

Student Worker Program

Policies & Procedures

Effective as of Fall 2015

HARRIS-STOWE STATE UNIVERSITY
STUDENT WORKER PROGRAM

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FORMS TO REFERENCE

[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.

[Time Sheet](#): For Student Worker use to submit each pay period for payroll processing.

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

[Hornet Card: Deluxe Upgrade Request](#): Directions on upgrading HSSU Hornet Card to receive direct deposit.

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

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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
- 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

Interested applicants must go online to complete the Student Worker Program Application found on the SWP webpage (www.hssu.edu > *Financial Assistance* > *Student Worker Program*). The form should be completed entirely; Hornets must read the job description for each position they are applying for and then identify their first, second, and third choice for placement. Once the application is completed, it should be emailed to FinAidWorkStudy@hssu.edu. In the event that the application is not saving the data after the Hornet has filled in their information and the SWP Coordinator has received a blank application via email, the applicant will be allowed to submit a *typed* application to FAO. No handwritten applications will be accepted.

Each department the Hornet selects will receive a copy of the application that was submitted to FAO once eligibility has been approved.

IV. Assignment Procedures and Required Paperwork

After applications have been submitted, the SWP coordinator will review each candidate's application, checking for:

- Completeness of application
 - Incomplete applications will not be processed; instead, they will be rejected and the student will be notified via Hornet Mail of the reason it was rejected. If the time frame allows, the interested Hornet may recomplete and resubmit the application.
- 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. If the time frame allows, the interested Hornet may recomplete and resubmit the application.

Once the applications have been reviewed by the offices each candidate has identified, the SWP Supervisor will provide a copy of all applications that identified their office as an office of interest. The SWP Supervisor will gather the applications and review them with their office in order to select students to interview.

Once interviews have been conducted, qualifying Hornets who were not selected for immediate placement will be placed on a "back-up" list—these Hornets will be contacted if an opening in the program becomes available throughout the academic year.

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:

- 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 statement printed from Hornet's online banking account that displays the entire routing number and account number
- Hornet's Social Security Card (*continued on next page*)

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- *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 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.

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.

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 of the department; in the event that a participating department does not

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have a secretary or a position similar to that of a secretary, the department's supervisor should identify the next person in line.

b. Department Participation

In order to participate in the Student Worker Program, department supervisors are required to have completed [*Form SWP1-Departmental Assignment Evaluation*](#). This form allows the SWP coordinator to satisfy the government regulation of having job descriptions prepared for each assignment opportunity. Additionally, it will help the coordinator identify the need for a Student Worker to be assigned to that department as well as the number of assignments the department needs.

This procedure was followed during the 2015 spring semester when the Student Worker Program first began being redeveloped. It was during this time that all of the current SWP supervisors submitted *Form SWP1*; the SWP coordinator reviewed the information and then used it to either eliminate and/or create assignments in order to accommodate Administration's request to align the program with the career paths of the participants. Moving forward, the only time this form should be completed again is if a non-participating department would like to be considered for assignment during the next academic year. In such an event, department supervisors should complete the application and submit it to the SWP coordinator by May 1st of any given year.

c. Receiving Assignments

Each summer, the SWP application will be updated to include each participating department along with the job description specific to that department. Applicants will be instructed to identify up to three (3) assignments of interest. Once applicants have been approved to participate in the SWP by the SWP coordinator, applications will be forwarded to the department's SWP Supervisor for review. The SWP Supervisor should then share the applicants with their department in order to select individuals for interviews to be conducted. SWP Supervisors will be expected to host interviews with the selected applicants and then submit their selection to the SWP coordinator via [*Form SWP2-Applicant Selections*](#). Receipt of this form will allow the applicants to be notified of the selection in order to participate in the mandatory SWP orientation that will be hosted at the beginning of the fall semester (see *Student Responsibilities* below). Additionally, this form will allow the SWP Supervisor to identify the student they want to hire as well as students they can contact in the event that their current selection withdraws from the institution or doesn't meet eligibility requirements for upcoming semesters.

Each summer, the SWP Coordinator will host a mandatory Supervisor Orientation. SWP Supervisors will be able to go over the program's policies & procedures with the SWP Coordinator to discuss details and any concerns the SWP Supervisors may have. This orientation is mandatory, and SWP Supervisors will not receive assignments in their department unless attendance has been confirmed.

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:

- 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

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- 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 11/13/2015)

In order to monitor the flow of Student Workers, each office must maintain activity logs via [Form SWP4 – Shift Details](#). This form is designed to track the arrival and departure of each student worker, but as a “whole” instead of individually. 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.
- Submitting them to the Office of Financial Assistance by 5 PM on the *Time Sheet Due Date* identified on [SWPPS – 2015-2016 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

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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 paraphernalia is worn.
 - i. **Basic dress-code guidelines:**
 - Midriff should be covered
 - Shoulders should be covered and underclothes should not be visible
 - Shorts and/or skirts should stop no shorter than above the knee
 - Torso should be covered at all times
 - No Sagging; low-rise bottoms should be worn with caution
 - Heels should not exceed 3”
 - Toes should be covered
 - Clothes should not be too tight
 - Clothing should not contain obscene or vulgar language/graphics
 - Clothing should be clean and presentable at all times
- 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

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of each shift via [Form SWP4 – Shift Details](#); this form will be submitted by the Supervisor with the department's time sheets.

- 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 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.** Orientation for the Student Worker Program will take place approximately two weeks before fall classes begin. All Hornets being assigned to a Student Worker position are required to participate; business casual dress attire is mandatory, and the following paperwork should be brought with their person:
- Two forms of identification as requested by the [Federal Form I-9](#)
 - State-issued Photo ID (for HSSU purposes)
 - Social Security Card (for HSSU purposes)
 - Blank check or online banking print-out that identifies routing number and account number

While at orientation, Student Workers will complete the remaining paperwork and all policies and procedures will be reviewed. Anticipated Student Workers who cannot make the orientation will not be allowed to begin their assignment until they have completed orientation at a later time.

XI. Payroll

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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 15th and the 31st with the pay date being a weekday—this means that if the 15th or the 31st 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.

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 required to enroll in direct deposit in order to ensure timely payroll disbursements. If the Student Worker does not have a financial institution to enroll with, the HSSU Hornet Card can be upgraded to [“Deluxe”](#) with no additional fees, per the Bursar’s Department.

All check stubs will be mailed to the address that is on file; if the address changes or the student prefers for the check stub 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, check stubs will not be mailed out until the following business day when the pay date falls on a day the university is closed, including weekends.

d. Breaks

Breaks and lunch breaks are 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 should 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 either six and a half (6.5) hours or 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

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- 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
- 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:



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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.

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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:** _____

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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:** _____