STUDENT EMPLOYMENT ADDENDUM
Finance & Administrative Affairs

Effective: May 18, 2014
Revised: January 21, 2016
Eligibility for Employment

The purpose of student hourly employment is to help defray education costs, build an employment record, and, when possible, complement a student-workers’ field of study. Through student employment, the University can assist students financially, while benefiting from the services they provide. Student hourly employment is incidental to a student’s education, and hours of work should not be excessive (FAA does not participate in the Federal Work Study program).

ELIGIBILITY

• The position is incidental to the individual’s purpose or presence at the institution as a student. In other words, the individual’s presence on campus is primarily to be a student, not an employee. It is not permissible to hire a person as a student employee if they are taking credits merely to be eligible for student employment. This is a judgment should be made by the employing unit. Factors to consider when making this decision include whether they are taking courses for credit, whether they are working towards a degree and whether they have a pattern of taking less than a half-time load.

• The individual must be enrolled for a MINIMUM OF THREE CREDITS at an educational institution. An education institution is defined as:
  o An accredited institution of higher learning
  o A technical college
  o A vocational or trade school

FAA Student Dress Code

Student employees are expected to wear clothing that is not distracting or offensive to others. FAA does not have an official dress code, and different areas may have different expectations. However inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard will not be tolerated. Inappropriate dress includes:

• Shirts with profanity written on them or inappropriate logos (E.G. beer logo)
• Shirts with offensive logos or slogans
• Shirts that show midriffs
• Sweatpants

**depending on the nature of your job, some departments may have a stricter dress code**
### FAA Attendance Policy

<table>
<thead>
<tr>
<th>Type of Attendance Issue</th>
<th>Definition</th>
<th>How Many Allowed</th>
<th>First Disciplinary Action</th>
<th>Subsequent Disciplinary Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy</td>
<td>Employee is 1-30 minutes late for a shift (This includes calling in with warning)</td>
<td>2 per semester</td>
<td>Written Warning</td>
<td>1 step for each violation</td>
</tr>
<tr>
<td>Expected Absence</td>
<td>Employee calls in 2 hours or more before their first shift of the day</td>
<td>2 days per semester</td>
<td>Step</td>
<td>1 step for each violation</td>
</tr>
<tr>
<td>Unexcused Absence</td>
<td>Employee calls in between 1 hour 59 minutes before their shift to 30 minutes into their shift</td>
<td>0</td>
<td>Written Warning</td>
<td>1 step for each violation</td>
</tr>
<tr>
<td>No call/No show</td>
<td>Employee does not call in for a missed shift; Employee calls in 30 minutes into the shift or later; employee is more than 30 minutes late to their shift</td>
<td>0</td>
<td>Step</td>
<td>1 step for each violation</td>
</tr>
<tr>
<td>Excused absence</td>
<td>Employee finds a substitute to cover their shift; employee arranges ahead of time (finalized at least 24 hours in advance) with their supervisor to miss the shift</td>
<td>Unlimited</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

***Please note that the attendance policy is meant as a guideline and each department can adhere to it at their own discretion.

### Discipline

We understand that **student employees are students first**, and therefore schoolwork will always take precedence. We ask that employees communicate any issues they are having with work to their supervisor or to Human Resources.

When formal disciplinary action is necessary, a meeting will be scheduled with the employee and the employee’s primary supervisor.

Discipline is enforced through a four-step progressive process, but steps can be any combination of violated work practices, and do not have to be related:

1. Verbal Counseling is issued for minor infractions
2. Written Counseling is issued after previous issuing a Verbal Counseling for a related infraction, or for those infraction of a more serious nature.
3. Steps 1-3 are issued if a Written Counseling or previous Step has been issued for similar infractions or for a first time offense of a more serious nature.
4. Termination can be issued once an employee reaches Step 4 within a 12 month period, if the employee hasn’t made significant improvement or the infraction is of a grave nature.
5. Should an employee go a 12 month period without receiving a disciplinary step, that employee’s previous infractions **MAY BE** forgiven.
ACA Regulations

In calendar year 2016, requirements for employers under the Affordable Care Act (ACA) changed. In 2015, employers were required to offer health insurance to 70% of their full-time employees. Starting in 2016, the ACA requires employers to offer health insurance to 95% of their full-time employees. Under ACA a full-time employee is anyone who works 30 hours per week or more.

What does this mean for you?

The UW is not statutorily permitted to offer health insurance to student employees, meaning student employees are not allowed to be defined as full-time employees for ACA purposes. As such, a UW System-wide policy regarding student employment, effective January 1, 2016, was created and includes:

- Limiting student employees to **25 hours per week during the 39-week academic year** (the 39-week academic year at UWM runs from late August through mid-May)
- The hour limit is aggregate across all student jobs. Students may not work more than 25 hours per week in total, **no matter how many student jobs they hold**.
- Hours worked under the federal work-study program **do not count** toward the 25 hour per week limit
- Student employees may work full-time in the weeks of the year outside the 39-week academic year

As a student employee it is **your responsibility** to ensure you are not working more than 25 hours a week, meaning if you have more than one on campus job you must coordinate to make sure you do not exceed this limit.