



**SALVE REGINA  
UNIVERSITY**



**STUDENT EMPLOYMENT**  
Policies and Procedures

**Supervisor Manual**

Office of Financial Aid | 401-341-2901 | [financial\\_aid@salve.edu](mailto:financial_aid@salve.edu)

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## **General Information & Reminders:**

This manual is designed to provide supervisors with an outline of the student employment program. Any questions should be directed to the Office of Financial Aid at [financial\\_aid@salve.edu](mailto:financial_aid@salve.edu) or 401-341-2901.

## **General Information:**

### **Student Eligibility**

To qualify for the Student Employment program at Salve Regina University, the student must:

- a) Be a matriculated Salve Regina University Student.
- b) Be enrolled for at least 12 credits.
- c) Be Federal Work Study eligible, as determined by the financial aid office.

**OR**

Be qualified for a specialized skills position.

Due to the fact that there are fewer jobs available than eligible students, the Student Employment Committee implemented the policy that only FWS eligible students are able to work in student employment positions.

Some jobs with specialized skills can be opened to all students to view and apply for regardless of award status. If you believe your position should be considered a specialized skill position, please contact the Student Employment Specialist for access to an appeal form. All appeals will be considered and vetted through the Student Employment Committee.

### **Hours per Week**

Salve Regina University students are able to work a maximum of 8 hours per week, or 16 hours per pay period during the academic term. The priority for all students is their academics and students are not permitted to work during a scheduled class time. Supervisors should discuss schedules with students prior to their beginning employment and ensure that students are not working during a scheduled class.

Students are able to work holidays, but please keep in mind that they will be paid at a rate of time and a half. The practice of students working on these days should be employed on an “as needed” basis only. If you are unsure, please contact the Student Employment Specialist to discuss.

- Students in the summer program must work 35-40 hours per week to be eligible for housing.

### **Pay rate**

The current pay rate for all Salve Regina students is \$13.00 per hour in all on campus positions.

### **Number of Positions**

Students are only able to hold one job in the student employment program at any given time. If a student is hired in multiple positions, they will need to choose where they would prefer to work and notify the supervisors accordingly.

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## Understanding the Student Employment Process

### 1) Posting the Job

Per the Fair Labor and Standards Act, all jobs must be posted, with a job description and relevant information for students to view and apply as desired. It is imperative that you post the position in the Career Development system, Handshake, prior to conducting interviews or making job offers, as it guarantees you see all interested applicants and no discriminatory hiring practices are taking place.

- We do not allow posts that constitute “selective” hiring. All positions will have one job posting only and all eligible students will view and apply using that posting.

### 2) Hiring a Student

- a) After a student has been hired, whether it is a new or rehire, you as supervisor need to submit a Work Authorization Form to notify our office that they have been hired. If you do not submit this form, we do not have verification that they have been hired and therefore cannot begin the process of getting them added to the payroll. Please do not send students to our office to complete employment documents prior to submitting a WAF for them.

On the Work Authorization Form, you will be asked to note a “desired start date.” Please keep in mind that this date will only be possible if a student completes their employment documents on time. You will be notified when a student is cleared to work, and in the notification email, the “actual start date” will be provided by our office.

- b) When a Work Authorization Form is submitted, our office:

- 1. Checks to make sure the student applied correctly.**

- a. If they did not, this slows the process tremendously. Please be sure to view applications prior to submitting the form to avoid delays. Students who do not apply correctly cannot begin working until their application has been corrected.

- 2. Reviews the student’s employment documents.**

- a. If the student has not worked on campus previously, they will be contacted by our office to complete their employment documents, and given a deadline of your “desired start date.”
- b. If the student has worked on campus before (either in your department or any other), we will review their record to ensure we have all materials necessary.

- 3. Provides employment documents to payroll for processing.**

- a. Once all paperwork has been completed, our office sends the information to payroll so that the student can be added to your department’s time card.

- 4. Notifies the supervisor and student that they are “all set” to begin working.**

- a. It is imperative that you wait for students to begin working until you have received a message from or contacted our office. Students beginning to work without completed employment documents are working illegally, and put the university and the supervisor at risk. If you are unsure if a student has been cleared, always contact the Student Employment Specialist first rather than assume they are all set.

**No student is allowed to work until ALL paperwork is complete.**

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### 3) Training your Student Employee

An informal orientation will help your student worker(s) adjust to the department and the job. We recommend that supervisors set aside time to introduce the student to the department on their first day of work, discussing expectations for the role and any office policies you have.

Some topics you should address:

- Job responsibilities and expectations
- Department layout
- Basic policies and procedures: dress code, timesheets, etc.
- Supervisory personnel and introduction to staff members
- Confidentiality and FERPA
- NACE Competencies

### 4) Timesheets

#### **Electronic:**

Most departments will be given access to an electronic timecard in the Campus Portal. With the electronic timecard, students will be required to submit hours to their supervisor for approval on a biweekly basis. The supervisor will then review and approve student submissions. If you find an error on the timecard, you have the option of rejecting the timecard and sending it back to the student for correction, or correcting the error yourself. Supervisors must submit timecards for their students by 12pm on the Monday after the end of the pay period.

#### **Manual:**

If you are a faculty member, off-campus partner, or work for Sodexo, you will receive a manual timecard from Jennifer Cleary with instructions for completion and submission.

If a student does not appear on your timecard, there is a reason. Always contact the Student Employment Specialist or Payroll if you notice a student who has been cleared to work is not listed on your manual or electronic timecard.

## **Confidentiality and Sexual Harassment Policies**

- 1) **Confidentiality** — Under the Family Education Rights and Privacy Act (FERPA), student records are guaranteed confidentiality. Supervisors should familiarize themselves with some of the basic provisions of FERPA and communicate this information to their students to ensure they do not violate federal law. FERPA violations may result in disciplinary action including, but not limited to, the loss of a student's job.

Supervisors must stress to students the confidentiality issues that might come up while working. Student workers must understand that any student information they obtain on the job must remain in the workplace. Students must not, under any circumstances, release information to anyone unless their position specifically requires them to do so. In addition, students may not access or acquire records information that is not relevant to their job.

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2) **Sexual Harassment** — Salve Regina University is committed to an academic and work place environment in which students, faculty and staff are free from sexual harassment by any member of the University. Sexual harassment is prohibited.

## **Safe and Sick Leave Policy**

Salve Regina University enacted the Rhode Island Healthy and Safe Families and Workplaces Act on July 1, 2018.

Under the Act, employers with over 18 employees must provide all non-federally funded employees with paid sick and safe leave. This means that the following groups of employees are now eligible:

- Staff scheduled to work less than 20 hours per week
- Part-time coaches
- Adjuncts
- Student employees (non-federal work study)

As you will note in the final bullet above, student employees who are not receiving federal work study (FWS) aid are eligible to receive and claim sick time. It is important to emphasize that ONLY non-FWS student employees are eligible to claim sick time.

The law expands the qualified reasons for using paid sick and safe leave to the following, for all employees:

- For an employee's or family member's illness, injury, or health condition, or need for preventive medical care;
- When the employee's workplace, or a child's school or place of care is closed due to a public health emergency;
- For reasons relating to domestic violence, sexual assault, or stalking.

All non-FWS student employees that are hired or rehired within a fiscal year will receive a prorated amount of sick and safe leave, which will be available for use after their waiting period (90 days after their date of hire). Supervisors utilizing electronic timecards may have already seen these sick time hours appear on the eligible students' timesheets.

All sick and safe leave time used should be entered as sick time on time cards. Please note that unused sick and safe leave time for non-FWS student employees is not carried over from year to year, nor paid out at the end of the fiscal year. Students receiving this benefit are expected to utilize this time appropriately and in accordance with University Student Employment policies. A full overview of Sick and Safe Leave Time use parameters follows, and this information will also be included in the Student Employment Policies and Procedures manual. It is expected that student employment supervisors review and understand this policy to effectively manage their student employee's sick and safe leave time.



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## Summer Student Employment

FWS funds can be applied only during the academic year. Therefore, Salve students who work on campus over the summer are paid exclusively by institutional funds.

In light of this, the Committee asks supervisors and departments to critically analyze their need for summer student employees, identifying ways that these summer opportunities could be reduced, with those funds then potentially reallocated within your department to support additional student employment roles during the academic year instead. The goal of this review is to ensure that students working in summer positions are serving an essential function for departments, and that each position is providing full and meaningful work experience for the duration of their summer employment. Students in the summer employment program must work 35 hours per week.

Each year in the beginning of the spring semester, Supervisors will be contacted by the Student Employment Specialist requesting information about summer hiring needs.

## Warnings and/or Terminations

Student employment positions are subject to the same policies as any other type of employment. Supervisors and students should be aware that as an employee, poor performance may result in termination. Student employees who are terminated due to improper behavior or actions may lose their financial aid allotment for the remainder of the year or summer period.

### Termination Due to Poor Performance or Misconduct

Salve Regina University has a three step disciplinary process in place for students prior to terminations based on poor performance. As a supervisor, you should first discuss with the student how they need to improve their performance. If a verbal warning does not suffice or generate improvement, you should then notify them through a written disciplinary form, provided by the Office of Financial Aid. If after a reasonable period of time there is no change or attempt for change in a student's performance, the supervisor may proceed with termination upon informing the Student Employment Specialist.

- Students who act inappropriately or are out of line with student employment guidelines are subject to immediate termination depending on the seriousness of the offense.
- Students also have the option to appeal their termination if they so choose. All appeals are brought to the attention of the Student Employment Committee and are determined accordingly.

### Lack of Available Work

It is possible that a department's workload may change and fewer staff will be needed. As soon as this is determined, any affected student must be notified and referred to the Student Employment Specialist to help identify any alternative options for employment.

## Budgets

**On Campus** - All on-campus departments must submit annual budget requests to the Business Office indicating the amount of funding needed for student employment. The number of students each department can employ should be determined by the department budget. The budget applies to the

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fiscal year July 1- June 30, therefore, this should be taken into consideration when hiring for the summer as well.

## **Supervisor Expectations**

### **Supervisors are expected to:**

- 1) Explain to the student their role in the department, and the expected standards of behavior for student employees.
- 2) Provide an overview of Salve Regina University's policies on confidentiality (FERPA), sexual harassment, and computer and network use.
- 3) Provide training in skills and procedures necessary to perform tasks.
- 4) Ensure adequate supervision of student work and ensure students are not scheduled to work during class times.
- 5) Treat all students in accord with their rights, which are the same for all employees, as defined by state, federal, and University regulations.
- 6) Verify accuracy of student timecards and submit them to payroll on time.
- 7) Provide a work space that is free from hazards, with open lines of communication for questions or concerns.
- 8) Ensure that students take a half hour unpaid break if working more than six hours continuously.
- 9) Allow for independent projects and work whenever possible, providing support and feedback on student performance throughout the semester.

Student employees work hard for the University, and provide an invaluable perspective to the departments that they work for. As a supervisor, we encourage you to provide students with meaningful work that will allow them to grow into future opportunities after leaving Salve Regina University.

## **Summary of Student Employment Supervisor Success**

- 1) **Post your jobs on time and review all student applications prior to submitting a Work Authorization Form (WAF).** Getting things in ahead of schedule, and reviewing documents, will help to ensure the student's information is processed quickly so that they are able to start work as soon as possible.
- 2) **Only allow students who have been "cleared to work" to start in their position.** It is incredibly important to track which students have received the "all clear" and are able to work. Students that have not applied or had their information sent to payroll should not begin working until you receive word from the Student Employment Specialist. Allowing students to work without completing documents and then retroactively logging hours is timesheet fraud.
- 3) **Provide your students with the resources they need to succeed.** Be sure to discuss office policies and expectations on the first day of work to avoid any miscommunications or misunderstandings about the position. Allowing students to engage in meaningful work is an important goal for the program, and providing them with resources and feedback they can carry forward into future positions is just one small way supervisors make a difference.



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