

# Student Worker Program

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## Policies & Procedures

Effective as of Fall 2016

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## **PROGRAM POLICIES & PROCEDURES**

### **I. Introduction**

Harris-Stowe State University (HSSU) thrives to produce graduates who are prepared to face the professional world; as such, the Student Worker Program (SWP) at HSSU has been designed with the student's (also known as Hornets) best interests in mind. Policies are in place that will introduce our students to workplace expectations so that they may begin to develop professional skill sets.

The Student Worker Program encompasses three (3) different components—the Federal Work Study (FWS) program, the college employment program, and individual grants, such as the National Science Foundation (NSF) grant and the Default Prevention grant. Because of the federal component, the Student Worker Program is governed by federal regulations regarding student eligibility, pay rate, job descriptions, and paperwork requirements.

In order to best accommodate the needs of our Hornets, we aim to continuously develop our Student Worker Program to ensure updated regulations and expectations. For this reason, questions, concerns, suggestions and advice are welcome and may be directed to the Office of Financial Assistance.

### **II. Student Eligibility**

Because there are three (3) separate components of the SWP, student eligibility is determined by the program in which they are applying. Individual grants governed by the SWP have specific requirements that include the basic federal criteria but usually include higher expectations, such as a higher grade point average (GPA) or being enrolled in a specific degree program.

The basic eligibility requirements for the FWS and college employment programs are as follows:

#### **Federal Work Study:**

- Degree-seeking
- Enrolled in at least six (6) credit hours for the entirety of each semester of participation
- Maintaining a minimum cumulative grade point average (CGPA) of 2.0
- Passing at least 66% of attempted hours during the previous semester
- Having attempted less than 150 credit hours
- Demonstrating *Need* in the student budget
  - *Need* is determined by subtracting the Expected Family Contribution (EFC), which is determined by the completion of the Free Application for Federal Student Aid (FAFSA), from the Cost of Attendance (COA). If the EFC is higher than the cost of attendance, *Need* is not demonstrated and the Hornet does not qualify to participate in the Federal Work Study program (see college employment eligibility criteria below).
    - Because *Need* is a determining factor, it is understood that the FAFSA must be updated for the current academic year of application—it must be on file and accessible to the institution and verification compliance must be satisfied, if needed.

#### **College Employment:**

Eligibility for college employment consideration includes all of the criteria required by the FWS program, except for the *Need* criteria; Hornets who do not qualify to receive federal student aid, such as international students, can participate in the SWP under the college employment component so long as the Hornet is able to demonstrate his or

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her completion of their semester of enrollment by satisfying their debt with the institution by either having a zero balance or by having an active payment plan on their account.

### III. Applying for Work Study

#### a. Students

Interested applicants must go online to the SWP webpage ([www.hssu.edu](http://www.hssu.edu) > *Financial Assistance* > *Student Worker Program*) and follow the directions provided specifically for the academic year. For 2016-2017, students who answered “Yes” to being interested in participating in the federal work study program and/or international students who have completed the *International Student Worker Application* are automatically reviewed and only a resume and typed responses to a survey are being required to be emailed to [FinAidWorkStudy@hssu.edu](mailto:FinAidWorkStudy@hssu.edu). In the event that the survey is not saving the data after the Hornet has filled in their responses, the applicant will be allowed to submit a *typed* application to FAO. No handwritten documents will be accepted.

Once the deadline to submit requested paperwork has approached, the SWP Coordinator will review the eligibility of all candidates and will notify each candidate of their eligibility via Hornet Mail. This communication will include a list of offices with contact information for those who have been determined “eligible” and directions for students to reach out to the departments with a copy of their resume and responses to secure interviews.

After interviews have been conducted, SWP Supervisors will notify the candidates they have selected to work in their department of their decision via Hornet Mail (and will follow the process identified below to notify the SWP Coordinator) and the SWP Coordinator will follow-up with the candidate via Hornet Mail to provide details for orientation; please note that it is *required* for candidates to attend orientation in order to complete the onboarding paperwork and become familiar with the program’s policies and procedures, and failure to attend will result in the Hornet’s assignment being terminated and *no hours worked* being paid, as students are not allowed to begin working until paperwork has been completed.

#### i. Required Orientation

Before Hornets are allowed to begin working, they *must* attend orientation to complete their onboarding paperwork. Hornets should arrive to orientation wearing “business casual” attire (will be turned away at the door if not dressed appropriately) and should bring the following items:

- Blue or black ink pen
- “Proof of Identity”, as identified on [page 9 of Federal Form I-9](#)

If Hornets are not available for the date identified for orientation and another orientation is scheduled, the student may attend the next orientation instead, but cannot begin working until after this requirement is fulfilled. If another orientation is not scheduled, the Hornet will be removed from the assignment and the SWP Supervisor will be allowed to hire a different candidate instead.

#### b. Supervisors

Departments that are already active with SWP do not need to submit any paperwork to renew their participation for the academic year unless a change is being requested in the amount of assignments

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allotted to their department. In such an event, and if a currently inactive department would like to participate in SWP by hosting assignments, [Form SWP1 – Departmental Assignment Evaluation](#) must be completed and submitted to the SWP Coordinator no later than June 1 of the given year. This time frame will allow the SWP Coordinator to review the request and attempt to adjust the budget in order to accommodate the request.

If the June 1 deadline is missed, the interested department may still submit the completed paperwork; once SWP Supervisors have completed the hiring process for their department, the budget will be reviewed again to see if vacancies exist that can be transferred to the requesting department. If no such opportunities exist, the request will be processed to the furthest extent the budget for the following academic year will allow.

Once the eligibility of the interested Hornets has been confirmed by the SWP Coordinator, a communication will be emailed to all SWP Supervisors identifying:

- The number of Student Worker assignments available for the academic year
- The identity of the SWP Supervisors of the department, which is generally the clerical staff of the department and identified to the candidate as the person of contact to request an interview.
- The list of eligible SWP candidates

When the SWP Supervisor receives the list of eligible candidates, they should begin reaching out to the Hornets either by phone or via email to schedule interviews. SWP Supervisors are expected to identify potential candidates from the list by selecting students that:

- Fit the description of the ideal candidate that was identified on *Form SWP1 – Departmental Assignment Evaluation*.
- Are majoring in a field related to the work being conducted within their department.
- Have displayed interest in a career / career path that requires skills/experience associated with working being conducted within their department.

Once interviews have been conducted, the SWP Supervisor will determine who they will hire to fill as many of the assignments that has been allotted to their department as possible and will:

- Notify all interviewed candidates of their status, whether they've been accepted to work in their department or the department has decided to work with another candidate instead.
- Notify the SWP Coordinator of their decision by submitting [Form SWP2 – Applicant Selections](#) to the Office of Financial Assistance, either via email, fax, or physical submission. This form will identify all of the candidates that were interviewed for the position with a ranking of how well they fit the office and then a final declaration of who has been selected from this list of interviewed candidates.

#### **IV. Assignment Procedures and Required Paperwork**

Once the deadline to submit required paperwork has approached, the SWP coordinator will review each candidate's eligibility status, checking for:

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- Eligibility criteria being met
  - Applicants who do not meet the basic eligibility criteria will receive a communication via Hornet Mail explaining why their application was rejected.
  - Applicants who meet the basic eligibility requirements will receive a communication via Hornet Mail revealing such status with additional directions on how to go about seeking placement, as identified above.

In order to begin the assignment, Hornets must attend the required Student Worker Orientation. At orientation, the following paperwork will be collected—in the event a Hornet has been assigned a position *after* orientation has passed and another orientation is not scheduled, the SWP Supervisor is responsible for collecting and submitting this paperwork to the SWP Coordinator and mailing a copy of the *Missouri Form W4* to the address on the bottom-left side of this document:

- *SWP Authorization Form*
- *Federal Form I-9*
  - Two (2) proofs of identity, as suggested on page 9 of [Federal Form I-9](#)
- *Missouri Form W4*
- Direct Deposit Authorization Form
  - Voided check or a printed document from the Hornet’s online banking account that displays the entire routing number and account number
- *Student Worker Acknowledgement and Agreement* page from this manual
- Hornet’s *Course & Fee Statement* for the semester they are working

Once required paperwork has been submitted, the Hornet is free to work with the SWP Supervisor of their assigned office to create their schedule for the semester and begin working.

Interested Hornets must apply each summer for the upcoming academic year by the deadline on the application if they are interested in beginning their assignment on the first day of fall classes; new applications will not be considered if received outside of the application acceptance period (May – July of given academic year) unless there are assignments within the program that have not yet been filled and there are no available candidates on the “back up” list.

## **V. Financial Aid Responsibilities**

Because of the federal regulations governing the federal work study funds granted to the institution, the Financial Aid Office (FAO) is responsible for overseeing the Student Worker Program and ensuring all policies and procedures are in line with federal regulations and being followed throughout the year.

At the start of each fiscal year, usually July 1, the Student Worker Program coordinator, usually a counselor from FAO, will obtain the budget that the government has granted to the institution for FWS funds as well as the

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institution's budget for college employment funds from the Accounting Office. Of the FWS allotment, 7% of the budget must be spent on community service jobs.

Once the budget has been determined, the SWP coordinator will be able to identify how many positions can be assigned, how much the rate of pay will be, and how many hours can be worked each week throughout the semester. However, in order to make this determination, the number of departments that will be participating and the number of assignments each participating department will receive must also be determined.

In order to identify the number of participating departments, FAO must have a completed [\*Form SWPI – Departmental Assignment Evaluation\*](#) on file (see *Supervisor Responsibilities* below). This form is used to design the job description, identify the number of assignments needed for the department, and outlining how the department will be able to contribute to the Hornet's professional development.

## **VI. Student Worker Assignment Award**

Hornets selected to participate in the Student Worker Program will be awarded their assignment for the entirety of the academic year. The total amount that a student can earn each semester will be applied as an expected award to their financial aid account—this amount is *not* the amount the Student Worker gets, but rather the amount that can be earned if the Student Worker takes advantage of every hour granted to him/her for the semester. As long as Student Workers are able to continually satisfy the eligibility requirements, they are allowed to continue their assignment until the end of the final summer session; if interested in continuing the assignment the following academic year, the Hornet must go through the application process again.

This award is calculated into the semester budget; thus, if a Student Worker's financial aid has already been applied and this award exceeds their budget, then:

- Other financial aid awards will be reduced, beginning with student loans.
- If aid is not able to be reduced then the Hornet cannot participate in the Student Worker Program.

## **VII. Communication**

All communications are made via HSSU student email, also referred to as *Hornet Mail*. Student Workers and SWP Supervisors are encouraged to check their email regularly for any important updates and other information pertaining to SWP.

Assistance with accessing Hornet Mail can be sought by contacting the HSSU Help Desk at (314) 340-3327.

## **VIII. Attendance**

As identified in the *Student Responsibilities* section, Student Workers are expected to arrive on time to each scheduled shift. In the event that the Student Worker cannot make it on time to their shift, they should email the SWP Supervisor at least three (3) hours in advance; SWP Supervisors may request a different mode of communication, but this *must be communicated* before the start of the shift in order to allow the department to find coverage and/or prepare for the Student Workers' absence.

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Student Workers are *not* allowed to work:

- When the campus is closed due to holiday recognition and/or inclement weather.
- Afterhours without HSSU employee supervision.
- During the week of finals for either fall or spring semester, unless otherwise given permission by the SWP coordinator.
- During scheduled class times.
  - If class has been canceled or dismissed early and the Student Worker wants to work, written documentation must be provided to the SWP Supervisor before the shift begins and a copy must be attached to the time sheet containing these hours. Acceptable written documentation includes:
    - Signed statement from instructor identifying the class title, date, and time of class.
    - Email from instructor's HSSU email to either the Student Worker's Supervisor or to the SWP Coordinator.
    - Printout of class attendance from MYHSSU reflecting "Canceled".
- No call / no shows will not be tolerated; failure to notify the SWP Supervisor that the shift will not be worked will result in immediate assignment termination—unless a doctor's statement from an emergency room visit for a serious injury is provided.

**a. Breaks**

Please see section D of *Payroll*, page 11.

## **IX. Supervisor Responsibilities**

**a. Supervisor Defined**

The SWP Supervisor is responsible for ensuring that the Student Worker assigned to their department are complying with the SWP's policies and procedures at all times; thus, the supervisor must be the person who is in most consistent contact with the Hornet—they usually witness the Student Worker arriving to their assignment, performing the tasks of their assignment, and depart their assignment. They are the ones who give tasks to the Student Worker and monitor the Student Worker's progress. For this reason, the Supervisor as defined by the SWP is the secretary/administrative assistant/clerical staff of the department; in the event that a participating department does not have a position similar to that identified above, the department's supervisor should identify who the SWP Supervisor will be.

**b. Department Participation**

Please see section B of *Applying for Work Study*, page 3-4.

**c. Receiving Assignments**

Please see section B of *Applying for Work Study*, page 3-4.

**d. Hosting Assignments**

It is expected that each HSSU employee represents the institution in a professional manner when dealing with the Student Workers. For this reason, SWP Supervisors are expected to:

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- Keep an open and honest communication line with the Student Worker(s)
- Treat the Student Workers as if they were their permanent staff; this includes:
  - Being understanding of the Student Worker's class schedule and personal availability
  - Being respectful in all forms of communication with the Student Worker
  - Being respectful of the Student Worker's personal space
  - Upholding standards and expectations within their offices, which includes:
    - Not allowing Student Workers to disregard HSSU or SWP policies and/or procedures
    - Enforcing disciplinary actions when required
    - Maintaining relevant documentation of any disciplinary issues involving Student Workers

**e. Time Sheet Completion and Submission** (see *Student Responsibilities* below for completion details)  
(Updated 9/15/2016)

In order to monitor the flow of Student Workers, each office is encouraged to maintain activity logs via [Form SWP4 – Shift Details](#). This form is designed to track the arrival and departure of each student worker consecutively rather than individually, so there should be one activity log for the entire office as opposed to separate activity logs for each Student Worker. The form should:

- Be kept in a specific area that is made known to each Student Worker
- Be copied and submitted to the Office of Financial Assistance by the Supervisor when the time sheets are turned in.
- Be signed off on by each Student Worker as they:
  - Start their shift
  - Leave to go on break
  - Return from break
  - End their shift

It is the supervisor's responsibility to:

- Collect their Student Worker's time sheets
- Ensure that they are completed entirely and accurately
- Verify the current [Course & Fee Statement](#) is attached
- Confirm that none of the reported shifts were worked during scheduled class times
  - If class was canceled, ended early, or started late and the student worked during scheduled class time, the student *must* provide a signed statement from the instructor confirming such details.
    - Failure to provide documentation from the instructor will result in the hours being removed from the student's time sheet. They will *not* be paid for them.

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- Submitting them to the Office of Financial Assistance by 5 PM on the *Time Sheet Due Date* identified on [Form SWPPS: 2016 – 2017 Payroll Schedule](#).

## **X. Student Responsibilities**

It is important to remember that being selected to participate in the Student Worker Program at Harris-Stowe State University is an honor; it is a highly-sought opportunity with limited availability; thus, it is important that the Hornets selected to be assigned as Student Workers are prepared to represent HSSU in the best light possible at all times. For this reason, Students are expected to:

- a. **Dress business-casual while on duty.** The only exceptions to this policy are the Athletic Department when gym-clothes are required, the Hornet Dining Hall as uniforms are required, and HSSU Spirit Fridays—on these days, jeans are permitted as long as HSSU branded attire is worn.
- b. **HSSU Student IDs worn regularly.** In the event that the SWP has not yet made assignment verification IDs available to the departments, Student Workers are required to wear their Student IDs either around their neck on a lanyard or attached to their shirt on their upper-torso with a clip.
- c. **Customer service is TOP priority.** Attitudes, foul language, rude commentary, and unpleasant demeanors will not be tolerated and may result in disciplinary action, up to and including termination of Student Worker assignment.
  - i. **Basic customer-service guidelines:**
    - Proper phone greeting, unless otherwise instructed by the office in which Hornet is assigned, is *“It’s a great day to be a Hornet at Harris-Stowe State University! This is (state first name) in the (identify the office). How may I help/serve you?”*
    - Try to avoid negative one-word responses, such as *“what?”* or *“No.”* If the question needs to be repeated, say *“I’m sorry, can you repeat that, please?”* instead; if the answer is *“No”*, be sure to elaborate on it to explain why the answer is no.
- d. **Student and employee privacy is kept confidential.** No information that Student Workers obtain while working should be discussed with anyone outside of the office in which the Hornet is assigned and should not be discussed to any extent other than that necessary for the processing of the person’s need within the office. Violating this policy is violating the Family Educational Rights and Privacy Act (FERPA) policy in place at the institution and is a direct-cause for SWP eligibility termination.
- e. **Personal contact information is updated at all times.** In the event that your cell phone number or mailing address changes, it is important that you notify the SWP Coordinator via [Form SWP9 – Change of Contact Information](#) in order to update our records.
- f. **Attendance is regular.** Schedules should be arranged at the beginning of each semester so that hours can be determined ahead of time. If the Student Worker is not going to be able to arrive for their scheduled shift on-time, the SWP Supervisor must be notified via Hornet email at least three (3) hours in advance, unless other communication means have been worked out with the SWP Supervisor. Student Workers will sign in and out of each shift via [Form SWP4 – Shift Details](#); this form will be submitted by the Supervisor with the department’s time sheets. To review the *breaks* policy, please see section D of *payroll*, page 12.
- g. **Hours worked must comply with program regulations.** Student Workers are not allowed to work beyond the specified number of hours under most circumstances, unless otherwise confirmed with the SWP coordinator. The only exception to this policy is for the Student Workers assigned to Residential Life, in

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which a [Shift Exchange Verification Form](#) is completed. Additionally, Student Workers are not allowed to work during class times or when the university is closed in recognition of a holiday or due to inclement weather (unless otherwise authorized by the SWP Coordinator), and Student Workers must be accompanied by an HSSU employee at all times.

- h. Time sheets must be completed and submitted on time.** Time sheets have been made fillable on the [Student Worker Program webpage](#); thus, Student Workers must complete their time sheet online and then print it to be signed and dated by themselves and their SWP Supervisor. Time sheets must be completed entirely, including the Student Worker's full name, HSSU Student ID number, the payroll period, the dates of each day in the payroll period, the time (hours and minutes—please refer to the [Time Sheet Minutes to Tenths Conversion](#) table when calculating time of less than one hour) that was worked with AM or PM identified, and the total number of hours worked for each week, as well as the total number of hours worked for the entire pay period, and should be signed in only blue or black ink. A current *Course and Fee Statement* should be included with the time sheet submitted to the SWP Supervisor; the SWP Supervisor will then review the time sheet to ensure completion and accuracy and will review each shift to ensure classes were not interrupted by working. Once confirmation has been made, the Supervisor will sign off on the time sheet and will submit all of the time sheets of the Student Workers assigned to their department to the secretary in FAO on the date specified by the Payroll Schedule on the Student Worker Program webpage.
- i. Incomplete and late time sheets:** Incomplete time sheets will be returned to the Student Worker's SWP Supervisor for review and will then be processed as a late time sheet. Late time sheets are not accepted for the payroll in which they are late but will be processed the following pay roll. At no time should a student miss two (2) consecutive payrolls; in this event, documentation will need to be submitted to the Director of Human Resources and to the Executive Director of Enrollment Management identifying why the time sheet is late for further processing.
- j. Student Worker Program Orientation attendance is required.** Please see section I of *Applying for Work Study*, page 4.

## **XI. Payroll**

Student Workers and SWP Supervisors will refer to the Payroll Schedule that is posted on the [SWP webpage](#) to identify the dates included in the pay period, the dates time sheets are due, and the pay dates. As a general rule of thumb, payroll is processed on the 15<sup>th</sup> and the 31<sup>st</sup> with the pay date being a weekday—this means that if the 15<sup>th</sup> or the 31<sup>st</sup> falls on a Saturday or Sunday, electronic payroll will be processed on that Friday since it is the last weekday before the pay date, and manual payroll checks will not be mailed out until the following business day.

Approximately one week after submitting time sheets to FAO, Student Workers will receive an email informing them of the exact number of hours that were submitted for payroll processing; this email should be reviewed regularly as it includes details about changes that may have been made to the hours that were submitted.

### **a. Pay Rate**

Unless otherwise noted, Student Workers are paid minimum wage; however, as the program develops and if additional funds are received, the pay rate could increase.

It is typical for some participating departments to pay an additional amount outside of that which SWP pays. In such an event, the department must provide their Budget Code and GLA Code in order for the additional funds to be paid from their budget.

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**b. Overtime**

No Student Worker is allowed to work 40 hours a week; thus, no overtime can be worked.

**c. Direct Deposit**

All Student Workers are encouraged to enroll in direct deposit in order to ensure timely payroll disbursements. Students who do not have a financial institution to receive direct deposit will be issued a paper check.

Paper checks will be delivered to the Office of Financial Assistance by 9 AM on the pay date specified on *Form SWPPS*. Student workers have up to 48 (business) hours to pick up their check from this location; any envelope remaining in the Office of Financial Assistance as of 1 PM of the second business day will be mailed to the address that is on file; if the address changes or the student prefers for the check to be mailed to a different address, the new address should be reported to the Office of Financial Assistance via [Form SWP9 – Change of Contact Information](#).

Please note that because HSSU utilizes third-party services for payroll processing, so pay checks will not be mailed out until the following business day when the pay date falls on a day the university is closed, including weekends. Also, paycheck stubs are only available upon request in an effort to reduce costs associated with mailing.

**d. Breaks**

Breaks and lunch breaks are typically not paid; thus, this time must not be counted as time worked on time sheets submitted to payroll. Student Workers working five (5) consecutive hours are allowed to receive a 30 minute lunch break; two (2) 15 minute paid breaks will only be allowed if a student is working a continuous eight (8) hour shift and has received a one-hour not-paid lunch break. Lunch breaks will be deducted from the total hours worked for any shift exceeding eight (8) hours with no lunch break identified.

## **XII. Disciplinary Procedures**

**a. Student Worker Procedure**

While most disciplinary action will take place on an individual basis, it is important to know the basic procedures. In any situation involving a Student Worker, the following disciplinary actions will take place:

- First offense – Verbal warning
- Second offense – Reported to SWP Coordinator for one-on-one meeting
  - SWP Supervisor must complete [Form SWP5-Failure to Comply](#) to the SWP Coordinator via HSSU email.
- Third offense – Termination of assignment

Verbal warnings are given in situations concerning performance/customer service and attendance. It is important to note, however, that the following actions are not tolerated and will assume immediate dismissal of SWP participation of guilty parties, including both the HSSU employee as well as the Student Worker:

- Violation of FERPA
- Falsifying time sheets

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- No call / No show

Additionally, any act that requires Student Workers to be escorted off campus will result in immediate termination of Student Worker assignment and future eligibility.

**b. Supervisor Procedure**

In order to continue hosting SWP assignments, supervisors are expected to comply with the policies of the program, including but not limited to the enforcement of the dress code and the requirement for Student Workers to display their ID while at work. If Student Workers are reported for not being in compliance and the SWP Supervisor has not addressed the issue (this may include sending a Student Worker away to have them change their clothes or retrieve their Student ID), this is a concern and the following disciplinary action may take place:

- First offense – Written warning
  - Email will be sent from the SWP coordinator to the SWP Supervisor in charge of the reported Student Worker.
- Second offense – Second written warning
  - Email will be sent from the SWP Coordinator to the SWP Supervisor in charge of the reported Student Worker; the director of the assigned office will be included on the communication.
  - SWP Coordinator will complete [\*Form SWP5-Failure to Comply\*](#) to place on file for the office in violation.
- Third offense – Assignment hosting privileges revoked
  - Student Workers assigned to the violating office will be reassigned to different offices (if applicable) and the violating office will not receive additional assignments for the remainder of the academic year.

If an office has their hosting privileges revoked, said office will not be able to receive assignments in future academic years unless the director of the office identifies acceptable changes that will ensure program compliance, such as a change in who the SWP Supervisor will be and how compliance will be monitored.

### **XIII. Reporting Incidents / Filing Complaints**

In order to report an incident or file a complaint, individuals must follow the chain of command:

1. Immediate Department Supervisor
2. Student Worker Program Coordinator
3. Director of Financial Assistance
4. Executive Director of Enrollment Management

Because it is a best practice to have such situations in writing, individuals looking to report an incident or file a complaint should do so via their HSSU or Hornet email. At orientation, the individuals above will be identified for the current academic year and contact information will be given. At no time should complaints reach the President's Office or the Human Resources Department, as the individuals identified above are qualified to handle any situation presented to them regarding the Student Worker Program.

#### **XIV. Performance Evaluations**

Towards the end of each semester, Student Workers and SWP Supervisors alike will be asked to complete a performance evaluation. Supervisors will be asked to complete Form SWP6-Student Worker Evaluation Form (Attachment H). This evaluation will go into the Student Worker's file to be shared with:

- Third-party inquiries, such as jobs you are applying to that want to confirm work history.
- HSSU departments considering Student Worker for placement.

Similarly, Student Workers will be asked to complete *Form SWP7-Supervisor Performance Evaluation*. For SWP Supervisors, this evaluation will be used to determine whether any changes need to be made within the department, such as who the Student Workers report to and their responsibilities.

For Student Workers, these evaluations will be used to monitor the professional development of the student for program purposes, can be pulled to identify necessary information for future assignments, and to be faxed to third-party recipients to satisfy job verification inquiries.

## **POINTS OF REFERENCE**

### **Web Page:**

[Student Worker Program](#)

[Payroll Schedule](#)

[Time Sheets](#)

[Student Worker Resources](#)

[Supervisor Resources](#)

### **Forms:**

[\*Form SWP1 – Departmental Assignment Evaluation\*](#): For Supervisor use to request or modify assignments.

[\*Form SWP2 – Applicant Selections\*](#): For Supervisor use to identify candidates and Student Worker selections.

[\*Form SWP4 – Shift Details\*](#): For Student Worker use to sign-in and sign-out during each shift.

[\*Form SHFTX – Shift Exchange\*](#): For use when abandoned shifts are covered; per Supervisor and Coordinator.

[\*Form SWP5 – Failure to Comply\*](#): For use when disciplinary action may be required.

[\*Form SWP6\*](#) and [\*Form SWP7\*](#): SWP Supervisor and Student Worker performance evaluation forms.

HARRIS-STOWE STATE UNIVERSITY  
**STUDENT WORKER PROGRAM**

**Basic Manual Overview**

**WORK HOURS:**

- No more than ten (10) hours may be worked per week, unless otherwise stated.
- Work hours cannot interfere with class schedule.
  - If hours worked interfere with schedule, reimbursement is contingent upon receipt of documentation from the professor excusing attendance.
- Work hours cannot be earned when campus is closed due to a designated campus holiday, inclement weather, or any other such factor, unless otherwise approved by the SWP Coordinator.

**ATTENDANCE:**

- Schedules are to be set with supervisors at the beginning of the semester and maintained throughout.
- If the student employee cannot make their scheduled shift, they must notify their supervisor(s) via Hornets email at least three (3) hours prior to their start time.
- One (1) 30 minute, unpaid lunch break is allowed for students working five (5) consecutive hours and two (2) 15 minute paid breaks along with a 60 minute, unpaid lunch break is allowed for students working eight (8) consecutive hours. Lunch breaks will be deducted from the total hours worked for any shift exceeding eight (8) hours with no lunch break identified.

**TIME SHEETS:**

- Must be typed, with the exception of the student/supervisor signatures, and must have the most recent Course & Fee Statement stapled to the back of it.
  - Inaccurate and/or incomplete time sheets, and time sheets submitted without a copy of the *most current* Course & Fee Statement (*the date and time that this form is generated appears at the top of every statement*) will be returned to the supervisor for corrections and considered to be *late*.
- Must be submitted by the specified date on the Payroll Schedule.
  - Late time sheets will not be submitted for processing until the following pay period.
  - If the Office of Financial Assistance is closed when time sheets are due, time sheets and Course & Fee Statements may be slid under the door in a sealed envelope, faxed to (314) 340-3503, or scanned & emailed to [Ashley Byington, the Work Study coordinator](#). If the time sheet is faxed or emailed to the SWP Coordinator then the original document must be submitted once the Financial Aid Office reopens.
  - Failure to meet submission deadlines will affect the consideration of further work study eligibility

**RESIGNATION/TERMINATION:**

- If the student decides to resign from their position, a written statement explaining why must be submitted to the supervisor and to the Work Study Coordinator in the Office of Financial Assistance.
  - Resigning from a position may result in limited further eligibility
- Supervisors hold the right to terminate the position of an assigned work study student
  - Termination may result in the removal of the Work Study / College Employment award from the student's account
  - Supervisors must submit a written statement to the Work Study Coordinator in the Office of Financial Assistance explaining their decision
  - **Disclosure of personal information obtained while fulfilling the work study/college employment assignment will result in immediate termination from the program and the student's actions will be brought before HSSU Administration for further disciplinary actions to be determined.**

HARRIS-STOWE STATE UNIVERSITY  
**STUDENT WORKER PROGRAM**

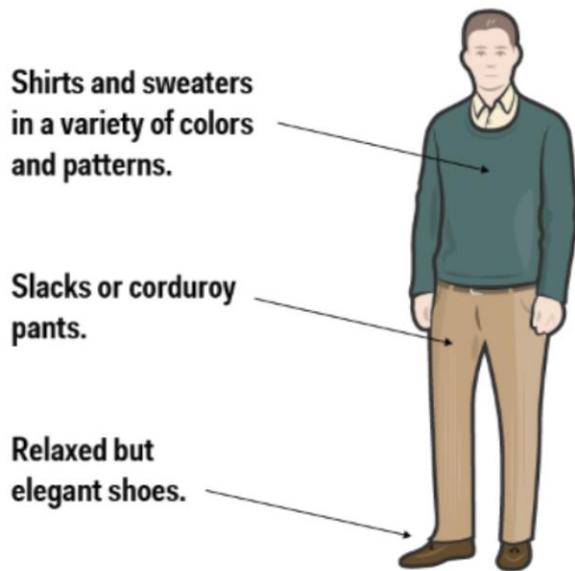
**DRESS CODE:**

- All Student Workers are expected to wear business casual dress attire, with the exception of departments in which business-casual clothing is inappropriate, such as in the Athletic Department during scheduled games and the Hornet Dining Hall, if uniforms are required. The *only* time Student Workers are allowed to dress-down is on HSSU Spirit Fridays, so long as HSSU branded attire is worn with jeans.

[Business Insider](#) offers the following suggestions:

Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.

Below are examples of appropriate "business casual" outfits.



HARRIS-STOWE STATE UNIVERSITY  
**STUDENT WORKER PROGRAM**

**POLICY & PROCEDURE REVIEW**  
**STUDENT WORKER ACKNOWLEDGEMENT & AGREEMENT**

I, \_\_\_\_\_ (Print full name) \_\_\_\_\_, have read and understand the policies and procedures of the Student Worker Program at Harris-Stowe State University. By signing this form and submitting it to the institution, I agree to be held to the standards of the Student Worker Program and understand that failure to comply with the programs policies and/or procedures can result in my participation eligibility to be removed for the extension of my time enrolled as a student at HSSU.

**HSSU Student ID Number:** \_\_\_\_\_

**Hornet Email:** \_\_\_\_\_@hornets.hssu.edu

**Cell Phone:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



HARRIS-STOWE STATE UNIVERSITY  
**STUDENT WORKER PROGRAM**

**POLICY & PROCEDURE REVIEW**  
**SWP SUPERVISOR ACKNOWLEDGEMENT & AGREEMENT**

I, \_\_\_\_\_ (Print full name) \_\_\_\_\_, have read and understand the policies and procedures of the Student Worker Program at Harris-Stowe State University. By signing this form and submitting it to the institution, I agree to be held to the standards of the Student Worker Program and understand that failure to comply with the programs policies and/or procedures can result in my department's participation eligibility to be revoked for the extension of my time employed at HSSU.

**Department:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**HSSU Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_