Student Employment Supervisor Guidelines

1. Student workers must complete the Student Hiring Eligibility Process (SHEP) before the first day of employment.

2. Maintains safe work environment and provides all necessary training, materials, and equipment to perform the requirements of the students work assignment. Job posts should include or relate to all duties the student will be responsible for.

3. Monitors the students work hours to be sure that student works 15 hours per week or less, does not work more than 8 hours per day, and verifies accuracy of hours worked.

4. Approves time card for payment and submits to Payroll Office in a timely manner.

5. Student workers are entitled to a paid 15 minute break for every four hours worked. Student workers are entitled to an unpaid ½ hour - 1 hour lunch break, duration can be arranged between the supervisor and the student, if they work a period of 5 hours or more.

6. Provides on- site supervision or assigns temporary supervisor if the student is working when regular supervisor is not physically on campus.

7. Student workers must stop working immediately per termination date in SHEP, unless approved for an extension by the Office of Student Employment.

8. Employment cannot be terminated without “just cause” or reasonable notice. Document all incidents. It is recommended, supervisors wishing to terminate a student employee should complete a performance evaluation (written warning) before terminating employment.

9. Terminate a student’s position in SHEP if the student quits, etc.

10. Recommendation: The Office of Student Employment highly encourages the use of the performance evaluation form as it may contribute to the student’s professional growth.
Student Employment Employee Guidelines

1. Student Hiring Eligibility Process must be completed before you begin employment.

2. Discuss availability with your supervisor. Notify supervisor immediately of any changes in your regular schedule.

3. Complete any necessary training provided by your supervisor. Homework is at your supervisors discretion.

4. May not exceed 8 hours per day and 15 hours per week maximum.

5. Record and submit accurate and timely time sheets via Web4. Payroll calendar available online.

6. You are entitled to a paid 15 minute break for every four hours worked and an unpaid ½ hour - 1 hour lunch break, duration can be arranged between the supervisor and the student, if you work a period of 5 hours or more.

7. Provide 1-2 weeks notice prior to voluntarily terminating your position.

8. You must stop working immediately per termination date in SHEP, unless approved for an extension by the Office of Student Employment.