



Student Employment Guidelines for Supervisors

Updated: July 24, 2019

As a supervisor, you are teaching students the basic tenants of professionalism, courtesy, respect, diligence, and work ethic that reach across all disciplines and vocations.

Keep in mind that you are facilitating the learning process at Davis & Elkins College as we seek to prepare and inspire students for success and for thoughtful engagement in the world.

Hiring

- ✓ Supervisors are responsible for filling all open positions within their department. Use of the D&E job board and / or attendance at the Hiring Fair is encouraged.
- ✓ You are encouraged to hold competitive interviews or to speak with prospective student employees to determine how he/she would fit within your department and to assess qualifications, dispositions, or other factors pertaining to employment candidacy.
- ✓ All students with Federal Work Study awards must have approved status prior to interviewing for a job. The Payroll Coordinator can provide the approval status to students and supervisors.
- ✓ Work awards are limited to work performed between August 15 to May 15 each academic year.
- ✓ Ensure that any student in your employ has completed his/her paperwork prior to beginning work. You will need to complete each student's Job Agreement as part of this process. **Every student must fill out a new Job Agreement, which includes your signature, each school year.**
- ✓ Please do not sign a Job Agreement unless it has been endorsed by the Payroll Coordinator.
- ✓ Student employment is not to be used as homework time. If you have exhausted all work to be done by your student employee, please allow them to leave.
- ✓ Do not schedule students for work until they appear on the most recent "ready to work" email list sent by the Payroll Coordinator. If you are unsure if your student employee is cleared to work, please contact the Payroll Coordinator.
- ✓ Rate of pay for each employee / position will be determined by the Business Office and not by grant funding or other means.

Timesheets

- ✓ Blank timesheets can be found in the forms section on <http://www.dewv.edu/my-de> or picked up from the Payroll Coordinator.
- ✓ Students are required to record all hours worked on a Student Employment Timesheet, totaling each week's hours as well as the total number of hours for the pay period.
- ✓ Students may not work more than 18 hours per week.
- ✓ Timesheets should be filled out legibly and completely to ensure accurate and timely processing.
- ✓ Supervisors should review each timesheet for accuracy prior to signing it. Timesheets submitted without a supervisor signature will be returned.

- ✓ Timesheets should be submitted to the Payroll Coordinator by 4:30 p.m. on the due date. Due dates are listed at the bottom of timesheets.
- ✓ **Only supervisors may turn in timesheets, unless those sheets are given to a student in a sealed envelope with your signature across the seal.** Students are not authorized to turn in unsealed timesheets. Faxing or emailing timesheets to the Payroll Coordinator is acceptable but must be followed up with an original copy ASAP.
- ✓ Students are paid on the last business day of each month. Checks may be picked up in the Business Office.

Employment Budgets

- ✓ Every budget supervisor is given an annual hourly budget prior to the start of the academic year. Budgets are further divided into Federal Work Study (FWS) or Departmental hours. These categories should be tracked separately and should not be combined.
- ✓ Each student you hire should have their monthly hours deducted from the appropriate budget category each month. This is a great project to give to a trusted student employee.
- ✓ You cannot exceed your budget hours unless prior approval is obtained from the Business Office.
- ✓ The Payroll Coordinator will do periodic audits to ensure everyone stays within their budget.

Supervision

- ✓ **Supervisors are responsible for training their student employees. Students must be apprised of all responsibilities, duties, and expectations at the outset of employment.** Better still: provide students with a hard copy of these tenants during training to emphasize the main points. Comprehensive training and expectation-setting can help sidestep problems down the road.
- ✓ Remember that student employees may require more supervision, training, and oversight than regular, full-time employees. Their work loads and expectations should be formulated as such. Student employees should augment, not replace, full-time employees.
- ✓ If you have experienced, trusted student employees who can help new hires learn their jobs, allow the experienced employee to assist in training.
- ✓ Encourage communication between yourself and your employees. If you will be late, need to reassign shifts, or have other issues, let your employees know as soon as the situation permits. Likewise, let your employees know that you expect the same level of courtesy and professionalism from them. Absenteeism and tardiness are acceptable grounds for disciplinary action (see "Discipline," below).
- ✓ **At the end of spring semester, all supervisors will be required to evaluate their student employees for that academic year.** Evaluation forms will be provided, and a reminder given at the end of April. Encourage employees if they are performing well and

offer support/suggestions for improvement in areas of need. Feedback is an important part of ensuring your employees are doing their best work for you and allows them (and you) to adjust before problems arise.

Discipline

- ✓ Address problems early and openly with your student employees. The Human Resource Director or Payroll Coordinator may, at your request, provide additional assistance in this regard.
- ✓ Problems may be handled at the supervisor's discretion, unless that issue is severe enough to warrant institutional or legal action.
- ✓ It is typical to issue a verbal warning for the first offense, a written warning for a second offense, and termination for the third offense.
- ✓ Ongoing issues should be addressed with the student at the time of each incident and **documented**. Ensure the student knows you are documenting each incident.
- ✓ Any issue, one-time or ongoing, which may require disciplinary action, should be submitted to the Business Office. A disciplinary/termination form is available in the Business Office or the forms section on <http://www.dewv.edu/my-de>.

Disciplinary action is warranted for, but not limited to, the following offenses:

- ✓ No call / no show when scheduled to work
- ✓ Recurring tardiness or calling off
- ✓ Leaving work without permission during their shift (walking off the job)
- ✓ Refusal to perform duties as assigned
- ✓ Reporting to work under the influence of alcohol or drugs, or using alcohol or drugs on College property
- ✓ Theft or misuse of College property
- ✓ Unauthorized destruction of College property
- ✓ Falsifying timesheets
- ✓ Falsifying College records or violating faculty/staff/student confidentiality by disclosing data to unauthorized persons
- ✓ Purposefully plagiarizing, copying, modifying or deleting work authored by faculty, staff or students during the course of employment
- ✓ Harassment or assault in any form: sexual, physical, verbal, etc.

If you have any questions or concerns about student employment, please contact
Erin Quint, Payroll Coordinator
304-637-1346, quinte@dewv.edu, Liberal Arts Hall 202