

# Supervisor Student Employment Requirements

Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

## Purpose of this form

To inform supervisors of the responsibilities incurred when hiring student employees/work studies, and to ensure compliance with the applicable laws and regulations associated with the Federal College Work Study Programs and College policies.

- As mandated by Federal Law, all employees must complete an I-9 Form (Verification of Employment Eligibility) before they begin work. Any student who starts work without a completed I-9 form will be working in violation of the law. Students will complete this form during their onboarding orientation.
- Supervisors will **not** allow students to work until all paperwork is complete and clearances are received from the Office of Financial Aid.
- Students may only work during the **authorized** time period as indicated by the Office of Financial Aid. Supervisors who allow their student employees/work studies to work outside of these dates agree to pay the cost of salary incurred from their department funds.
- Work Study students may earn **up to** the amount awarded to them on their financial aid package. Supervisors who allow their work studies to earn in **excess** of these limits are in **violation** of Title IV Federal Work Study Guidelines and agree to pay the cost of salary incurred from their department funds.
- Supervisors will clearly outline the **duties** and **responsibilities** of the job as well as their **expectations**. Supervisors should also explain the consequences of failing to meet the expectations as outlined. Students should also be made aware of safety procedures in the event of an emergency.
- Supervisors will **establish** a regular work schedule, taking into consideration the **student's class schedule**. No student will be scheduled to work while they have a scheduled class at that time. Supervisors should also discuss expectations in regard to adherence to the schedule.
- Any student employed under the Federal College Work Study Program must be paid for all hours worked. Additionally, students can only be paid for hours that are actually worked. Vacation, sick, and holiday compensation is not allowed.
- Supervisors will **verify** that all time worked is **accurate** and will **approve** all hours on TimeClock weekly and no later than the Friday of the week worked. The person approving time must have direct knowledge of the hours worked.
- Students should be required to work safely and follow safety rules. In the event of an injury on the job, supervisor must **immediately notify** the Safety Department and the Office of Financial Aid.
- Supervisors must **notify** the Office of Financial Aid if they will be gone for any **extended period of time** and a new supervisor contact must be established, as emails are sent regarding deadlines etc. that each department/area will be held to.
- Student Employment guidelines must be followed at all times. Supervisors will **adhere** to these **guidelines** and must ensure students meet the college guidelines set forth at all times.
- Supervisors will **provide** proper training and professional development **opportunities** for all students employed.
- Supervisors will **enforce** a zero-tolerance policy against sexual harassment and will **report** any incidents through the appropriate reporting channels.
- Supervisors will **conduct** job performance assessment each semester. Supervisors will **provide** students with the guidance and counseling to excel in their job and in their academic journey.
- Supervisors **understand** that if their student falls under Academic Suspension they will **not** be able to replace the position and it will be allocated to a different department.

*An **international student** holding an active visa must meet with Designated School Official (DSO) for on-campus employment authorization. Failure to receive authorization may result in a cancelation of the student's visa.*

**Note:** Failure to comply with the student employment requirements may result in the loss of position and student employment hiring privileges

*\*By signing this form, I certify that I have read and acknowledge all the statements mentioned above and that I will adhere to the Student Employment Regulations.*

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Department Head Signature