.

Your responsibilities as an Supervisor

Supervisors are expected to provide the student with an employment orientation so that he or she will understand the tasks to be performed. The Financial Aid Office recommends that a short job description be provided to each employee. Students are to perform all work assignments at the assigned work site, NOT at their home. The Supervisor should provide a reasonable amount of direction and offer constructive criticism to assist the student in performing assignments in a timely manner. The Supervisor should counsel the student if the work is performed in a manner that is not consistent with your department goals. Appropriate personal conduct and positive attitudes are also important aspects of satisfactory job performance. This employment should be a positive learning

experience for the student. Typically, a two-week probationary period is established. The Supervisor is required to inform the student of the reasons for termination from the job. The university may prohibit further employment to those students involuntarily terminated from a campus job. Students should not work during scheduled class times.

Supervision-Time Keeping Reconciliation

Employer's supervisory responsibilities include the following:

1. Provide clearly defined supervision.
2. Report student work hours accurately.
3. Monitor student's performance for quality of work.
4. Monitor all hours reported to ensure they were actually worked.
5. Reconcile payroll through KRONOS by due date.

Student Employee

Responsibilities

We encourage supervisors to review this information with the student during the initial training session. All student responsibilities are detailed in the Student Employment Handbook which is posted on the Doane website.

- As an employee, the student represents the employer to other students, faculty, and visitors to the university.
- Students must be prompt in reporting to work at the assigned times. Schedule changes must be coordinated with the supervisor.
- Students should strive to provide regular, efficient, and cooperative job performance.
- Students should notify the employer or supervisor (in advance, if possible) of illness or unforeseen circumstance that prevents attendance at work.
- Students should provide the employer at least two week's notice if it becomes necessary to leave the job.
- Over the course of the year, student may not average more than 17 hours of work per week, and no more than 40 hours per week any given week.
- Student workers may not exceed the amount of the award found on the Employment Verification Form.
- Students may NOT work during their scheduled classes.

Performance Improvement Policy

Except in cases of serious misconduct, the following procedures should be followed when dealing with performance or behavior issues. The steps are designed to encourage student employees to succeed and to correct the student employee's conduct and work performance. The first step is verbal counseling the employee regarding the unsatisfactory performance. In most cases, no further action will be required. If, however, the unsatisfactory performance has not been corrected, the employee should receive a written reminder emphasizing the importance of the situation, describing the deficiency, specifying the time to correct the deficiency, and describing the consequences of failing to correct the deficiency, including possible loss of pay or discharge. If the deficiency has still not been corrected, a final warning should be given with continued unsatisfactory behavior resulting in formal discipline including, without limitation, loss of pay or discharge.

In cases involving dereliction of duty or serious misconduct the University may terminate the employment relationship without following any particular series of steps whenever it determines, at its own discretion, that such action should occur.

If you need to terminate employment

An employer may dismiss a student employee for any of several reasons, including unsatisfactory work, poor attendance, and improper conduct (e.g., theft, physical abuse of equipment or people, falsification of records, disclosure of confidential information, etc.).

Termination is allowed for reasons of budget constraints, completion of a project, or other such valid reasons unrelated to job performance. In these instances, the employer must provide the student employee with cause and a minimum of two weeks written notice in advance of the termination date. The student should contact the Financial Aid Office for other available campus jobs.

Upon demonstration of unsatisfactory performance or poor attendance, the supervisor should immediately verbally warn the student and allow a reasonable time period (usually two weeks) for the student to improve his or her performance. The supervisor should attempt to identify the probable cause of the problem and take steps toward improved communication or instruction to enable the student to achieve satisfactory performance.

If the student's performance remains unsatisfactory and the problem is not solved, the employer should send the student a written warning which:

1. States the nature of the problem.

2. States the remedy to the problem.
3. Is dated.
4. Is signed by both the employer and employee.

Submit a copy of the written warning to the Financial aid Office.

If performance does not improve during the specified time period, you may terminate the student's employment. A written notice of the termination and the reasons for it must be given to the student, and a copy should be sent to the Financial Aid Office. Remember that if this action is taken, the student may not be eligible for further on-campus employment.

The university reserves the right to terminate the student's employment in cases of gross misconduct or other severe circumstances without following the above described performance improvement process. In these cases supervisors should notify the Director of Financial Aid or the Director of Human Resources prior to making the termination.

If assistance is needed with this procedure, contact the Financial Aid Office.

If your student has a grievance

Students have the right to appeal employment decisions that they believe are unjust, improper, unmerited, etc. Grievance procedures can be found in the Student Employee Handbook.

Student Benefits

Breaks: student employees who work four consecutive hours or more should be provided the same break period privileges that are customary for other staff in the department. The supervisor will determine appropriate times and conditions of break periods.

Jury Duty: a student employee may be summoned for jury duty or as a witness. Time spent by a student employee for jury duty or as a witness will be treated as an excused absence without pay.

Sick, Vacation, Holiday pay: student employees are NOT entitled to sick, vacation or holiday pay.

Confidentiality & FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that ensures the confidentiality of student records. Student employees of Doane University should become familiar with some of the basic provisions of FERPA to make certain they do not violate this federal law. FERPA

violations may result in disciplinary action including, but not limited to, job loss.

Student employees must not, under any circumstances, release student information to anyone, unless their position specifically requires them to do so. They must refer any requests for information about a student to their supervisor to ensure that they do not violate FERPA.

Student employees must avoid acquiring student record information that they do not need to do their job, and they may not exchange student information that they have learned while performing their job. Even a minor disclosure of information (e.g.: telling another student of someone's class schedule) may be a FERPA violation and may result in disciplinary action. Any information they obtain on the job regarding students must remain in the workplace.

If you have any questions about FERPA, please contact the Financial Aid Office.