

**STUDENT EMPLOYMENT
OFFICE OF FINANCIAL AID**

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Visit our web site at <http://adminfinance.umw.edu/financialaid/>

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Introduction

Your student employee handbook contains university policies and procedures related to the terms and conditions of your employment with the University of Mary Washington.

This handbook and its terms should be considered current until such time as it may be updated in whole or in part. It is not a contract or an invitation to contract and does not offer contract rights.

Student employees are responsible for complying with all policies and procedures pertaining to their employment with the University and are also responsible for keeping informed of any changes or updates made to these policies and procedures. The Office of Financial Aid maintains the official version of this handbook. Changes in policies and procedures will be communicated through the University's web site at <http://adminfinance.umw.edu/financialaid/> and by e-mail.

If you have a question or are in need of information not provided in this handbook, please contact the Office of Financial Aid, Student Employment Coordinator, (540) 654-1685.

Statement of Community Values

The University of Mary Washington is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct and respect for the individual.

We hold among our foremost common values the following:

- The importance of personal integrity as reflected in adherence to the honor code.
- The right of every individual to be treated with dignity and respect at all times.
- The appreciation of, and respect for, cultural diversity in our community and adherence to the University's Statement of Nondiscrimination.
- The freedom of intellectual inquiry in the pursuit of truth.

University of Mary Washington Statement of Nondiscrimination

The University of Mary Washington subscribes to the principles of equal opportunity and affirmative action. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, sex, or age in recruiting, admitting, and enrolling students or in hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination or questions should be directed to the AAEEO Officer of the College. (Authority: Board of Visitors, adopted May 10, 1991)

This statement of nondiscrimination extends to all aspects, terms and conditions of employment and student tenure.

Eligibility for Student Employment and Federal College Work-Study Programs

A student will be determined by the Student Employment Coordinator in the Office of Financial Aid to be eligible for student employment or Federal College Work Study (FCWS) if they have a **cumulative institutional GPA of 2.00 or above**, have completed 70% of their attempted classes each semester, and meet other requirements for Satisfactory Academic Progress. The Satisfactory Academic Progress policy is found on the Financial Aid website. The student must be enrolled in a degree-seeking program to be eligible for student employment. Total financial aid including loans, grants, scholarships, outside resources (such as the GI Bill or scholarships from other sources), and Federal College Work-Study awards cannot exceed the cost of attendance which consists of tuition, fees, housing & meals, books & supplies, transportation, and personal expenses. Since Federal College Work-Study might reduce other financial aid, it should be assigned as early as possible in the semester. Non-Federal College Work-Study earnings from student employment will not count towards cost of attendance and therefore will not require students to reduce other financial aid if earnings exceed cost of attendance. Students seeking student employment for the summer sessions must have been enrolled and attending classes in the spring semester prior to the summer sessions and enrolled in classes for the upcoming fall semester.

Student Employment Process and Assignment

- The student will complete a Campus Employment Application and return it to the Office of Financial Aid.
- Supervisors looking to hire request applications from the Office of Financial Aid for review. Applications for students with demonstrated financial need will be sent out first. Every attempt will be made to match students to positions requiring their skills and interest.
- Supervisors contact applicants for interview.
- Supervisors will notify the Office of Financial Aid of their desire to assign a student. The Student Employment Coordinator will contact the student via UMW e-mail congratulating the student of his or her hire offer and include required paperwork for

campus employment. This e-mail will also include the Payroll Schedule along with the Student Employee Quick Guide for MyTime, the time-reporting system used by all University employees.

- ***Once assigned, the student will complete all student employment paperwork with the Office of Financial Aid before beginning work.***
- A work authorization will be given to the student to take to their supervisor, letting the supervisor know the student has completed his paperwork and is ready to begin work. **Federal regulations require that student workers MAY NOT work until all the appropriate paperwork has been submitted. The work authorization is proof to the supervisor that this requirement has been met. Students and supervisors are accountable for ensuring compliance.**
- The supervisor will provide the student with any other information deemed necessary by the supervisor.

Student Employment Forms

The following forms, available at <http://umw.edu/financialaid>, must be on file with the Office of Financial Aid before beginning work. Once these forms are received, a work authorization will be given to the student with the name of the department to which the student is assigned and pay rate. This work authorization should be given to the supervisor on the first day of work.

- Application for Student Employment
- Student Aide's Work Agreement
- Student Aide's Confidentiality Agreement
- Virginia's Alcohol & Other Drugs Policy
- Federal Form I-9
- Hard ID(s) to accompany Form I-9 (see a list of acceptable documents on page 9/9 of Form I-9)
- Federal W-4 Withholding Form
- VA-4 Withholding Form
- Direct Deposit Authorization Form -or- VA Debit MasterCard Enrollment Form

MyTime Procedures

Please refer to the Student Employee Quick Guide for step-by-step instructions.

- Newly hired student employees will be able to log in to MyTime with their NetID and password the day after all paperwork has been submitted to the Office of Financial Aid and they have received their work authorization. Supervisors of student employees who work the day they receive their work authorization will need to edit their timecards for time worked that day once they appear in MyTime.
- Student employees will punch-in to their jobs upon arrival on-site by clicking “Record Timestamp.”
- Student employees will punch-out from their jobs at the end of their shifts by clicking “Record Timestamp” again. Student employees must also punch-out for breaks.
- Student employees must notify their supervisors if they forget to punch-in or punch-out of a shift.
- Student employees with editable rights, only to include RAs, tutors, setup crews, and student employees who report to athletic fields, will manually edit their timecards to reflect hours worked after their shifts.
- Student employees will approve their timecards at the end of each pay period. It is strongly suggested that students approve timecards at the end of their last shift for the pay period.
- Supervisors will approve their student employees’ timecards by noon on the Monday following the end of the pay period. Edits cannot be made to a timecard once a supervisor has approved it.
- The Office of Payroll will sign-off on the timecard after the student employee and his or her supervisor have approved it.
- Student employees and their supervisors should refer to the Payroll Schedule to keep track of pay periods and paydays.

Dress Code for Student Employees

The dress code for student employees is described in the Dress Code Policy for Non-instructional Employees by the UMW Human Resources, revised in April 2011. It states:

“Students frequently work in support of regular department employees in return for state and federal financial aid subsidies. Dress for student employees is casual but not controversial. Some consideration must be given to the fact that students have limited means and are usually working between classes. If safety clothing or equipment is deemed necessary by the department, such clothing or equipment will be furnished by the department. Tee-shirts bearing language or art which is likely to offend others, torn clothing, unkempt appearance, or revealing clothing which exposes parts of the body typically covered in that work setting should be avoided.”

See <http://adminfinance.umw.edu/hr/policies-and-procedures/dress-code/>

Multiple Student Employment Positions

Due to the limited number of on-campus employment positions at the University of Mary Washington, students will not be authorized to work multiple positions on-campus. Exceptions apply if one of those positions is tutoring with the Office of Academic & Career Services or student aide with Phonathon. These two positions are approved as second jobs. Supervisors who are interested in hiring a student for his or her second job must contact the Student Employment Coordinator for approval.

Dealing with Media Groups

Refer all questions from media personnel to your supervisor who will contact the Director of News and Public Information at 654-1055. Do not respond to inquiries while on duty as this may be regarded as statement from a University official or employee.

Termination and Reassignment

- **Termination of Student Employment**

1. A student should give a written 2 week notice to their supervisor prior to leaving a position. The supervisor should complete with the student a Notice of Cancellation, including the Separation Checklist, and a Student Service Rating, which can be found on the Financial Aid website (<http://www.umw.edu/financialaid> under “Student Employment” > “Required Forms for Supervisors.”) Please submit these forms to the Office of Financial Aid.
2. **Dismissal** - A student is subject to dismissal from campus employment if the student
 - a. Exhibits improper behavior or insufficient skills for the job assignment.
 - b. Does not report to work as scheduled without first contacting the supervisor or without a legitimate reason.

Two such incidences will result in a written warning, with a signed copy sent to the Office of Financial Aid, while a third incident will result in immediate dismissal from the employment position. Students who are dismissed or voluntarily terminated **will not be considered for another position on campus until the following semester.** Priority is given to those applicants on the waiting list should a position become available during the semester.

All student employees are terminated in Banner after the spring semester and the 2nd summer session.

- **Reassignment** – Students who are dismissed or voluntarily terminated **will not be considered for another position on campus until the following semester.** Priority is given to those applicants on the waiting list should a position become available during the semester.