

STUDENT EMPLOYMENT MANUAL

TABLE OF CONTENTS		2
INTRODUCTION		3
SECTION 1 RESPONSIBILITIES OF THE STUDENT, EMPLOYERS & DEPARTMENTS		
I.	STUDENT	4
II.	EMPLOYING DEPARTMENTS	4-5
III.	DEPARTMENT OF FINANCIAL AID & MILITARY EDUCATION BENEFITS	5
IV.	CAREER PLANNING & RESOURCE CENTER	5
V.	DEPARTMENT OF HUMAN RESOURCES	6
SECTION 2 UWM POLICY ON STUDENT HOURLY EMPLOYMENT		
I.	PURPOSE	6
II.	POLICY	6
III.	DEFINITIONS	7
IV.	ELIGIBILITY	7-9
V.	CONDITIONS OF EMPLOYMENT - CODE OF CONDUCT/WORK RULES	9
VI.	COMPENSATION	9-10
VII.	FICA (SOCIAL SECURITY) WITHHOLDING	10-11
VIII.	DIRECT DEPOSIT	11
SECTION 3 HIRING & TIME REPORTING		
I.	EMPLOYMENT RECRUITMENT & VOLUNTEERS	11-13
II.	HIRING	13
III.	HUMAN RESOURCE SYSTEM (HRS)	13-14
IV.	FEDERAL EDUCATION RIGHTS & PRIVACY ACT (FERPA)	14
SECTION 4 STUDENT MAINTENANCE		
I.	WORK HOUR LIMITATIONS	15
II.	EMPLOYMENT (UNDER AGE 18)	15
III.	CONDITIONS OF EMPLOYMENT & VOLUNTEERS	15-16
IV.	PERFORMANCE EVALUATIONS	16-17
SECTION 5 UNUSUAL CIRCUMSTANCES		
I.	WORKER'S COMPENSATION	17
II.	UNEMPLOYMENT	17
III.	EMPLOYEE FRINGE BENEFITS	17
IV.	SEXUAL HARASSMENT	17-18
V.	DISCIPLINARY GUIDELINES	18
VI.	GRIEVANCE GUIDELINE	18-20
APPENDICES		
	APPENDIX A: GRIEVANCE FORM	21-22
	APPENDIX B: STUDENT EVALUATION	23
	APPENDIX C: SAMPLE JOB DESCRIPTION	24
	APPENDIX D: HIRING FORMS CHECKLIST	25

INTRODUCTION TO STUDENT EMPLOYMENT

Student employment through the University of Wisconsin-Milwaukee (UWM) provides jobs for undergraduate and graduate students, maximizing the financial assistance the University can provide to its students for the purpose of paying their educational expenses, while also giving students the opportunity to expand their education into the workplace and gain valuable experience in preparation for their future careers. The University and surrounding community also benefit from the student employment program.

The University of Wisconsin-Milwaukee is an Affirmative Action/Equal Opportunity Employer and Title IX public institution. UWM does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, protected veteran status, age, or other characteristic protected by UWM's Discriminatory Conduct Policy or applicable federal or state law in any of its educational programs, activities, admissions or employment policies.

TYPES OF EMPLOYMENT

Graduate students employed by the University as teaching, research, program, or project assistants are not considered student employees for the purpose of this manual or the policies it contains. For Graduate student employment visit Graduate School website:

uwm.edu/graduateschool/

1. **Non-Federal Student Employment:** This type of employment allows undergraduate and graduate students to work on-campus under a non-federal student employment account, paid 100% from the employing department's budget. It is not a type of financial aid and is not based on need. Any UWM student may seek non-federal student employment.
2. **Federal Work-Study (FWS):** Limited in funds, this type of employment allows undergraduate and graduate students to work in specified positions, which are paid in part by federal work study funding. FWS is a form of financial aid and therefore a Free Application for Federal Student Aid (FAFSA) for the appropriate academic year must be completed in order to determine the financial need of the student. FWS awards are not disbursed in a lump sum as are other forms of federal aid.

There are three different types of employment offered through the FWS Program.

1. **On-campus employment** is available to students with FWS through UWM. UWM employers of the FWS recipients must contribute 25% of the funding to the FWS recipient.
2. **Community service employment** is available to students with FWS through local non-profit, governmental and community-based organizations and is designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These jobs are generally performed off-campus and the community organization employer must contribute 25% of the funding to the FWS recipient.
3. **America Reads** is a program that offers employment opportunities to FWS recipients interested in tutoring public school children in reading, writing and arithmetic, mentoring and serving as a positive role model. This program provides 100% of the funding to the FWS recipient.

SECTION 1: RESPONSIBILITIES OF THE STUDENT, EMPLOYERS & DEPARTMENTS

I. RESPONSIBILITIES OF STUDENT EMPLOYEES

- Must be registered for credit for the duration of employment at UWM except for the summer period, as defined in the student employee definition section of this publication.
- Must provide true and accurate information on all application forms.
- Must report any changes in their federal work-study eligibility and/or enrollment status to employing department.
- Must acknowledge their responsibility to abide by the UWM Policy on Sexual Harassment, University of Wisconsin-Milwaukee Code of Conduct, Unauthorized Copying or use of Computer Software, Drug-free Workplace Act of 1988, and the Confidentiality of University Records Policy.
- Are required to perform their job in a satisfactory manner.
- Are required to observe the [UW-Milwaukee Code of Conduct](#) that applies to all employees.
- Should be aware of and observe specific employing unit work rules and requirements.
- Are required to record their time on Human Resources System (HRS).
- Must report name changes and permanent address changes to the Department of Human Resources.
- Changing academic records will not change employment records.
- Must notify supervisor if they are working at more than one UWM job.
- During the Academic Year, cannot exceed 25 hours per week, in aggregate of all jobs held on all UW campuses.

II. RESPONSIBILITIES OF THE EMPLOYING DEPARTMENT (Employer)

The employing department, center, agency, or unit is defined as the employer.

- The University requires employers to conduct a Criminal Background Check (CBC) on the student prior to the first day of employment, to ensure authorization for hiring a student. A CBC can be obtained by seeking the division's personnel representative.
- The development or utilization of recruitment procedures, which conform to UWM affirmative action policies, and procedures (more information regarding these policies and procedures may be obtained from the Office of Equity/Diversity Services).
- The utilization of hiring procedures, which adhere to state and federal statutes concerning non-discriminatory hiring practices (more information on this subject is available from the Office of Equity/Diversity Services).
- Monitoring Hours worked, not to exceed 25 hours per week in aggregate of all jobs held.
- Conduct annual evaluations of the student employee's job performance (see Appendix B)
- The monitoring of the enrollment status of the student employee as related to employment eligibility.
- The establishment and retention of:

- Individual student personnel files (should be retained for 6 years).
- Written job descriptions.
- The completion and retention of I-9 employment verification forms.
- The determination of:
 - Scheduled working hours
 - Supervisory arrangements
 - Pay rates
 - Other employment conditions
- The provision of information concerning FICA (social security) and Worker’s Compensation coverage.
- The provision of information to each employed student on specific job duties, [UW-Milwaukee Code of Conduct](#), performance expectations, and training in the skills necessary if these skills were not pre-employment requirements.
- The availability of copies of the Student Employment Grievance Procedure, UWM Policy on Sexual Harassment, Unauthorized Copying or use of Computer Software, Drug-Free Workplace Act of 1988, and Confidentiality of University Records.
- Provide student with Affordable Care Act Notice (Notice of the New Health Insurance Marketplace Coverage Options and Your Health Coverage).

III. RESPONSIBILITIES OF THE DEPARTMENT OF FINANCIAL AID, AND MILITARY EDUCATION BENEFITS

The Department of Financial Aid and Military Benefits determines students eligibility for FWS based upon the results of the FAFSA and available funding. They are also responsible for annually reporting to the U.S. Department of Education how the University spent it’s FWS allocation.

IV. RESPONSIBILITIES OF THE CAREER PLANNING AND RESOURCE CENTER

The Career Planning and Resource Center (CPaRC) in partnership with PantherJobs, offers UWM employers with an on-campus and off-campus job posting service free of charge. CPaRC works with campus departments and off campus employers on the following elements of successful student recruitment:

- Identifying and articulating requirements/qualifications for positions
- Developing effective position descriptions
- Posting positions on PantherJobs
- Developing proactive strategies, e.g., pushing jobs to targeted department contacts, posting fliers, and making direct contact with departments.
- Hosting career fairs, supporting individual school fairs and hosting the fall student jobs fair for part-time on and off campus positions.
 - Fall All Majors Career Day—October
 - Diversity Career Fair—February
 - Spring All Majors Career Fair – May

V. RESPONSIBILITIES OF THE DEPARTMENT OF HUMAN RESOURCES

The Department of Human Resources oversees the calculation and distribution of pay for each student employee, both FWS and Non-FWS, on a biweekly basis. The Department of Human Resources also provides employing departments with:

- HRS Student Hire checklist. To view and download, please visit <http://uwm.edu/hr/home/managers-and-hr-partners/checklists-and-procedures/>
- HRS and payroll forms. To view and download, please visit <http://uwm.edu/hr/home/forms/forms-a-to-z/>

All HRS and payroll forms, when completed, should be sent to the HRS form authorizer for your School/College/Division. If approved, they will be forwarded to Human Resources for processing.

- Bi-weekly Payroll Edit Reports.
- The Department of Human Resources acts as a liaison and advisor for employers in resolving employment related issues, and interpretation of student employment policies and guidelines.

SECTION 2: UWM POLICY ON STUDENT HOURLY EMPLOYMENT

History:

Original September 1992

Revised August 1997

Revised June 2009

Revised April 2016

Authority: [UW System Administrative Policy 205, Employment of Student Help](#), and [UW System UPS Operational Policy GEN 20, Student Employment](#).

Initiator: UW–Milwaukee Student Hourly Employee Policy Working Group, Financial Aid Executive Director, Provost and Vice Chancellor for Academic Affairs

Responsible Party: UW-Milwaukee, Department of Human Resources

I. PURPOSE

This Policy establishes guidelines for employment of student hourly employees at the University of Wisconsin – Milwaukee (“UWM” or “University”).

II. POLICY

The purpose of student hourly employment is to help students meet their cost of attendance, build an employment record, and when possible, compliment their 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.

Graduate assistants employed by the University as teaching, research, program, or project assistants are not considered student hourly employees. See Graduate School website: <http://www.graduateschool.uwm.edu/>

III. DEFINITIONS

Student Employee: student hourly employees are comprised of students who provide part-time and /or temporary administrative, clerical, laborer, technical or other general support to UW-Milwaukee faculty and staff, and meet the eligibility requirements below.

On-Campus: employment of a student (according to UWM's definition of a student employee) by an employing department on the physical grounds of the university's campus in a University owned building which wages are earned by the student.

Off-Campus: employment of a student (according to UWM's definition of a student employee) by an employing department that is not on the physical grounds of the university due to remote locations or UWM affiliation that is governed and regulated by the policies and procedures of the University which wages are earned.

America Reads: employment opportunities for student employees (according to UWM's definition of a student employee) who meet federal work study (FWS) requirements and are interested in tutoring public school children in reading, writing, arithmetic, mentoring and serving as a positive role model. Employment placement can be on or off campus depending on the needs of the program. 100% compensation is funded through the FWS program to the employee.

Community Service: employment of a student (according to UWM's definition of a student employee) in which opportunities are offered through local non-profit, governmental and community-based organizations and is designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Job placement is primarily off-campus and the community organization employer must contribute a certain percentage of the employee's wages to the federal work study (FWS) recipient.

IV. ELIGIBILITY

Student employment at the University of Wisconsin-Milwaukee is primarily designed for UWM students to have access to and benefit from on or off-campus employment opportunities. To be eligible for employment as a student employee at UWM, an individual must meet the following requirements.

- A. **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 that needs to 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.

- B. The individual must be enrolled for academic credit at an educational institution. An educational institution is defined as:
- an accredited institution of higher learning granting associate degrees or higher;
 - a technical college;
 - a vocational or trade school;
 - or a high school.

The employing unit is responsible for verifying an individual's eligibility. Suitable methods of verification include: PAWS (for UWM students) a letter from their home institution, a copy of current registration and course schedule, current tuition payment receipt, and a hard copy of on-line verification. Copies of verification documents for non-UWM students must be submitted to the Department of Human Resources at the time of hire and at the beginning of every semester of employment.

Important note regarding F-1 and J-1 international students: special consideration needs to be paid to F-1 and J-1 international students when verifying eligibility. Federal visa regulations specify that F-1 international students are eligible for on-campus employment automatically, but only at the school listed in the School Information section on the I-20 where the student is currently enrolled. In this case, the F-1 student does not need any special authorization to be employed 20 hours a week when school is in session and/or up to full-time during the summer break. When processing I-9s, departments will need to verify that the student's I-20 is indeed issued by UWM. If it is not, an I-20 alone does not provide sufficient proof of eligibility. J-1 international students may be eligible for on-campus employment, but only with a letter of permission from the J-1 program sponsor listed on the DS-2019. J-1 student employees should obtain a letter from International Student and Scholar Services (ISSS) signed by a Responsible Officer confirming student status and eligibility to be employed. Questions should be directed to International Student and Scholar Services (ISSS) office.

- C. **The individual must be at least 16 years of age.** Employers are advised that under Wisconsin law, student employees under the age of 18 have certain restrictions. There are significant limitations as to the number of hours they may work and the time of day during which they may work. In addition, a work permit must be obtained prior to starting employment, and a copy must be submitted to Central Human Resources with the hire paperwork. More information is available from the Equal Rights Division of the Wisconsin Department of Workforce Development.
- D. Part-time and/or temporary employment is defined as less than 30 hours per week (Sunday through Saturday) according to the Affordable Care Act. During the 39 week academic year, student employees may work no more than 25 hours per week to adequately meet their classroom requirements, to avoid unemployment and FICA exemption implications, and to ensure compliance with the Affordable Care Act. Students may work up to 40 hours per week during the summer, as defined by the academic calendar (no more than 89 days).

See the UW System Policy on Student Employment Hours Limitations:
<https://www.wisconsin.edu/ohrwd/download/policies/ops/gen20.pdf>

Semester Eligibility - a student may not be employed prior to the first payroll calendar day of the student's first semester of enrollment. Summer eligibility is the only exception (see below). Students who graduate, or complete an academic semester and will not be enrolling in the following semester may continue to be employed as a student employee only through the last payroll calendar day of the completed semester. Students who terminate enrollment, graduate, transfer or withdraw from school during a semester are no longer eligible for student employment; the last day of enrollment must also be the last day of employment, and HRS paperwork must be submitted to terminate the employee.

Summer Eligibility - any student who has been accepted for fall enrollment, or is continuing in the fall semester after completion of the spring semester or is enrolled during the summer is eligible for summer student employment.

Schools/Colleges/Divisions May Have Stricter Eligibility Requirements - More specific provisions (e.g., requiring a greater credit enrollment, or enrollment at UWM) may be established by a specific college, school, department or other UWM unit.

V. **CONDITIONS OF EMPLOYMENT – WORK RULES**

All student hourly positions are at-will positions and may be terminated at any time provided the reason is not prohibited by law.

It is the University's position that the University of Wisconsin-Milwaukee Faculty/Staff Code of Conduct applies to student employees in the same manner as it applies to other UWM Employees.

VI. **COMPENSATION**

A. Employing units have the discretion to establish the starting hourly rate at any point within the range. All salary rates above the maximum must have prior approval of their divisional HRS forms authorizer and the Department of Human Resources. Approval may be granted for performance of extremely specialized or complex duties not normally associated with regular student employment.

In accordance with Regent policy, the wage will:

- Reflect local student employee job market conditions.
- Comply with applicable state and federal statutes, and policies of the Board of Regents of the University of Wisconsin System.
- Not exceed the minimum of the salary range for UW Milwaukee non-student employees with similar duties, and shall provide compatibility between regular student rates and work-study rates as governed by federal regulations promulgated by the U.S. Department of Education.

- Comply with Federal and State minimum wage rates. You may view current federal and state minimum wage rates by visiting the following link:
<https://www.dol.gov/whd/minwage/america.htm>

	MINIMUM	MAXIMUM
Student Hourly Pay Range	\$7.25	\$14.50

- B. Student hourly employees are subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Therefore, student hourly employees who are employed for more than 40 hours in a week within the University System will receive premium pay for the hours worked beyond 40 at the rate of one and one-half times the regular hourly rate.
- C. Student employees may not be paid on a lump-sum basis rather than on an hourly basis.

VII. FICA (SOCIAL SECURITY) WITHHOLDING

To be eligible for an exemption for FICA withholding, a student hourly **must be taking a minimum of a half-time course load and attending classes at any UW System institution.** During the academic year a half-time load at UW – Milwaukee equals 6 credits for undergraduate students and 4 credits for graduate students. During the summer a half-time load equals 3 credits for both undergraduate and graduate students.

All other student hourly employees must have FICA taxes withheld from their paychecks.

This includes:

- Students in other universities, community colleges and technical colleges, regardless of their course load.
- High school students.
- Student employees at any UW Institution taking less than half time course load.

Summer Breaks - Students who work during the summer break and who are not enrolled and attending classes during the summer session are not exempt from FICA. However, the FICA exemption will continue to apply as long as the break is five weeks or less and provided that the student qualified for the exemption on the last day of classes preceding the break and is eligible to enroll in classes for the academic term that follows the break.

Employees with an open appointment type of one of the following: University Staff Temporary, On-Going, or Project, Academic Staff, Faculty, Limited, Employees-In-Training or Other Special Use titles concurrent with a Student Help appointment are considered Career/Professional employees and will not be eligible for the FICA exemption, since such services cannot generally be considered to be incidental to and for the purpose of pursuing a course of study.

An employee that works 40 hours or more per week in at least three biweekly payroll periods (excluding periods when classes are not in session) is considered to be “full-time employee.”

Full-time employees are ineligible for the safe harbor rule normally associated with student status and are ineligible for the FICA exemption.

VIII. DIRECT DEPOSIT

Direct Deposit is recommended for all Student Hourly Employees. Exceptions may be granted by Human Resources for employees that demonstrate that Direct Deposit would result in a hardship for them.

SECTION 3: HIRING & TIME REPORTING

I. EMPLOYEE RECRUITING & VOLUNTEERS

Generally, the hiring of all students is done at the department or School/College/Division level. As with regular student employees, the employer reserves the right and responsibility to offer FWS jobs to qualified student applicants.

Upon employer request and notification, the Department of Financial Aid, Student Employment and Military Education Benefits is responsible for certifying FWS financial aid recipients to work for those employers that hire them.

VOLUNTEERS

Student volunteers are permitted to work for departments at UWM. Volunteers are unpaid staff with limited duties and/or responsibilities. Each volunteer must pass a Criminal Background Check prior to being housed in a department on campus if applicable.

SUGGESTIONS FOR SUCCESSFUL RECRUITMENT

Successful recruiting is both an art and a science in that there are tried and true principles which can be useful as well as unplanned circumstances or situations, such as a Hiring Manager's inspiring personality or the timing of a job posting, which can influence results. A well written job description always helps candidates screen themselves in or out of an early step in recruitment and is a requirement for successful hiring. Therefore, it makes good business sense to prepare for successful recruitment while being aware that many contingencies and factors cannot be planned.

EMPLOYERS SHOULD:

- Prepare a job description that can help candidates match their skills, knowledge and experience to the position requirements. See example, Appendix C.
- Present what specific qualities and behaviors on the job relate to successful performance.
- Have a definite date for all candidates to submit their application or resume.
- Describe the entire recruiting process including interviews as well as the timetable, deadlines and start dates.
- Decide if a cover letter or e-mail is helpful or required for the candidates to present more specific information beyond the resume or application.
- Even if you desire to have all your positions filled before school starts, consider the marketing value from participation for future hiring.

- Consider increasing the role and responsibilities for your student positions enabling students to build important skills into their education.

Employers who have job openings in their area may wish to use the following means of recruiting student applicants:

- Post Positions on Pantherjobs-Contact you Personnel Representative to access posting options and obtain approvals.
- Post flyers around campus.
- Utilize student listservs to send announcement to student population.
- Post an announcement on departmental or school/college/division website and/or social media site directing applicants to apply on Pantherjobs.
- Participate in the UWM EXPO Part-time Jobs Fair held each late August/early September as part of Welcome Week.

PREPARING A JOB DESCRIPTION

Think of a job description as a “snapshot” of a job. The job description needs to communicate clearly and concisely what responsibilities and tasks the job entails and to indicate, as well, the key qualifications of the job – the basic requirements (specific credentials or skills) – and, if possible, the attributes that underlie superior performance.

Following is a quick look at the categories that make up a well-written job description:

- Title of the position
- Department
- Reports to (to whom the person directly reports)
- Overall responsibility
- Key areas of responsibility
- Qualifications (necessary skills and experience required)
- Term of employment
- Hourly Pay Rate (for student jobs)
- Scheduling requirements/preferences

SUGGESTIONS:

- A well-written job description consists of more than a laundry list of the tasks and responsibilities that the job entails. It reflects a sense of priorities.
- A task is what the person in the job will actually do. Qualifications are the skills, attributes, or credentials a person needs to perform each task. Clarify the actual tasks and responsibilities before you start thinking about what special attributes will be needed by the person who will be fulfilling those responsibilities.
- The job you describe must be truly doable. When you’re combining several tasks into the same job description, make sure that you’re not creating a job that very few people could fill.

- Use specific language. For example, instead of stating that the candidate “should be proficient with computers,” write that the candidate “should be proficient with Microsoft Word, Excel, and UWM’s website”

Note: A job description is generally regarded as a legal document. Any references to race, color, religion, age, sex, national origin or nationality, or physical or mental disability is illegal.

II. HIRING

The student hiring procedures listed below are guidelines to be used by the employer

1. Post student position(s) (See Above)
2. Screen Student Employment Applications
3. Interview
4. Pre-employment screening
 - Complete a Criminal Background Check. The Criminal Background Check forms, processes, and policy can be found here: <http://uwm.edu/hr/home/resources/toolkits/cbc-toolkit/>
 - Complete reference check.
5. Select candidate for hire
6. The hiring department needs to have the new employee complete/sign or review the following forms or policies:
 - ORIGINAL COPY of position description (stays in department p-file)
 - Affordable Care Act Notice
 - Hire Forms: Please see the Student Hire Checklist on the HR website. link: <http://uwm.edu/hr/home/managers-and-hr-partners/checklists-and-procedures/>
 - Computer Access forms, if necessary
 - UWM Policy on Sexual Harassment (must provide to student hire)
 - Unauthorized Copying or use of Computer Software (must provide to student hire)
 - Drug-Free Workplace Policy (must provide to student hire)
 - Confidentiality of University Records Policy (must provide to student hire)
 - UWM Code of Conduct

III. HUMAN RESOURCES SYSTEM (HRS)

Supervisor and/or HR representative for School/College/Division should:

- Complete required hiring paperwork and obtain the required signature approval, and route to Central HR for entry into HRS.
- Explain to the student how to record their time in HRS.
- In cooperation with the payroll coordinator, each Monday, review the student’s timesheet and approve and/or adjust their recorded time to ensure timely payment.
- Each semester obtain the student’s schedule of availability, and/or check PAWS to ensure they are eligible for student employment.

- Request pay rate changes, funding changes, working title changes, etc.
- In cooperation with the payroll coordinator track student's current FWS earnings.

Payroll Coordinators should:

View HRS Time and Labor Quick Guides: <http://uwm.edu/hr/home/managers-and-hr-partners/absence-and-time-administration/>

- In cooperation with the Supervisor and/or HR representative for School/College/Division, each Friday, review the student's timesheet and approve and/or adjust their recorded time to ensure timely payment.
- Ensuring that students paid via the FWS account, have been awarded FWS.
- In cooperation with the Supervisor and/or HR representative for School/College/Division, track student's current FWS earnings.

If a supervisor and/or coordinator would like to verify if the student is eligible for FWS or has been awarded FWS prior to hire, they should ask the student to provide a current copy of their financial aid award, or, contact the department of Financial Aid.

Central Human Resources will:

- Enter hires, and any changes to the students employment record in HRS
- Provide bi-weekly payroll edit reports

IV. FAMILY EDUCATION RIGHTS and PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended requires that staff is advised of their responsibilities as they relate to rights and privacy concerning educational records and of certain categories of public information which the University has designated "directory information." This information will help employees learn more about what students rights are, provide parents with a resource to help them understand FERPA and assist employees in understanding what UWM faculty and staff are required to do to protect student's privacy.

Training for FERPA is completed online and requires UWM active directory login access. Employees should visit the website below to complete training starting the first date of the appointment. Computer Access forms should be submitted after FERPA training has been completed. See Appendix D for forms.

<http://uwm.edu/registrar/ferpa-facultystaff/>

SECTION 4: STUDENT MAINTENANCE & DISCIPLINARY GUIDELINES

I. WORK HOUR LIMITATIONS/WORK SCHEDULES

- Student employees must be hired to work on a part-time or temporary basis, except during the summer.
- FWS earning semesters differ, generally running from mid-August to mid-December for the fall semester, and from mid-December to the first or second week of May for the spring semester. The summer sessions FWS includes everything else in between. Contact the Department of Financial Aid for information concerning FWS semester earning period start and end dates.
- During the summer student employees may work 40 hours/week at the discretion of their employer.
- Students must be paid overtime, time and a half, for the hours worked over 40 hours in one week (only allowable in the summer).
- Overtime must be paid regardless of whether the 40 hours occurred in one job or was worked in a combination of jobs.
- Questions concerning overtime should be directed to the Payroll department within Central Human Resources.
- International student employees are further subject to applicable federal rules and regulations. Generally international student employees are limited to working no more than 20 hours per week when classes are in session. Specific employment eligibility questions should be addressed to the Center for International Education.

II. EMPLOYMENT OF PERSONS UNDER 18 YEARS OF AGE

EMPLOYERS MUST ASSURE THAT EVERY EMPLOYEE UNDER THE AGE OF 18 HAS OBTAINED A WORK PERMIT.

- A copy of the work permit must be submitted to Central Human Resources with the HRS hiring paperwork for student employees who are between 16 and 18 years of age. CHR will not process a hire for a minor without having a copy of the work permit on file.
- Employers are advised that under Wisconsin law, student employees under the age of 18 have certain restrictions. There are significant limitations as to the number of hours they may work and the time of day during which they may work.
- More information is available from the Equal Rights Division of the Wisconsin Department of Industry and Human Relations.
- Employment of individuals who are under the age of 16 is not permitted.

III. CONDITIONS OF EMPLOYMENT

CODE OF CONDUCT/WORK RULES

It is the University’s position that the [University of Wisconsin Milwaukee Code of Conduct](http://www4.uwm.edu/secu/docs/other/S_65_Code_of_Conduct.pdf) applies to student employees in the same manner as it applies other UWM Employees. The UW Milwaukee Code of Conduct can be found here: http://www4.uwm.edu/secu/docs/other/S_65_Code_of_Conduct.pdf

- Employers are required to familiarize student employees with the Code of Conduct.
- Additional work rules to meet special requirements may also be implemented at the discretion of the employing department.
- Employers are also required to distribute or post copies of UWM’s sexual harassment and use of illicit drugs and alcohol policies.

BREAKS

According to federal law breaks are not required. However, UWM recommends employers to provide break periods for their student employees, which are consistent with University staff.

“Federal law does not require lunch or coffee breaks. However, when employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the work week and considered in determining if overtime was worked.”

For full description of federal labor laws regarding breaks visit the U.S. Department of Labor at: <http://www.dol.gov/dol/topic/workhours/breaks.htm>

Below outlines the recommended break schedule for students who work at the UWM.

HOURS WORKED	15-MINUTE BREAK	LUNCH	2 nd 15-MINUTE BREAK
1hr - 3hrs 59mins	NO	NO	NO
4hrs - 5hrs 59 mins	YES	NO	NO
6hrs - 6hrs 59mins	YES	YES	NO
7hrs or more	YES	YES	YES

IV. PERFORMANCE EVALUATION/WAGE REVIEW

Performance evaluations shall be conducted at least annually for all student employees who have worked for one academic year or longer. A wage review must be included along with the performance evaluation. See APPENDIX B for a sample evaluation form.

Student employees are eligible for merit increases. Any hires or rate changes that result in a student being paid more than \$14.50 per hour must be submitted with justification and be approved by the Department of Human Resources. Over the max range increases must be approved by the Divisional University Business Representative before being an accepted increase and proper documentation must be submitted.

The individual evaluation must be discussed with each student employee.

The student must be provided an opportunity to comment on their evaluation.

The evaluation cannot be grieved after signed by employee, a physical signature displays that the student is in agreement or has accepted the results of the evaluation. All performance evaluations should be in written or electronic format and made a permanent part of the student's employment file. **Work performance evaluations may be done more than once a year.**

Section 5: UNUSUAL CIRCUMSTANCES

I. WORKER'S COMPENSATION

All UWM student employees are covered by the Wisconsin Worker's Compensation Act. If a student is injured while completing his/her tasks, he/she may be eligible for medical and compensation benefits. If death results, any benefits due would be paid to the surviving dependents.

- All claimants must notify their supervisor immediately after an accident.
- An "Occupational Accident and Illness Report" must be completed by both the student and their supervisor.
- Send all accident reports to the Benefit's Office in the Department of Human Resources.

II. UNEMPLOYMENT COMPENSATION

Eligibility for unemployment compensation for student employees is subject to state rules and regulations. Normally, students are not eligible. However, if a student employee works a minimum of 30 hours during a work week they may be eligible to claim unemployment benefits. To reduce unemployment claims for the university, students are recommended to work no more than 20 hours a week while classes are in session. Any specific questions related to unemployment compensation should be addressed to Human Resources or the Division of Unemployment Insurance with the Department of Workforce Development.

III. EMPLOYER-PAID FRINGE BENEFITS

Student employees are not eligible for:

- Paid vacations, paid sick leave, or paid holidays, etc.
- Health and life insurance or retirement benefits.

IV. SEXUAL HARASSMENT

Sexual harassment is prohibited at UWM. Behavior between or among members of the University community which creates a hostile, intimidating, or otherwise unacceptable working environment will not be tolerated.

Sexual harassment is defined as:

- unwelcome sexual advances
- requests for sexual favors,

- and/or other verbal or physical conduct of a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course or program, or activity,
- submission to or rejection of such conduct is used as a basis for an employment or education decision affecting an individual,
- such conduct has the purpose or effect of substantially interfering with an individual's work or education performance or of creating an intimidating, hostile, or offensive environment for working or learning

Complaints of sexual harassment are to be filed with the Office of Equity/Diversity Services within 180 days of the date of the incident of alleged sexual harassment. Both formal and informal procedures can be used to resolve complaints. More information is available from the Office of Equity/Diversity Services.

V. DISCIPLINARY GUIDELINES

All employees are governed by the University of Wisconsin-Milwaukee Faculty/Staff Code of Conduct, established departmental work rules, and operational needs. They are subject to discipline up to and including termination for violation of the code of conduct or departmental work rules. Discipline should be corrective, not punitive, and, generally, should be progressive in nature. (ALL DISCIPLINARY ACTIONS SHOULD BE RECORDED IN THE STUDENT'S FILE.)

For example:

Step 1: One-to-one/verbal warning

Step 2: Written reprimand

Step 3: Written termination

However, some violations may be so serious that immediate discharge is warranted.

All letters of discipline, including termination, should contain a statement as to the type of action, the basis for the action, and the following statement as a last sentence:

“Pursuant to the provisions of the UWM Student Employee Grievance Procedure, you are entitled to appeal this action provided your appeal is presented within 14 days of the date of this action. Copies of the Student Employee Grievance Procedure are available from the Office of the Dean of Students.”

VI. GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to establish an orderly and consistent process for student employees to express dissatisfaction about their student employment. The goal of the procedure is to encourage mediation and conciliation of student employee grievances.

Prior to filing a formal grievance, it is expected that the student employee and supervisor will attempt to resolve the problem informally through discussion. If efforts to resolve the problem prove unsatisfactory, the student employee may file a written grievance.

For purposes of this procedure, a grievance is a written complaint involving

- Alleged unfair treatment as prohibited by law.
- Alleged violation of the UWM student employment policies or procedures.
- Alleged violation of the employing department's personnel policies or procedures.

A grievance must:

- Contain a clear and concise statement of the problem.
- State the relief sought.
- Specify the date the condition or alleged violation occurred.
- Identify the person(s) involved.
- State the policies and/or procedures alleged to have been violated.

The grievance must be filed on the UWM Student Employee Grievance Form. See Appendix A: Sample Grievance Form. Copies are available from the Office of the Dean of Students.

For the purpose of this procedure, a student employee may be assisted by a representative of their choosing in presenting the grievance at any level of review. A reasonable amount of work time without loss of pay shall be allowed a student employee and the chosen representative to present the grievance. This time off must be arranged with the appropriate supervisors.

A grievance may be brought forward only by actual parties to the situation out of which the complaint emerges, and only during the semester in which the initiating incident(s) occurred. However, grievances brought during the last three weeks of the semester, an inter-session period, or a summer session will be acted on in the succeeding semester and within the specified time limits whenever possible.

PROTECTION FROM HARASSMENT

Any student employee who has filed a grievance and believes that they are being threatened or punished may bring a statement of facts to the UWM Student Employment Grievance Committee (SEGC). The SEGC may be contacted through the Office of the Dean of Students. The SEGC will investigate the situation within ten business days and submit a recommendation to the Chancellor or designee. The Chancellor or designee will make a decision and report to the student employee, the Grievance Committee, and the employing department.

FIRST LEVEL OF REVIEW

The UWM Student Employee Grievance Form must be used to file a grievance. The completed form should be given to the student employee's immediate supervisor or the employing department's designated first level respondent. A student has 14 calendar days from the date that they first became aware of, or could be reasonably expected to have become aware of the condition or alleged violation giving rise to the complaint to file the grievance. The supervisor or designated respondent must be a regular University employee.

The supervisor/respondent will schedule a hearing with the employee and the student representative, if any, within seven calendar days. Within five business days of the hearing, the supervisor/respondent will issue a written decision, appropriately signed and dated, to the student employee.

SECOND LEVEL OF REVIEW

If dissatisfied with the first level decision, a student employee may appeal the grievance in writing to the dean, director or division head, or the designated second level respondent. The appeal must be presented on the UWM Student Employee Grievance Form to the second level within seven calendar days of receipt of the first level decision. The dean, director or division head may designate a second level respondent if desired. The second level respondent will schedule a hearing with the employee and the chosen representative, if any, and attempt to resolve the grievance. A written response, appropriately signed and dated, will be returned to the student employee within 10 business days after receipt of the written appeal.

THIRD LEVEL OF REVIEW

If dissatisfied with the second level decision, a student employee may appeal the grievance in writing on the UWM Student Employee Grievance Form, together with all previous grievance action material, to the UWM Student Employment Grievance Committee within seven calendar days after receipt of the second level decision. The Grievance Committee, which may be contacted through the Office of the Dean of Students, will schedule a hearing within 10 business days of receipt of the appeal. The student employee, the chosen representative, if any, and at the request of the student employee, a representative from the Student Association may present the case at the hearing before the Grievance Committee. The hearing shall be closed unless the student employee requests an open meeting.

The Grievance Committee will have 15 business days to hear the case and recommend appropriate action to the Chancellor or designee. The written recommendation must be appropriately signed and dated by the Committee chairperson, and copies of the recommendation shall be sent to the department concerned for informational purposes.

The Chancellor or designee will notify the affected student employee, the Grievance Committee, and the department concerned, of the final decision. The decision of the Chancellor or designee shall be final and binding.

In some cases, one departmental representative may be the appropriate representative at more than one level of review, i.e., a student employee's supervisor or the designated first-step respondent might also be the dean, director, or division head. In such cases, the levels of review are merged into one.

FAILURE TO RESPOND

Failure of a student employee to file a written appeal in accordance with the preceding guidelines within the specified time limits shall constitute dropping of the grievance and acceptance of the last preceding written response. Failure of the department to render a written answer within the specified time limits of the preceding guidelines shall enable the student employee to appeal the grievance to the next higher level of review within 14 calendar days of the final date for the department response. However, the specified time limits may be changed by mutual consent of the parties. Student employees who voluntarily terminate their employment (ending of a semester is not considered a voluntary termination) will have their grievance immediately withdrawn and will not benefit by any later settlement of the grievance.

APPENDIX A

**UNIVERSITY OF WISCONSIN - MILWAUKEE STUDENT EMPLOYEE
GRIEVANCE FORM**

GRIEVANCE STEP - CIRCLE ONE:		
1	2	3

Complete this form in triplicate and present all copies to the appropriate respondent for signature. Retain one signed copy as a receipt for your grievance. The answer to your grievance will be entered on two copies, one of which will be returned to you. All grievances must be filed and processed within the appropriate time frame as outlined in the Grievance Procedures.

Student Name

Student Address

Phone (Home)

Phone (Work)

E-mail Address

Fax Number

Student Working Title

Student Employee's Signature

Date Submitted

Student Employee's Representative Signature

Student: Please state your grievance and the relief sought on the back of this form.

Employer's decision and the reasons for the decision (attach extra paper if necessary):

Employer's Signature

Dated Received

Title

Date Returned

Describe the grievance:	State all the facts such as time, dates, place, names of persons involved, alleged violations of procedures, etc. Attach extra paper if necessary.
State what relief you are seeking:	

STUDENT EMPLOYMENT GRIEVANCE COMMITTEE

The Student Employment Grievance Committee shall be appointed by the Vice Chancellor for Student Affairs and consist of:

- Three students
- One representative from the Office of the Dean of Students
- One representative from Human Resources or another UWM personnel administrator
- Two university staff members

The functions of the Student Employee Grievance Committee shall be to:

- Receive the appeal at the third level of review.
- Review all previous grievance action.
- Schedule a hearing with all parties concerned within the appropriate time frame.
- Investigate the situation.
- Recommend appropriate action to the Chancellor or designee.

Members of the Committee shall not serve as the chosen representative of a student employee in a grievance procedure.

APPENDIX B

University of Wisconsin- Milwaukee Student Job Performance Evaluation Form

Student Employee:	Supervisor:
School/College/Division:	Department:
Working Title:	Hire Date:

PERFORMANCE

- (E) **EXCEEDS STANDARDS** - Performance is consistently exemplary and of the highest quality. Employee RATINGS: makes significant contributions and performs with minimal supervision.
- (M) **MEETS STANDARDS** - Performance is at an acceptable, productive level or above. Employee requires no more than usual supervision and show normal job development and growth in expertise.
- (DN) **DOES NOT MEET STANDARDS** - Performance varies between acceptable and unacceptable. Expectations have not been realized in specific area and improvement is required.

FACTOR: Enter a performance rating for each factor. Space has been provided for amplifying your rating. Explain each factor rated a DOES NOT MEET STANDARDS. If additional space is needed use the back of this form.		Performance Rating		
		E	M	DN
1.	Quality:			
2.	Job Knowledge:			
3.	Rate of Learning:			
4.	Quality of Work:			
5.	Initiative:			
6.	Adaptability:			
7.	Judgment:			
8.	Interpersonal Relations:			
9.	Dependability:			
10.	Attendance and Punctuality:			
Overall Rating				
Supervisor's Comments				
Student Employee's Comments				
Supervisor's Signature:		Date:		
Student's Signature:		Date:		

Signature of this document acknowledges that the evaluation has been discussed with the student employee.

APPENDIX C

SAMPLE JOB DESCRIPTION:

Title of the position: Bookstore Cashier
Department: UWM Bookstore
Reports to: Bookstore Manager
Job Summary: Operate cash registers, and answer customer inquiries.

Key areas of responsibility:

- Operate electronic cash registers following defined policies and procedures.
- Ring up and bag purchases, accept customer payments, make change, keep cash drawer in proper order and protect state funds.
- Answer customer inquiries regarding location of merchandise, store hours, refund policy and other store services.
- Maintain appearance of work area.
- Resolve customer complaints when/if occurred

Qualifications:

- Cashiering experience required
- Experience in customer service preferred
- Demonstrated organizational skills
- Ability to bend and reach for merchandise and supplies

Career Applications: Employee will use high level of customer service and communication skills in informing, helping and selling to wide variety of customers. They will also become proficient in using state of art, web- based cash, credit, and debit technology, interacting with major financial institution in reconciling daily balances. Will also be expected to actively participate in all professional staff meetings and occasionally be asked to report out and provide input to store developments.

Term of employment: 9 months, 2017-2018 School Year

Pay Rate: \$7.25 per hour

Scheduling: Monday, Wednesday, and Friday morning availability preferred

APPENDIX D

This checklist represents appropriate forms needed for students personnel file. This is a guide but may include additional information based on the department and their needs.

Checklist:	Form:	Submitted to:	And also:
	Criminal Background Check (Must be done PRIOR to hire)	Divisional Personnel Representative or designated personnel who sends to Central HR	Completed by the student.
	Original copy of position description	Department p-file	
	I-9 Employment Eligibility Verification Form	Department p-file	
HRS Hiring Forms:		Link to Forms	Link to Checklists
	HRS Student Help Hire and Job Change Form	Signed by a School/College/Division Head or designee, route to Central HR for Processing.	
	W-4 Employee's Withholding Allowance Certificate	Route to Central HR for Processing with HRS Student Help Hire and Job Change form. (Engelmann 125)	Completed by the student.
	Direct Deposit Authorization Form	Route to Central HR for Processing with HRS Student Help Hire and Job Change form. (Engelmann 125)	Completed by the student.
	Employee Self Identification	Route to Central HR for Processing with HRS Student Help Hire and Job Change form. (Engelmann 125)	Completed by the student.
	HRS Emergency Contact form	Route to Central HR for Processing with HRS Student Help Hire and Job Change form. (Engelmann 125)	Completed by the student.
Other Training and Action Items			
	UWM Policy on Sexual Harassment	Student	
	UWM Sexual Violence Prevention Training		Completed by the student.
	Notice of the New Health Insurance Marketplace Coverage Options and Your Health Coverage (ACA Notice)	Student	
	UWM Faculty and Staff Code of Conduct	Student	
	Unauthorized Copying or Use of Computer Software	Student	
	Student bi-weekly payroll schedule	Student	
	Drug-Free Workplace Policy	Student	
	Confidentiality of University Records Policy	Student	
	Computer Access Forms (if necessary)	Student	