



Student Employment Guidelines for Supervisors

Updated: July 18, 2025

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 Student Employment & 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 any in-person hiring event 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 Student Employment & Payroll Coordinator can provide the approval status to students and supervisors.
- ✓ Federal Work Study awards are valid for the academic year in which they are given. Any unused portion of an award does not carry over to the next year.
- ✓ Ensure that any student in your employ has completed his/her paperwork prior to beginning work. You will need to sign 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.**
- ✓ Do not schedule students for work until they appear on the most recent "ready to work" email list sent by the Student Employment & Payroll Coordinator. If you are unsure if your student employee is cleared to work, please contact Chelsea Langevin.
- ✓ The base rate of pay for each student employee / position is West Virginia minimum wage. Higher wage rate requests need submitted to the Student Employment & Payroll Coordinator in writing, with a detailed explanation and will be sent to the appropriate VP for approval before going into effect.
- ✓ 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.

TIMEKEEPING

Davis & Elkins College has switched to an electronic timekeeping software – TimeClock Plus (TCP). Students must punch in and out for each shift at the appropriate kiosk or clock location for their work area. Students can ask you or the Student Employment Coordinator for the specific location of their kiosk / clock. Some student employment roles require a fingerprint to clock in and out, while others require student ID numbers or ID swipes.

Please note the following timekeeping policies:

- ✓ Punching in and out for each shift ensures accurate, timely processing of payroll. If a student misses a punch, they must report it to you immediately so you may correct their time appropriately.
- ✓ Timekeeping deadlines, and corresponding pay dates are available in the Student Employment Coordinator's office and will be shared with your students via their D&E email
- ✓ **Falsifying hours or tampering with timekeeping system is a violation of federal and state law. This includes recording hours the student did not work or clocking in and out for someone else. This is grounds for immediate termination.**
- ✓ Students may not work more than 18 hours per week while classes are in session.
- ✓ All employees' time must be approved in TCP by the appropriate deadlines or payroll can not be processed.

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 Student Employment & 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, regular 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 open 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 Assistant Director of Human Resources or Student Employment & 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.
- ✓ 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. 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.
- ✓ Any issue, one-time or ongoing, which may require disciplinary action / documentation, should be submitted to the Student Employment & 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

Chelsea Langevin, Student Employment & Payroll Coordinator

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