PURPOSE OF HANDBOOK

Students are a major part of the workforce at Portland State University. The University employs 1300 students in a variety of positions. In addition to providing valuable services to the University, on campus employment benefits the student. Aside from providing students with income to defray the cost of attending the University, employment on campus enhances the student’s experience in several other ways. Research has consistently shown that employment on campus is positively associated with persistence and educational attainment, cognitive and affective growth, and student satisfaction. Employment on campus increases the student’s opportunity for contact with other students and with faculty and staff. In addition, it increases the student’s involvement and time spent on campus. Further, on campus employment affords students an opportunity to gain valuable work experience and to learn new skills often related directly to their chosen career.

PSU also contacts with certain off-campus agencies to hire Work-Study employees. These contracts provide students alternate employment opportunities where they can gain experience in other public or non-profit organizations. Many of these off-campus agencies are non-profit groups that provide a wide variety of valuable community services.

This HANDBOOK is intended to provide you with the policy and procedure information you need when you hire student employees. It includes information about Federal Work-Study employment, Regular Wage employment and Educational Stipend employment. In addition to policy and procedural information, there are recommendations for good practices when hiring, training and supervising students. Students’ rights and responsibilities are also detailed.

1 For example see:

This HANDBOOK supersedes the Student Employment Procedures dated July, 1992 or earlier, and supersedes the PSU Internal Management Directives (IMD) Section 3. Student Personnel, dated July, 1992 or earlier.

DISCLAIMER

The STUDENT EMPLOYMENT HANDBOOK is not an employment contract and should not be relied upon as such. In all instances Portland State University (PSU), the Oregon University System (OUS) and U.S. Department of Education (Dept. of Ed.) rules, policies, and procedures take precedence over this handbook. The STUDENT EMPLOYMENT HANDBOOK is merely a description of these rules, policies and procedures and does not supplant or alter them. PSU, the OUS or the Dept. of Ed. may make changes in rules, policies and procedures at any time. Such changes may take effect immediately.

Every effort has been made to ensure the accuracy of information in the STUDENT EMPLOYMENT HANDBOOK. We invite you to send any recommendations or changes to the Financial Aid Office.

WHAT’S NEW?

Some new policies have been initiated since the last Employer’s Guide was distributed. These are:

• revised enrollment requirements for FWSP and regular wage students
• Student Educational Activities stipends - p. 12
• revised maximum pay rates – see p. 23
• new method for on-campus employers to monitor FWSP awards and earnings – see p. 9
• web page for employers, with forms and text of this handbook: www.ess.pdx.edu/FAO/FWSP.htm
• Office of Human Resources’ role in completing hire papers (W-4, I-9, etc.)
This *HANDBOOK* also has new information to help you as an employer of students, including:

- Supervisory Guidelines – p. 12
- student rights and responsibilities - p. 14

**FEDERAL WORK-STUDY REGULATIONS**

These guidelines will help Federal Work-Study Program (FWSP) employers to understand the employment of students both on- and off-campus. Many of these policies and procedures apply to regular wage student employment as well. Where a policy or procedure is strictly for Work-Study employment, it will be identified as such.

**Purpose and Limitations of FWSP Employment**

The Federal Work-Study Program (FWSP) is designed to provide part-time employment to undergraduate and graduate students who need help meeting the costs of higher education. Federal policy regulating use of FWSP funds states that FWSP employment must be governed by employment conditions, including pay, that are appropriate and reasonable in terms of:

- types of work,
- geographical region,
- employee proficiency, and
- any applicable federal, state or local laws.

Work-study employment may NOT:

- impair existing service contracts,
- displace employees,
- fill jobs that are vacant because the employer’s regular employees are on strike,
- involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction,
- involve any partisan or nonpartisan political activity associated with a faction in an election for public or party office,
- involve lobbying on the federal level, or
- include employment for the U. S. Department of Education.

An FWSP eligible job is one that an employer normally pays other people to do outside the Federal Work-Study Program. If no other person has held that job for the employer, it must be a job for which other employers would normally pay.

**STUDENT WORK HOURS AND OVERTIME**

No student employee may work more than 40 hours in any one workweek and no more than 130 hours per pay period. One workweek is defined as Sunday through Saturday of any given week.

- Under no circumstances does the FWSP program authorize or pay for overtime. If an FWSP employee works over 40 hours in one week, overtime will be charged directly to the department. If the employee works for more than one department or agency, overtime charges will be pro-rated between the departments.

Student employment is employment at will. You, the employer, decide when you want your student to work and you have the right to end the student’s employment early. Please familiarize yourself (and any supervisor of students) with the Recommended Supervisory Guidelines (p. 12) and the student’s rights and responsibilities, (page 14).

**ON-CAMPUS EMPLOYMENT**

Students benefit from the convenience of working and taking courses on campus, thus allowing them more time to devote to their studies and to find work in an area related to their academic major. An incentive for a campus employer to hire work-study students is that FWSP pays for 90% of the gross wages.

Any department or service on-campus, including those services that PSU contracts out (e.g., food services) may employ work-
study students. Though the types of jobs vary, all jobs should be related to the student’s educational program or vocational goals.

Students hired on-campus who do not have a financial aid work-study award will be paid “regular wages.” This means the employing department pays 100% of the student’s wages.

**OFF-CAMPUS EMPLOYMENT FOR FWSP STUDENTS**

**Limitations of Off-Campus Employment**

Off-campus employment as discussed in this HANDBOOK is limited to students with Federal Work-Study awards. Off-campus employers who wish to hire PSU students without FWSP awards would hire and pay students as they would any other employee. “Regular wage” employment as described in this HANDBOOK does not apply to off-campus employers.

Federal, state, city and county government agencies and non-profit organizations may hire FWSP students as long as the students’ work is in the public interest. Federal regulations define “public interest” as work performed for the national or community welfare rather than work performed to benefit a particular interest or group.

Work that is NOT in the public interest is defined as:

- work that primarily benefits the members of a limited membership organization such as a credit union, a fraternal or religious order, or a cooperative,
- work requiring that a student work for an elected official outside the regular administration of federal, state or local government, or
- work that requires a student’s political support or affiliation as a condition of employment.

**Contract Process**

All off-campus employers are required to have a valid contract in force with Portland State University prior to hiring work-study students. Questions about Federal Work-Study Program contracts should be directed to the FWSP Coordinator at 503-725-4950.

The Federal Work-Study Program pays for 75% of your student’s gross wages, not including the administration costs (i.e., worker’s compensation, social security matching, etc.) that are estimated at approximately 7%.

**Community Service Employment**

Portland State University is required by federal regulation to use a least 7% of its FWSP funding to employ students in community service jobs which are designed to improve the quality of life for community residents, especially those with low incomes. The Community Service Program is coordinated through the Career Center, 402 University Services Building. Non-profit organizations seeking to participate in the Community Service Program should contact the Career Center at 503-725-4965 or at www.career.pdx.edu. Students who are interested in community service related positions should contact the Career Center.

**STUDENT ELIGIBILITY FOR FEDERAL WORK-STUDY PROGRAM**

Students awarded Federal Work-Study must be admitted and registered for six credit hours if undergraduates, or five credit hours if graduates during Fall, Winter and/or Spring terms.

It is your responsibility as the student’s employer to verify the student’s enrollment **every term** throughout the year. Proof of registration can be verified by accessing the information on Banner in the Student Course/Fee Assessment Query Form (SFAREGF). Be sure that the column headed “St” has the code “RE” for each class’s credits.
that you are counting. Any other code indicates a non-enrolled status. A sample of this form is shown on p. 21. **Off-campus employers should ask their students to provide a copy of their class schedule for each term.**

\[\text{NOTE: The HRC sticker on the student ID card does not verify a student’s enrollment hours. It certifies that the student has completed the necessary paperwork and provided the necessary documentation to the Office of Human Resources to meet the federal, state and local employment requirements.}\]

**Certificates of Eligibility**

Students eligible for Work-Study must present a Certificate of Eligibility for verification of their FWSP award. **Do not hire FWSP students without a Certificate of Eligibility.** Students can obtain their Certificate in the Financial Aid Office. Financial Aid Office staff must sign the Certificate. Keep the Certificate in your files when you hire a student. Students will receive a new award each academic year, so it is important that you collect a new Certificate of Eligibility each academic year to verify the student’s award.

\[\text{NOTE: Students may have their awards canceled if they are not hired by the expiration date shown on the Certificate—usually October 31st of each academic year (see Routing Hire Forms for details of hiring procedures, p. 7).}\]

**Summer Term FWSP Employment**

Students with academic year awards may begin earning their FWSP awards on June 16th, whether enrolled for Summer term or not. Students must maintain minimum enrollment for the subsequent terms of the FWSP award. Students working over the summer must have an accepted FWSP award for Fall term and are limited to earning the Fall portion of their award during the summer. Students should present you a Summer Term Certificate of Eligibility (see p. 19) and complete the Intent to Enroll that is on the back of the Certificate.

**Changes in FWSP Eligibility**

For many reasons, a student’s FWSP eligibility can change over the course of the school year—a student may fail to meet the credit hour requirements, may be academically dismissed, may obtain additional funding such as scholarships, etc.—and the FWSP award will have to be modified or canceled entirely. Occasionally it will be necessary for the FWSP Coordinator to terminate a student’s FWSP employment.

\[\text{NOTE: Check RJASEAR (see p. 9) each month before signing the timesheet to verify award amount and balance left that the student may earn.}\]

All earnings over the FWSP award will be charged back to the employing department; the employer will be responsible for 100% of the student’s earnings that exceed the FWSP award. If you want to maintain the student as an employee after their FWSP award is exhausted, you must hire the student as a regular wage employee.

Students who have already been hired as regular wage employees cannot be compelled to use their FWSP awards. If you have hired a student regular wage and you wish to change the student to FWSP, please submit a Student Hire/Change Form **signed by the student** to the Financial Aid Office. The signed Student Hire/Change Form indicates that the student understands and accepts the change.

**REGULAR WAGE STUDENT ELIGIBILITY**

Students hired as regular wage student employees are required to register for six credit hours if undergraduates, or five credit hours if graduates. See the “Acceptable Course Enrollment and Enrollment Deadline” section on p. 5 for more details on enrollment requirements.
You are required to have proof of the student’s admission and registration. Proof of registration can be verified by accessing the information on Banner in the Student Course/Fee Assessment Query Form (SFAREGF). Be sure that the column headed “St” has the code “RE” for each class’s credits that you are counting. Any other code indicates a non-enrolled status. A sample of this form is shown on p. 21.

If you do not have security access to this form, ask the student to provide a screen-print from Banner of their registration. You must verify the student meets these enrollment requirements each term.

ACCEPTABLE COURSE ENROLLMENT AND ENROLLMENT DEADLINE

The following list summarizes the criteria for acceptable enrollment for both FWSP and regular wage students:

- Only enrollment in PSU courses for degree credit can be considered for student employment enrollment requirements. This means courses numbered between 100 and 699 (i.e., MTH 111 or USP 696).
- Courses taken at another school cannot be counted as part of a student employee’s enrollment.
- The student may not use audit hours, credit by examination or independent study courses through the School of Extended Studies to satisfy credit hour requirements.
- The student may not be on academic dismissal.

Each term the credit hour eligibility of student workers should be checked. Student workers must be registered for their classes by the last day to enroll and/or pay without a late fee each term. During the term any student worker not meeting the eligibility for credit hours has 14 days to establish their eligibility or to request and receive an exception from the requirements for that term from the Vice Provost for Student Affairs. Student workers unable to solve their eligibility by either of the methods listed above must be terminated from their employment.

Term Off

Student employees are allowed one term per year in which they may work but do not need to meet the credit hour eligibility listed above. The year, for this purpose, follows the fiscal year, July 1 through June 30. Summer term is the preferred term for FWSP employees. FWSP students who wish to work during a term in the regular school year while not enrolled must first get permission from the Director of Financial Aid. Regular wage students may take the term off in any term.

The term off may be granted by the employer only once per fiscal year. The student must intend to enroll in the minimum required credits for the term following the one taken off (use the “Intent to Enroll” form on p. 20). For FWSP employees, route the signed original form to the Financial Aid Office with the hire forms and keep a copy for your files. For Regular Wage students, keep the signed original in your files.

International students always need to contact International Studies about any changes in their student employment.

NEPOTISM POLICY

A supervisor is prohibited from employing a member of his/her family as a student employee if the supervisor has employment authority, establishes pay rates, exercises supervisory authority, counsels, disciplines and/or terminates the student employee to be supervised, or participates in any employment decision without the express approval of the supervisor’s supervisor. For the purposes of this provision, “family” shall mean spouse, children, parents, brothers, sisters, grandparents and grandchildren.

EMPLOYMENT OF MINORS

There is no other group of employees who are protected by more state and federal
regulations than the group of employees under 18 years of age. ORS 653.305 is administered by the Oregon Bureau of Labor and Industries (BOLI). BOLI is responsible for setting and enforcing minimum standards for wages, hours and working conditions of minors.

The Office of Human Resources (HRC) will send you a BOLI packet of information and guidelines if you hire a minor employee. If you have questions concerning the employment of minors, call the HRC at 503-725-5091.

**PERMISSION TO HIRE STUDENTS FROM OTHER INSTITUTIONS**

While student employment on campus is primarily intended for Portland State Students, under special circumstances, non-PSU students may be hired as regular wage student employees with permission from the Vice Provost for Student Affairs. You may not pay FWSP wages to a non-PSU student. If you can substantiate that you have made an attempt to hire a PSU student, and that you have not been successful, you may hire a non-PSU student. A student from one of the other Oregon University System institutions may be employed on regular wages if:

- The student is admitted and enrolled for the required credits for eligibility.
- The student is not on academic disqualification or suspension.

**POSITION DESCRIPTIONS REQUIRED**

Federal regulations require that position descriptions be prepared and filed for each job that FWSP students fill. Position descriptions for FWSP funded jobs must be filed annually with the Financial Aid Office at the beginning of the FWSP award year that runs from June 16th to June 15th of each academic year. Each June the Federal Work-Study Program Coordinator reminds employers to re-file job descriptions for the coming school year.

Employers who have not filed job descriptions with the Financial Aid Office will not be allowed to hire FWSP students until the position descriptions are filed.

Photocopy the job description form on p. 22. You must refer to the Hourly Student Wage Scale (p. 23) and its descriptors when writing your job description and setting pay levels. When the job description is complete, make a copy for your records and send a copy to the Financial Aid Office. You may use this form to modify or revise existing position descriptions as well.

Regular wage student positions must have position descriptions as well. Submit copies of these position descriptions to the Financial Aid Office. These jobs will be posted in the section for student jobs on the HRC web page, www.hrc.pdx.edu.

You will also need the job description when doing interviews, hiring and doing performance reviews. You should give your student employees a copy of the job description as part of their initial training.

Salaries for student positions must meet the pay scale and descriptors outlined in the Hourly Student Wage Scale (p. 23). Jobs that do not fall within the appropriate pay scale will be returned to the employer with the instruction to adjust the wages offered or to follow the exception procedures as outlined in the section on Exceptions to Pay Scale (p. 11).

**ADVERTISING STUDENT JOBS**

Once the Financial Aid Office has received your position description, your position will be posted in the section for student jobs on the HRC web page, www.hrc.pdx.edu.

You will need to notify the Financial Aid Office each time you wish to have a job removed or re-posted. When asking to have a job re-posted, be sure to identify whether it is to be posted as Work-Study only, regular wage only, or both. Be specific in your instructions and...
remember to reference the job number and the job title as it appears on your job description.

IT PAYS TO ADVERTISE!! Do not rely on the HRC web page as an exclusive means of advertising your job. Advertising in The Vanguard or producing fliers to be distributed to the various schools and departments on campus will attract more applicants and improve your chances of attracting the applicants you seek.

HIRING STUDENTS

The Office of Human Resources

All students seeking student employment must go to the Office of Human Resources, Room 302 in the University Services Building, to complete the Employee Information Form, I-9 (Employment Eligibility Verification) form, W-4 Tax Withholding (Employer’s Withholding Allowance Certificate) form, and provide the Office of Human Resources with copies of all supporting and required documentation.

Once the student has completed the preliminary hire paperwork, the Office of Human Resources will provide the Student with an eligibility sticker for student employment.

\textit{Note: The HRC sticker does not certify the student’s enrollment hours.} It certifies that the student has completed the necessary paperwork and provided the necessary documentation to the Office of Human Resources to meet the Federal, State and Local employment requirements.

Routing of FWSP Hire Forms

Students cannot be considered “hired” until the following criteria have been met:

- Student has obtained and provided the employer with proof that the appropriate documents have been completed in the Office of Human Resources (the HRC sticker).
- Student has obtained and provided the employer with a Certificate of Eligibility from the Financial Aid Office.
- Employee’s Student Hire/Change Form is completed, signed and routed to the Financial Aid Office.

Hire forms must be routed to the Financial Aid Office immediately, but always within three days of the student’s hire date. Copies of these forms can be obtained from the Office of Human Resources, 503-725-5091, or the HRC web page, www.hrc.pdx.edu.

- \textbf{SPECIAL NOTE to Community Service employers:} All hire papers for Community Service positions are routed through the Career Center at PSU.

It is important that you fill these forms out correctly and accurately. When filling out the Student Hire/Change Form, be sure to mark the box indicating “FWSP.” The Financial Aid Office processes all FWSP hire forms and forwards them to the Office of Human Resources.

\textbf{\textit{NOTE:} If a student does not have a Student Hire/Change Form on file with the Financial Aid Office, the student’s award may be automatically canceled, regardless of whether the Office of Human Resources has a record of the student.}

A Student Hire/Change form must also be submitted to the Financial Aid Office to rehire students on FWSP, change a student’s employment status (FWSP to regular wage, or vice versa), and for all terminations from the FWSP Program.

Routing Rehire Forms

Students must be rehired every academic year on the Federal Work-Study Program. All FWSP students continuing employment from
one academic year to the next must supply you with a new Certificate of Eligibility verifying a current academic year award and must submit a new Student Hire/Change form marked “rehire” to the Financial Aid Office. Students without rehire forms submitted to the Financial Aid Office by the expiration date indicated on their Certificates of Eligibility may have their awards canceled.

Warning: Do not attach time sheets to (re)hire paperwork. This will delay processing of the student’s paycheck.

REGULAR WAGE STUDENT HIRE FORMS

Regular wage students are required to have the HRC sticker and complete the Student Hire/Change Form. Send all regular wage hire papers directly to the HRC, Room 302 University Services Building. The hire forms must be submitted to the HRC within three days of the student’s hire date. Regular wage students continuing employment from one academic year to the next in the same position do not have to be rehired.

EMPLOYING INTERNATIONAL STUDENTS

Employment of international students is limited to on-campus regular wage jobs. If you are an off-campus employer and are approached by an international student seeking employment, refer the student back to PSU for on-campus regular wage job opportunities.

When citizens of other countries are hired, they must obtain a work authorization letter from the Office of International Education Services. They cannot be hired or allowed to work without valid work authorization.

In addition, Non-Resident Aliens may be exempted from income and FICA taxes, depending on current tax treaties and the type of visa provided to the individual. The HRC will assist the student in completing a non-Resident Alien Tax Packet upon initial hire.

Final treaty determinations are made by the OUS Controllers Office. This packet must be refiled each year by January 10th.

PAYING STUDENT EMPLOYEES

Student earnings must be computed on an hourly basis for actual time on the job. Departments/agencies will set the pay rate, from the minimum wage to $12.50 per hour. The pay rate must be appropriate to the level of skill and responsibility as outlined on the Hourly Student Wage Scale on p. 23 of this handbook. You may pay a student any amount within the specified Hourly Student Wage Scale appropriate for that student’s position.

For FWSP employees, campus departments pay 10% of the student’s gross wages and most off-campus agencies pay 25%; the remaining wages are covered by FWSP funds. For regular wage employees, the department pays 100% of the student’s gross wages. In addition to these percentages, the department/agency will also pay an estimated 7% for other payroll expenses—e.g. Worker’s Compensation Insurance.

NOTE: Federal and state regulations require that employers adhere to federal, state, and local minimum wage regulations. The State of Oregon minimum wage is $6.50 per hour.

A sample of a completed time sheet appears on p. 26, and directions for completing the time sheet are found on p. 27. Be sure to note the different ACCT Codes used for FWSP and Regular wage pay.

Time sheets are due in the PSU HRC on the 16th of the month. If a preprinted time sheet is not mailed to you by the 10th of the month, the student employee may pick up a blank time sheet at the PSU HRC, Room 302 University Services Building. Students should take their time sheets to their supervisor for completion and return it to the PSU HRC.
Portland State University produces the student’s paycheck. Students have the option of having their earnings Direct Deposited into their bank accounts or they may choose to receive a printed check each month. Students who wish to have their earnings Direct Deposited should contact the PSU HRC at 503-725-4926. Paychecks or earnings statements for students not choosing Direct Deposit are available at the PSU Cashier’s window on the last working day of the month.

**MONITORING FWSP STUDENT EARNINGS**

Employers are responsible for monitoring FWSP student earnings. The Financial Aid Office provides the Certificate of Eligibility confirming the award and the award amount. FWSP students may not have gross earnings exceeding the amount of their FWSP awards. The student time sheet provides space for employers to keep a continuing total of student FWSP earnings (see the sample Student Time Sheet, item #22, p. 26). A simple Excel spreadsheet to keep records of student employees’ FWSP awards and earnings to date can be downloaded from [http://www.ess.pdx.edu/FAQ/FWSP.htm](http://www.ess.pdx.edu/FAQ/FWSP.htm). It is strongly recommended that all employers check with their students each month to see if the student has any other current or previous employers so that earnings between multiple employers can be coordinated.

**Using Banner to Monitor Eligibility**

PSU employers can use Banner to view a student’s FWSP award amount, earnings to date, remaining eligibility and the names of any other employing departments. The screen name is Student Employment Authorization Form. The Direct Access code is RJASEAR.

The person responsible for monitoring student wages within your department must be granted security access to view this form. Copy and complete the RJASEAR Authorization Form on p. 30 when you need to make changes.

Only one contact person per ORG code can be granted view rights to this form. If there are multiple supervisors of students in your department, choose the person who should be contacted by the Financial Aid Office regarding changes to student FWSP awards. This person must be responsible for notifying other student supervisors within the department of any changes in student eligibility.

To access an individual student’s information, enter the aid year (i.e., 0102 for 2001-2002, 0203 for 2002-2003) and the student’s ID number. Then use Next Block to call up the data. In the “Awards” section, the second column from the left named “Status” must show the student’s FWS award in an “ACPT” status. Any other status code means the student does not have a valid award (it may have been canceled, declined or not yet accepted by the student). The “Accepted” amount in the center is the current total FWSP amount the student may earn. To the right, the “Paid” column shows the gross earnings to date. The “Remaining” column shows amount left to be earned. These amounts are updated twice each month.

**Employing Departments**

The lower “Authorizations” portion of the screen is the place to view how many employers the student has had and to find out who they are. It is not unusual for FWSP-awarded students to have 2, 3 or even 4 jobs. You are responsible for coordinating the student’s earnings with the other employers to insure that the student does not earn more wages than the FWSP award.

In the sample screen-print here, in the very bottom left corner of the RJASEAR screen, in the gray bar, you see “Record: 1/1.” This means you are looking at the first employer record and that only one employer exists for this student. If you see “Record: 1/?” it means that more than one employer record exists for the student. Use your down arrow button to scroll to other employer records.
In the far left column, the second field is “Placement.” This contains the ORG code for the employing department. If the first record you view is not your department’s ORG code, use your down arrow key to view other records until you find your department.

To identify another employing department and the name of the supervisor, make a scratch-paper note of the Placement number. Then click on the flashlight icon. This will take you to the Placement Base Data Form screen. Once on this screen, click on “Query” in the top line of the toolbar. This will give you a drop-down menu. Click on “Enter.” This will give you a blank screen. Enter the Placement number from your scratch-paper, then press F8 to execute the query. This will bring up the department’s name, student employment supervisor, and a phone number. **Caution:** the supervisor’s names and phone numbers for each department are updated only once per year, so the individual listed for a department may no longer be the current student payroll supervisor.

**Other Information on RJASEAR**

In the middle column, the Authorization Start Date shows the beginning of the student’s first pay period for that department. The End Date defaults to 30-JUN-200x until the student is officially terminated by that department. The End Date will be corrected to the actual termination date when the Financial Aid Office receives termination papers.

The far right column Pay Rate shows the Banner default of $6.50 per hour for all employees – it is not used to calculate the student’s actual wages. Since this pay rate may not correspond to your actual pay rate for the student, the “Auth Hours” calculation of total hours the student could work will not likely be very helpful to you.

If you have questions about the information on the RJASEAR form, call the FWSP Coordinator at 5-4950.

**Fully Earned Awards and Changes to Regular Wage**

The Work-Study Coordinator will notify departments when any employee’s remaining FWSP eligibility is less than $800. Employers will also be notified when a student has earned the full FWSP award and is no longer eligible for FWSP employment. In the event that a FWSP student’s earnings exceed their FWSP award, the excess earnings will be charged to the employer as regular wages (i.e., department pays 100% of the student’s wages). If all employing departments have followed all hiring and earnings monitoring requirements at the time an account transfer is done, the excess earnings will be pro-rated among the employing departments.

When the FWSP award is fully earned, it will be necessary to either terminate the student’s employment or convert the student to regular wage. In both cases, a Student Hire/Change form indicating the change in the student’s employment status must be sent to the Financial Aid Office.

**NOTE:** If you elect to continue your student on regular wage, paying 100% of the student’s wages, you must adjust the student’s time sheet. To adjust the timesheet, cross out the FWSP position number earn code, acct code and matching index line and enter the regular wage position number, earn code (RST) and acct code (10501).

Please see the Hourly Timesheet Instructions (p. 26) section for complete instructions on how to correct the “codes” on the student time sheet to reflect regular wage employment status. All earnings over the FWSP award will be charged back to the employing department and the employer will be responsible for 100% of the student’s earnings.

**EXCEPTIONS TO PAY SCALE**

Exceptions to the pay scale and descriptors outlined in the Paying Student Employees section (p. 8) must be filed with and approved by the Vice Provost for Student Affairs’ office.
STUDENT EDUCATIONAL ACTIVITIES
STIPEND

Educational Activity Stipends can be paid for positions that offer students substantially more learning opportunities than are generally associated with other student employment. Often these positions require students to assume considerable responsibility and to work irregular and varied hours. To qualify for educational honoraria, positions must be intentionally designed to offer students significant learning and skill development opportunities. Thus, the student's compensation includes the acquisition of skills such as communication, public relations, group process, leadership, decision-making, supervision, budgeting, etc. Examples of positions eligible for stipend payments are Peer Mentors, ASPSU officers and Orientation Guides.

Each position for which students are paid an Educational Activity Stipend must have a position description that includes the duties and responsibilities, as well as the learning opportunities intentionally designed into the position. The amount of the honoraria paid to the student is determined through a formula based on the cost of education at PSU and educational value and responsibility level of the position. The educational value and responsibility level is determined by the department head and approved by the Vice Provost for Student Affairs.

Federal regulations prohibit federal work-study funds to be used to pay educational stipends.

Students receiving educational activities stipends do not fill out a student employee time sheet. A Student Forecast Pay Form must be submitted to the Vice Provost for Student Affairs and an accurate position description must be attached to this form. A sample Student Forecast Pay Form is on p. 30. You may obtain blank forms from the PSU HRC.

If the student's employment terminates earlier than originally planned, you must submit a revised Student Forecast Pay Form. For each month previously scheduled for payment, enter a “0” in those months that now are not to be paid. Revised Student Forecast Pay Forms must be submitted to the HRC by the 16th of the month to prevent a paycheck from being issued at the end of the month.

To establish an educational stipend position, contact the office of the Vice Provost for Student Affairs at 5-5235.

RECOMMENDED SUPERVISORY GUIDELINES

Student workers make up an important part of the work force, and supervising student employees requires special skills. Often students are on the job for just a few hours a week, and supervisors find themselves training again and again as students graduate and move on. Despite these challenges, adequate and appropriate supervision is important to ensure the safety and productivity of student workers. The following are guidelines that supervisors might find helpful and wish to follow.

Job Descriptions and Selection of Student Employees

Supervisory responsibilities should begin with the development of accurate job descriptions, which clearly define the essential job functions. If a worker must patrol the campus and parking structures, lift objects, or perform repetitive motions, for example, you may want to make this clear on the job description. The job description can then be used to form questions you can use to interview applicants for your position. Remember that it is a supervisory responsibility to ensure that student workers meet the minimum requirements for the job, and this is especially critical when special licenses or skills are required. A sample Student Employment Application is provided on pp. 31-32; feel free to modify the questions to suit your needs.

In general, you should ask the same questions of all job applicants so that you have a common base of information for
making your selection. Keep some brief notes to outline the basis for your selection in case any question arises.

**Orientation**

You should take time to introduce new student employees to those they will be working with. Tour the work area and point out equipment they will be using. Explain generally the nature and mission of the work you do and identify other offices with which you work closely.

All new employees need to know emergency procedures, especially workers who may be working alone or working at night. Post the emergency number for PSU Campus Safety and Security (5-4404) on your phones and let students know they should call Security if they feel unsafe or if a medical emergency arises (or 9-1-1, if off-campus). Some basic safety training is in order for those who will be performing physical tasks like lifting or those who will be working around hazardous materials such as chemicals. For assistance with safety training, call the PSU campus safety consultant at 5-4312 (on-campus employers only). Be sure to review with all students the University’s Drug Free Workplace policy; a copy of it is on p. 35.

If your Department has in place a confidentiality policy about release of sensitive information or if the students will have access to student or employee records, review restrictions carefully with new workers (sample policy is on p. 34). You should describe appropriate use of department property including computers, copy machines, and phones.

Finally, you should clearly state your policy about work schedules and breaks including calling in whenever a student cannot report to work. A word about breaks: State law requires that a paid rest period of ten minutes be given for every four-hour period of work, but since PSU classified employees receive a fifteen minute break, this practice may be extended to student employees. Also, an unpaid meal break of not less than thirty minutes must be given to employees working shifts of six or more hours. Students must be relieved of all work duties during the meal break; that is, they cannot be required to answer phones or perform other work.

**Training**

Learning a new job is made easier by organization and structure. Some workers may need additional attention because they have never worked in an office or on a campus. Often times when complaints about service are investigated, it turns out a new employee has been left to perform work without proper training. Please be especially attentive to reception skills if these make up a part of the work. Do not assume that everyone knows how to properly greet visitors or take a phone message. There is abundant proof that this is not the case.

Give instructions orally and in writing whenever possible. Most people prefer to learn from oral instruction, but they appreciate written guidelines to refer to when needed. Give specific step-by-step directions for a task, and then let the employee work on it for a short time before you check back to see how they are doing. For complex tasks, lay out a time line or plan for how the employee is going to learn the job. It is a good idea to identify standards so students can know what they need to do to perform the work at the level you expect.

**Appraisal**

All employees benefit from feedback on their work performance. You may wish to conduct performance appraisals for you student workers. The following are some suggestions you to assist you.

Performance appraisals need not be complicated or time consuming, but they are an important part of the work experience. As a supervisor, you also need some kind of record to use as time goes by to provide an accurate reference for student workers. Appraisals should be a two-way discussion between supervisor and student workers and
encompass the duties that have been performed and those that could be improved upon. Some supervisors may give appraisals every term or even more frequently. Others may use six-month appraisals for students who are expected to work for a year or more. Remember that appraisals never take the place of day-to-day coaching and direction. Rather, the appraisal serves as a summary and some documentation you can use if you are asked to provide a reference for a student. A sample Student Employee Performance Appraisal form is on p. 33.

**Giving a Reference**

An important aspect of student employment is the work experience it provides. For some students, this is their only employment during the time they attend school and they may ask you to serve as a reference for them. You should take the responsibility of providing a reference seriously. Consult your notes on the student and give accurate, factual information.

**Taking Corrective Action**

When a student is not performing work up to expectations and you believe the problem can be corrected, you may want to begin with a discussion of the deficiencies and allow the student to voice his or her views and concerns. If you have carefully set standards during orientation and training, they will be useful to you now. Often the problem concerns poor attendance or inattention to detail. Have specific examples to document the problem. Explain your expectations for correction of the matter and try to gain commitment from the student to follow through. If the problem continues or if the behavior warrants, you may issue a written warning that termination will occur if the problem is not corrected. Finally, if no improvement occurs or for very serious performance problems, you may terminate the student in writing. If the student is an FWSP employee, send a copy of the termination paperwork to the Financial Aid Office.

**Sexual Harassment**

The University has a policy strictly prohibiting sexual harassment in all forms. A copy of this policy can be obtained from the PSU Affirmative Action Office, and some key portions of the policy are included on the sample Drug-Free Work Place Policy/Sexual Harassment Policy on p. 35. If a student raises the issue or if the supervisor learns of possible harassment in any way, the supervisor must act immediately. Supervisors cannot turn a blind eye to any possibility of this unacceptable behavior. For assistance, please call the PSU Affirmative Action Office, 503-725-4417.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Student employees have a number of rights and responsibilities. Some are the same as permanent University employees, and others are unique to student employees. This section details for you the rights which student employees have and the responsibilities you can expect from students. A student employee’s summary of these rights and responsibilities is on p 36. You should copy it and give it to each student when hired.

**Student Conduct on the Job**

As a representative of the university, a student employee is expected to meet certain standards of appearance and conduct which would be ordinarily expected of any employee of the university. Student employees should notify you if they cannot work their usual schedule (due to illness, finals, etc.). Students who have access to confidential information must follow state and federal laws as well as University and your office's confidentiality policies (see sample form on p. 34). They must observe the PSU Drug Free Work Place policy and the PSU policy prohibiting sexual harassment (see p. 35).
**Pay Schedule**

Students who work must be paid. Student paychecks are normally available on the last working day of the month. If time sheets are not received on time for processing on the regular payroll date, they will be processed on the next available payroll date; paychecks would then be available either on the 10th or the 20th of the following month.

Students may choose to use the Direct Deposit system to receive their pay. Forms to sign up for Direct Deposit are available at the PSU Human Resources Center.

**Minimum Enrollment**

Work-Study and regular wage students must be enrolled at least half-time. See p. 5 for details on enrollment requirements and the “term off” option.

**Breaks, Lunches, Paid Leave, Holidays**

State laws require that rest breaks and lunches be provided when students work for certain lengths of time. (Oregon Bureau of Labor & Industries, Wage & Hour Laws, 1996 Handbook for Oregon Employers, p. 50)

**Breaks:** State law requires that a paid rest period of ten minutes be given for every four-hour period of work, but since PSU classified employees receive a fifteen minute break, this practice may be extended to student employees. As far as is practical, this break should be taken approximately in the midpoint of the work period. You may not pay a student for an "extra 15 minutes worked" if the student fails to take the break.

**Meals:** A meal break of not less than 30 minutes must be provided to employees who work shifts of six (6) or more hours. The meal break is unpaid time, and must be at least 30 minutes of uninterrupted time. "Uninterrupted time" means no work duties are performed during this time.

**Paid leave and holidays:** Student employees are not entitled to paid leave for holidays, vacations, sick leave or any other paid time off.

**Notice of Termination**

If you determine that a student's employment needs to be terminated, either for lack of work, lack of funding, or any other reason, you should try to give written notice with as much advance warning as possible. Normally this would be at least 14 days advance notice. If you must terminate a work-study student due to a reduction in the student’s FWSP eligibility, 14 days’ notice may not be possible.

You may terminate a student immediately for any reason except a prohibited reason: e.g. discrimination. A verbal notice may be given but should be followed up in writing within 24 hours.

A student who chooses to leave employment should give written notice of intent to resign as early as possible. Normally this should be at least 14 days before the last day of work.

**Prohibited Discrimination**

No student shall be discriminated against on the basis of race, color, religion, gender, age, disability, national origin, marital or veteran status, sexual orientation or any other extraneous considerations not directly and substantially related to effective job performance. Student employees are also protected from sexual harassment. Student employees who believe they are victims of prohibited discrimination should contact the Affirmative Action Office for Assistance at 503-725-4417.