SUPERVISOR MANUAL

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 or 401-341-2901

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Student Employment Mission

At Salve Regina University, our Student Employment Program is dedicated to fostering personal and professional growth through meaningful work experiences.

We are committed to creating a supportive and inclusive environment where students can develop valuable skills, gain practical knowledge, and contribute to the university community.

Our mission is to empower students to achieve their academic and career goals by promoting a balance between work and studies and preparing them for real-world work scenarios. By integrating academic learning with hands-on employment opportunities, we strive to cultivate responsible, ethical, and compassionate leaders who are ready to make a positive impact in the world.

General Information

Student Eligibility

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

- A matriculated Salve Regina University student
- Enrolled for at least 12 credits
- Federal Work Study eligible, as determined by the Office of Financial Aid; OR
- Qualified for a Knowledge, Skills, and Abilities (KSA) position.

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

Knowledge Skills and Abilities (KSA) positions can be posted for all students (regardless of FWS eligibility) to view and apply for. If you believe your position should be considered as a KSA 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 can 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.

Summer Hours: Students in the summer program work up to 35 hours per week. See more information in the Summer Student Employment section of this manual.

Working Through Scheduled Breaks: Students are allowed to work through their scheduled holiday breaks but should be made aware that on-campus housing may not be available and, if they are Federal Work Study eligible, they may exhaust their allotted Work Study funds prior to the end of the academic year. Students who are employed in KSA positions are paid through a department's budget dollars; therefore, it is the responsibility of the supervisor to be sure their department has the money to pay the student. See Holiday Pay under PAY RATE below.

Pay Rate

The current pay rate for all Salve Regina students is the Rhode Island state minimum wage for all on campus positions.

Holiday Pay: Students are part-time employees who do not qualify for holiday pay or holiday worked pay.

Number of Positions

Students can hold only one job on campus in the Student Employment Program. Students who are hired in multiple positions will need to choose where they would prefer to work and notify their supervisors accordingly. Exceptions are made for:

- **ACE/Writing Center Tutors**-tutors work limited hours and are a critical need. Students can be hired as tutors as a second position.
- **Advancement Phone-a-Thon Callers**-students can be hired as phone-a-thon callers as a second position including RA's.
- **Service Advocates**- students can participate in the Service Advocate program as a second position. This is critical to our mission and provides positive optics to the community. **Note: currently includes RA's. Beginning in '25/'26, this exception will not include RA's**
- **Orientation Leaders**-OL's only work temporarily at the beginning of the year. OL's can have another position on campus.
- **Van Drivers**-This can be a second position and includes RA's
- **Pathways Mentors**- Pathways Mentors receive a stipend for their work. This role can be a secondary position for students including RA's.
- **Liturgical Asst/Cantor-**These students work limited hours and are paid out of the Mercy Center budget.

Stipend Policy

This section of the Manual is still under review/construction. A complete Stipend Policy will be added early 2025.

Understanding the Student Employment Process

1. Posting a Job in Handshake

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 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.

Handshake is a platform used to post job openings for student employee positions within your office. Its primary function is to support the recruitment process by allowing students to view, express interest, and apply for your open positions. Only your office has access to review the applications submitted.

Please note that making updates in Handshake does not impact the internal onboarding process for hiring a student employee. Handshake is simply a tool to guide you through the recruitment process and facilitate student engagement with your job postings.

When to post jobs: Supervisors will receive an email, as well as a message through Teams, to begin posting jobs in Handshake in February for summer jobs and again in April for fall jobs. If a supervisor is rehiring a student for the fall semester, there is no need to post the job in Handshake. Job postings for unfilled fall positions will be "turned on" in Handshake close the beginning of the fall semester. If you plan to rehire a student for the fall semester, there is no need to post the job in Handshake.

Hiring Period Timeline

The hiring period for student employment is structured to ensure a smooth and efficient process for both students and supervisors. Rehiring begins in **April**, marking the official start of the hiring period. Job postings and applications remain open until the **last day of October**, at which point hiring is temporarily closed.

The hiring and application process **reopens in January** and remains available until the **last day of February**. Outside of these designated periods, job postings and applications will not be accepted.

For any questions or concerns regarding the hiring timeline, please contact the Office of Financial Aid for assistance

2. Hiring a Student Employee

After a student has been hired, the supervisor needs to submit a Work Authorization Form (WAF) to notify the Office of Financial Aid that they have been hired. **If you plan to rehire a student for the fall semester, you still need to complete a WAF for that student employee.**

The WAF is required to initiate the official onboarding process for a student employee. Completing the WAF notifies the student of the employment documentation they need to complete, enables them to be cleared to start working, and informs payroll to set up their timecard access. It also grants you, as the supervisor, the ability to approve their timecards.

The WAF is mandatory for every student you wish to hire. If you do not submit this form, the Student Employment Specialist does 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 Financial Aid to complete employment documents prior to submitting a WAF for them. Once a WAF is completed, students will be notified that they need to come to Financial Aid to complete employment documents, if necessary.

3. WAF Workflow

The WAF is required to initiate the official onboarding process for a student employee. Completing the WAF notifies the student of the employment documentation they need to complete, enables them to be cleared to start working, and informs payroll to set up their timecard access. It also grants you, as the supervisor, the ability to approve their timecards. This form is mandatory for every student you wish to hire.

4. WAF Submission Process

Here are the steps to follow when submitting the WAF for a student who is being e-hired or newly hired.

A. Desired Start Date

- Supervisors must indicate a "desired start date" on the WAF.
- **Important:** A student can only begin work on the desired start date if they complete all required employment documents prior to that date.
- Both supervisors and students will be notified by email once the student is cleared to start working.

Automated Workflow for Email Validation: When a WAF is submitted, our system will validate the student email address:

1. **Incorrect Email Address:**
   - If the email address entered is incorrect, the supervisor will receive an email notification requesting them to submit a new WAF with the correct student email address.
2. **Correct Email Address:**
   - If the email address is correct, the WAF will be forwarded to the Student Employment Specialist for further review.

B. Review by Student Employment Specialist

The Student Employment Specialist will review the submitted WAF to ensure the following details are accurate:

- Start date and end date.
- Hourly rate.
- Student name matches the student ID number provided.

This process ensures accuracy and compliance in student employment procedures.

C. Reviewing and Notifying Students of Employment Documentation

If the WAF has been completed correctly, the Student Employment Specialist checks to see if all necessary employment documents have been completed *(students who have worked on campus previously should have all necessary documents completed and do not need to complete them again).*

Once it is confirmed that all completed employment documents have been received, Financial Aid sends the information to Payroll so that the student can be added to your department's timecard.

D. Cleared for Work Email

Both student and supervisor receive an email that the student is cleared to begin working. It is imperative that supervisors wait for this email before allowing students to begin working. If you are unsure if a student has been cleared, always contact the Student Employment Specialist first rather than assume they are all set.

5. 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

6. Timecards

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, send it back to the student for correction. Supervisors must submit timecards for their students by 12pm on the Monday after the end of the pay period.

Manual: If you are an off-campus partner or work for Sodexo, you will receive a manual timecard from Payroll with instructions for completion and submission.

If a student does not appear on your timecard, there is a reason. Contact Payroll at payroll@salve.edu if you notice a student who has been cleared up to work is not listed on your timecard.

Workplace Policies and Student Employee Conduct

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.

Sexual Harassment

Salve Regina University is committed to an academic and workplace 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

In accordance with the RI Healthy and Safe Families and Workplaces Act, all Salve Regina Student Employees are eligible for paid sick and safe leave by the University. Student employees will begin accruing sick and safe leave immediately upon hire and may use accrued sick time, after completing a successful 90-day orientation period, as it becomes available. Students will accrue the equivalent of 1 hour for every 35 hours worked. The University does not advance sick and safe leave time nor allow a student employee's leave account to have a negative balance. Student Employees are only allowed to utilize earned leave time.

The benefit of paid sick and safe leave is provided to prevent a financial loss to the student employee who is occasionally absent due to illness.

Any unused sick and safe leave time will not be paid out upon a student employees' termination, however students who are rehired by the university within 135 days since their last position will have their balances carried over and reinstated.

Federal funds cannot be used to pay sick and safe leave, and those funds will be deducted from institutional funds.

It is expected that student employment supervisors will review and understand this policy to effectively manage their student employees' sick and safe leave.

Accrued paid sick and safe leave may be used upon the request of the student employee. It is expected that the student employee will notify their supervisor of the inability to work either orally, in writing, via email or any other means acceptable or requested by the supervisor, as soon as possible. When the use of sick and safe leave time is foreseeable, employees must provide notice of the need for such time to their supervisor in advance of the use of the time and shall make a reasonable effort to schedule the use of sick and safe leave time in a manner that does not unduly disrupt the operations of the employer. Paid sick and safe leave cannot be used as an excuse to be late for work without an authorized purpose.

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.

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. Supervisors should first discuss how the student needs to improve their performance verbally, and then through a written disciplinary form. If after a reasonable

period there is no change or attempt for change in the student's performance, the supervisor may proceed with termination.

- 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 choose. All appeals are brought to the attention of 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

The number of students each department can employ is determined by the department's budget allocation. If a budget increase is needed, student employment supervisors must submit an annual budget request through the Vice President of their department. Once approved by the Vice President, the request is forwarded to the Finance Committee for review, but approval is not guaranteed. It is important to note that the budget operates on a fiscal year schedule, running from July 1 to June 30, so this timeline should be considered when planning for summer hires. Supervisors should stay in contact with their Vice President to determine the appropriate time to submit budget increase requests. To assist with managing you budget please refer to the Student Employment Hiring Template. This template will assist you with how many students you may hire.

Supervisor Expectations

Supervisors are expected to:

1. Explain to students 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/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 workspace 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, provide support and feedback on student performance throughout the semester.

Summer Student Employment

Funding for Summer Employment

Federal Work-Study (FWS) funds are only applicable during the academic year. Therefore, **Salve students working on campus during the summer are paid exclusively through institutional funds**.

Given this, the Office of Financial Aid encourages supervisors and departments to carefully assess their need for summer student employees. Departments should consider ways to reduce summer employment and potentially reallocate those funds to support additional student employment opportunities during the academic year. This evaluation ensures that summer student positions serve an essential departmental function and provide a meaningful and comprehensive work experience for the duration of employment.

Summer Work Hours

Students participating in the **Summer Student Employment Program** may work **up to 35 hours per week**. Many university departments follow Salve's summer schedule, **closing at noon on Fridays**. Students can make up the hours lost on Friday afternoons by adjusting their schedules—such as shortening lunch breaks or starting earlier—based on department needs.

A student employee is **only paid for hours worked**. If a student does not work the full 35-hour week due to the university's half-day Fridays, they are not penalized but must coordinate with their supervisor if they wish to make up those hours.

Holiday Pay

Students are not paid for holidays or President's Days. However, if a student works on a holiday, they are compensated at their regular hourly rate. The only exception is for students employed in Safety and Security, who may have specific pay considerations.

Housing for Summer Student Employees

On-campus housing is available for students participating in the Summer Student Employment Program, provided they work 35 hours per week (noting that half-day Fridays do not impact eligibility).

While students are not charged for on-campus summer housing, per IRS Taxable Fringe Benefit guidelines, the value of on-campus housing is considered taxable income and will be reported accordingly. Students will be notified of this taxable benefit before accepting summer employment.

Students participating in the Compass Program will not be working or earning wages during their program participation. Therefore, they will not be charged for housing during that time, as the taxable benefit cannot be applied without earnings.

Summer Hiring Process

At the start of each **spring semester**, the Office of Financial Aid will contact supervisors to gather information about summer hiring needs. An email regarding approval of position and hiring timeline will then be sent out to all supervisors.

Supervisors will then post all approved positions in Handshake and keep the position live until it is full or the deadline for applications to be submitted has been reached.

Once a student is selected the supervisor will complete a WAF for that student.

The student will the receive information regarding next steps and have to attend a mandatory orientation regarding summer student employment.

Payroll and Compensation Notes

- Students are only paid for hours worked.

- If a student works fewer than 35 hours in a week due to half-day Fridays, their paycheck will reflect only the actual hours worked (e.g., 31.5 hours instead of 35).

- Working fewer than 35 hours does not impact eligibility for summer housing.

- Students are not paid for holidays or President's Days, except for those working in Safety and Security.

- Students receive overtime pay (time and a half) only if they work over 40 hours in a week.

- Summer Work Authorization Forms (WAFs) end on the official last day of the summer program. If a student continues working after this date, a new WAF must be created, and their wages will be paid from the fall semester budget.

Supervisor FAQs

What should I do if I am having problems posting/duplicating a job in Handshake? The student employment team has created a Handshake User Guide which should answer your questions. The Handshake User Guide can be found on the Teams General Channel under Files.

Do I have to post my job in Handshake even if I am rehiring a student in the fall who has worked with us previously? No. If you plan to rehire a student for the fall semester, there is no need to post the job in Handshake. You do, however, need to complete a WAF for each student that is hired (even for students who are rehired).

Whom do I contact when there is a supervisor change within my department? Please email the Office of Financial Aid.

I have questions about my budget projections; whom should I contact? That depends. If you have a question on how the projections were calculated, you can contact the Office of Student Employment. If you want to request an increase in your budget or an addition of KSA positions, you should contact the person responsible for budgets within your department.

Can my summer student employee begin work sooner/remain in their position later than currently outlined for summer? Yes, if you have the money in your budget to pay them. However, housing cannot be guaranteed outside of the summer employment dates.

Are students allowed to have more than one job on campus? No. Students may only hold one job on campus and work a maximum of eight hours per week during the academic year. Exceptions can be made for the following positions: Orientation Leaders, Phone-a-thon Callers, Peer Mentors (including international peer mentors), Pathways Mentors, Service Advocates, Tutors, and Liturgical Assistants.

Do the students that I rehire have to complete an application? Do I have to complete a WAF for them? Students that are rehired for the fall semester do not have to complete an application; however, a WAF needs to be completed for any student hired or rehired.

My student employee cannot access their timecard; whom should I contact? Contact Payroll at payroll@salve.edu

My student employee did not complete their timecard in time for the current pay period; how do they submit their hours? If a student employee has missed the deadline to submit a timecard, they will have to complete a [Prior Period Timecard Adjustment Form](#) which can be found on the Teams General Channel under Files.

Can the amount of a student's Federal Work Study eligibility be increased? A student's Federal Work Study eligibility is determined based on a student's financial need when their financial aid package is put together and is limited to a certain amount each year. Therefore, the amount a student can earn under the Federal Work Study program cannot be increased.

I need my student employee to make copies for me, but I do not want them to get charged; what should I do? Contact IT and they can set up your student employee to make copies and have the copies charged to your department

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