



Student Employment Guidelines for Supervisors

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

- ✓ A **Job Request Form is required each academic year** for each student employment position. Federal Work Study Regulations require that I have a job description on file for each student employment position – the Job Request Form fulfills that requirement.
- ✓ Job Request Forms are also used to post open positions online for students to apply. While the Payroll Coordinator maintains those postings and helps recommend and match students to jobs, it is ultimately the supervisors who are responsible for filling all open positions within their department. Attendance at the Hiring Fair is encouraged.
- ✓ You are encouraged to hold competitive interviews or to speak with prospective student employees to determine how they 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 being hired for a job. The Payroll Coordinator can provide the approval status to students and supervisors.
- ✓ Work awards are limited to work performed between July 1 to June 30 each 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 academic year.**
- ✓ Please do not sign a Job Agreement unless it has been endorsed / signed 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.
- ✓ The base rate of pay for each student employee / position is West Virginia minimum wage. Higher wage rate requests need submitted in writing, with a detailed explanation and must be approved before going into effect.

Timesheets

- ✓ Blank timesheets can be found in the My D&E Portal section of www.dewv.edu 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. They should round their time to the nearest 15 minutes.

- ✓ Students may not work more than 18 hours per week while classes are in session.
- ✓ 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.
- ✓ Signed 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.
- ✓ Whenever possible, supervisors should submit timesheets themselves.
- ✓ **If a student will be submitting a timesheet directly to the Payroll Coordinator it must be in a sealed envelope with the supervisor's 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 student employment budget prior to the start of the academic year. This budget is for student employment purposes only, and will indicate the funding source (Federal Work Study (FWS) or College funding) for the department.
- ✓ You cannot exceed your student employment budget unless prior approval is obtained from the Business Office.
- ✓ Each department is responsible for tracking their own budget. The Payroll Coordinator will do periodic audits and reach out with any issues.

Supervision

- ✓ 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.
- ✓ **Supervisors are responsible for training their student employees. Students must be apprised of all responsibilities, duties, and expectations at the outset of employment.** Comprehensive training and expectation-setting can help sidestep problems down the road. **Holding a student employee orientation is highly encouraged.**
- ✓ If you have experienced, trusted student employees who can help new hires learn their jobs, allow the experienced employee to serve as a mentor to others.
- ✓ 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 each semester, all supervisors will be asked to evaluate their student employees for that term.** Evaluation forms will be provided, and reminders given in November and 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 / documentation, should be submitted to the Payroll Coordinator. A disciplinary / termination form is available in the Business Office or in the My D&E Portal section of www.dewv.edu.

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

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