Table of Contents

Introduction to Student Employment........................................................................3
Types of student employment ..................................................................................4
Work study federal guidelines..................................................................................4
Finding a job..............................................................................................................4
Employment Opportunities at UVM ........................................................................4
  Major Employing Departments............................................................................4
Required paperwork ................................................................................................5
  International Students........................................................................................5
  J-1 Visa Students................................................................................................5
Reporting and Approving Time ................................................................................5
  Federal Work Study limitations .........................................................................5
  Reporting Time.....................................................................................................5
Paychecks................................................................................................................5
Entering hours in Peoplesoft: Getting paid ..............................................................6
  Payroll schedule..................................................................................................6
Confidentiality...........................................................................................................6
Benefits....................................................................................................................6
Professionalism.........................................................................................................6
  Use of work time: ................................................................................................6
  Timeliness............................................................................................................6
  Appropriate dress and language ........................................................................6
Sexual Harassment Training....................................................................................7
Student Employee Grievance Procedure.................................................................7
Student Employee Rights and Responsibilities .......................................................7
Supervisor Information and Resources....................................................................8
  Supervisor responsibilities..................................................................................8
  Step by Step How to Guide................................................................................8
Performance Evaluations.........................................................................................8
  Progressive discipline and termination of student employee..........................9
    Step 1: Verbal counseling.................................................................................9
    Step 2: Written warning...................................................................................9
    Step 3: Suspension............................................................................................9
    Step 4: Termination..........................................................................................9
Applicable Policies....................................................................................................10
Drug and Alcohol policy..........................................................................................10
Introduction to Student Employment

Students work for a variety of reasons. Some need their earnings to help defray the basic costs of a college education, while others want their earnings for social activities or other expenditures. Still others recognize that the skills and work habits they gain on the job will benefit them when they seek full-time employment, and some simply enjoy the camaraderie of work groups.

The Student Employment Office (SEO) maintains listings of on campus jobs and is open to all interested UVM undergraduates and graduate students with work study. Both routine and challenging positions are available on campus, and more than 2,200 undergraduate and graduate work study students took advantage of them in the fall of 2013.

Graduate students who do not have work study should talk to their graduate college about on campus employment opportunities.

Whether you plan to work on a permanent part-time schedule or only occasionally, the Student Employment Office should be the first stop when you begin your job search. We have prepared this guide to provide students, faculty and staff with a general overview of part-time employment opportunities. This information should be helpful to students beginning their employment search, as well as to currently employed students and potential employers. If you have any questions about this material or would like to discuss the possibility of employment, please stop by our office.

Student Employment Office
85 South Prospect
Waterman Building 237C
Office hours: 9:00 a.m. to 4:30 p.m. weekdays
802-656-5705
Student.employment@uvm.edu
SEO Web Site

Federal law requires all students to complete Form I-9 prior to employment.

You cannot be employed until this completed form is on file.
Types of student employment

Student Employment encompasses all employment of students at UVM. Each campus employer works with the Student Employment Office to determine how they will fund any employees they hire. Any student searching for a job through the UVM jobs database will be eligible for all jobs that populate after logging in, regardless of Federal Work Study status. Even if a student does not have a work study award, jobs are available to them on the UVM campus.

Federal Work Study (FWS) is a form of financial aid, funded by the federal government, which helps students meet educationally related expenses by paying hourly wages for part-time employment. As such, each FWS award is a set amount of money for which a student can work to earn over the semester. Students should contact Student Financial Services if they are unsure of their standing with FWS.

Work study federal guidelines

See the Federal Work Study Program Manual

Finding a job

All students, both work study and non-work study, can access the jobs database which can be found on the Student Employment Office’s webpage. The page includes a step-by-step guide to navigating the online jobs database and applying for a position.

Students are eligible for all jobs that populate in the database after login—regardless of Federal Work Study status. Students interested in a specific position will be prompted to contact the hiring supervisor attached to the position. Students may begin working only after all paperwork has been processed by both Student Employment and Payroll. Failure to complete paperwork before beginning work poses a liability to the university, as it is illegal for anyone to work and not be paid.

Employment Opportunities at UVM

Many University departments, programs, and organizations offer jobs to students throughout the academic year, and some during the summer. Here is a list of a few of the opportunities, with something for just about every interest.

Major Employing Departments

Academic and Administrative Departments

Athletics

Bailey Howe Library

Residential Life
For off campus employment, please contact the Career Center at (802) 656-3450 or at career@uvm.edu

**Required paperwork**

Students who have not worked on campus for the past 6 months will need to submit the following forms to their appropriate offices:
- W-4 (Employee’s Withholding Allowance Certificate) to the Payroll Office, Waterman 237.
- I-9 (Employment Eligibility Verification) used to verify your citizenship and eligibility to work here in the United States to the Human Resources Office in Waterman room 228.
- Student Employment Agreement

**International Students**

On-campus employment is always allowed with F-1 status, without special permission. So long as students remain in valid F-1 status, they may work on campus.

**J-1 Visa Students**

On-campus employment requires permission in the form of a written authorization from the sponsoring agency that issued the DS-2019 form. If UVM is the program sponsor, this permission is given by The Office of International Education. For on-campus employment, you do not need to demonstrate unforeseen economic necessity.

More information for international student employment can be found here or by visiting http://www.uvm.edu/oie/?Page=services/opt_cpt.html

**Reporting and Approving Time**

**Federal Work Study limitations**: Student employees who are working in a federally funded work-study position are allowed to work no more than 8 hours per day or 20 hours per week. Overtime is not allowed in work-study positions under any circumstances.

**Reporting Time**: Students are responsible for accurately reporting their time worked via PeopleSoft immediately following any period of work. Supervisors are responsible for showing students how to enter time and approving reported time to ensure students are paid consistently.

**Paychecks**

All UVM employees are highly encouraged to enroll in Direct Deposit for their pay. This improves accuracy and timeliness of compensation. This can be done online via the student employee’s PeopleSoft account, or in the UVM Payroll Office, Waterman 237. If a student employee is not enrolled in Direct Deposit, the paycheck may be picked up within 30 days at the UVM Payroll Office.

If for some reason, a student does not receive a paycheck at any time during their employment, please:
1. Be sure all required paperwork has been submitted to the designated campus offices
2. Be sure that the supervisor has approved the employee’s time in PeopleSoft by the specified deadline for each pay cycle.

**Entering hours in Peoplesoft: Getting paid**

Supervisors of student employees are responsible for showing their employees how to enter their hours in Peoplesoft. If a student isn’t given these instructions, students can refer to the Peoplesoft mini manual here: http://www.uvm.edu/hrs/skills/manuals/enterwagetime.pdf

**Payroll schedule**

*See the biweekly Payroll Schedule.*

**Confidentiality**

UVM is committed to the privacy of individuals and the confidentiality of records. As employees, students have the responsibility for making sure that this commitment is upheld. Students may be authorized to secure sensitive information and are expected to maintain the confidentiality of that material. All new student employees are encouraged to discuss and sign a confidentiality agreement provided by their supervisor.

**Benefits**

Student employees are not eligible for benefits such as sick leave, holiday pay, vacation, or a retirement plan, but they are eligible for Worker’s Compensation under provisions of Vermont law. Worker’s Compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or disabilities incurred while on the job. Supervisors should be contacted as soon as possible in the event of any on-the-job injuries in order to allow for completion of the necessary forms.

**Professionalism**

**Use of work time:** Student employment at UVM is intended to allow students access to environments, projects, and tasks that will develop their professional and interpersonal skills. As such, it is not appropriate to complete school work during scheduled working hours. Supervisors are expected to set explicit expectations on this matter. Here are some suggested projects that students can be engaged in at their place of work.

**Timeliness:** Notification of lateness or inability to work should be given to supervisors by students at least 24 hours in advance. This allows supervisors to plan for a student’s absence. In the event of an emergency, the supervisor should be informed as soon as possible.

**Appropriate dress and language:** Given that different environments will require different standards of dress, it is the responsibility of the student to inquire to their supervisor what dress will be appropriate and inappropriate for their specific position.
**Sexual Harassment Training:** All student employees are required to complete a Sexual Harassment and Bias Prevention training. Employees should work with supervisors and with the Affirmative Action and Equal Opportunity Office to schedule this training.

**Student Employee Grievance Procedure**

The Student Employment Office is a place where students, who are coming across difficulties in their UVM place of employment, can come for guidance. If you are a student who feels as though they have been discriminated against in the work place or elsewhere because of race, sexual orientation or any other reason, or you think you are a victim of harassment in a UVM campus workplace, please contact the Office of Affirmative Action at (802) 656-3368.

If you're having other difficulties with your UVM employment supervisor, please click on the Student Grievance Procedure flow chart to see if you’ve taken the first steps in resolving any problems. If you have already spoken to your supervisor about your grievance but would like further assistance with a single or ongoing situation at work, please contact Mary McClements or Sydnee Viray in the Student Employment Office at (802) 656-5705.

There are some helpful tips here as well.

**Student Employee Rights and Responsibilities**

- Acceptance of student employment carries all the responsibilities and commitments of any other employment situation. Students are expected to be dependable and considerate of employers and to provide support of a high quality. Supervisors have the right to require that student employees:
  - Report to work at the agreed upon time, ready to work;
  - Attend to assigned duties on the job; and not conduct personal business while working;
  - Work with a cooperative and positive attitude;
  - Dress appropriately for the work setting;
  - Notify the supervisor as soon as possible if work schedules change, or if a student is unable to report to work.

- Work hours must be scheduled so they will not conflict with academic responsibilities.

- Deliberate falsification of hours worked or other employment records is considered a federal offense and is punishable by law. The hours for which students receive compensation are subject to federal audit.

- If a student are injured on the job, a report of the incident should be immediately filed with the supervisor or the supervisory person in charge at the time.

- If students are unhappy with an employment position or working conditions, they should first discuss the circumstances with the supervisor. If both parties are not able to resolve the issue, consult the Student Employment Office. The staff is here to assist with ensuring a quality employment experience.
A detailed list of rights and responsibilities can be found HERE.

**Supervisor Information and Resources**

**Supervisor responsibilities**

- Accept terms listed in the Supervisor Agreement found HERE or by visiting http://www.uvm.edu/~stdfinsv/stemploy/?Page=supervisoragreement.html&SM=employersubmenu.html
- Ensure that student employees do not begin work until authorized by the Student Employment Office, including verification of a student employee’s eligibility to work in the United States (I9 form).
- Provide adequate training and introduction to the workplace, policies, and procedures for all new employees in such a way as to promote a meaningful transition into the position.
- Comply with all federal, state, and local employment laws and regulations and University of Vermont employment policies and procedures, including the Student Employment University Operating Procedure (link to come).
- Review and approve each student employee’s time in PeopleSoft no later than 3:00 PM on each Monday that is the pay end date for that payroll period.
- Ensure that student employees receive their paycheck in a timely manner. Return any check in my possession dated more than thirty (30) days past the issue date to Payroll Services, 237 Waterman, with a note stating the reason that the check is being returned.
- Encourage student employees to sign up for Direct Deposit to receive their pay and/or Federal Work Study award money in a timely manner.
- Support any student with a documented disability interested in utilizing accommodations for their college work-study job should contact the ADA Liaison in Human Resources at 656-8623 manner.

**Step by Step How to Guide**
The SEO has created a step by step guide to using the Student Job Boards database. This guide shows you how to become a supervisor, post jobs and hire students for your jobs. Find the guide HERE.

**Performance Evaluations**

To continue to foster a holistic professional development experience of student employees, it is recommend that all student employees be given an evaluation of their performance at the middle of each semester. The primary purpose of a performance evaluation is to provide communication between the employee and supervisor concerning where both parties have
excelled, and to highlight potential areas of growth. An example of a student evaluation can be found HERE.

Progressive discipline and termination of student employee

UVM fosters open and respectful communication among student employees and employers. If dialogue is not effective and situations arise that threaten the quality of a work environment, progressive discipline is appropriate. If student employees fail to meet reasonable standards of performance, supervisors are expected to take appropriate action in the manner outlined in this set of guidelines. The goal of these steps is to improve job performance, so that the student may continue as an effective member of the working environment:

Step 1: Verbal counseling
- Schedule verbal counseling no later than one workday after the incident
- Clearly specify the reason for the action
- State that this is verbal counseling and failure to improve job performance may result in more progressive action
- Keep a record of the time and date of the counseling, the reason for the counseling, and the date of the incident

Step 2: Written warning
- List the job performance problems that have caused disciplinary action to be taken
- Indicate the dates that specific instances occurred
- Document previous verbal counseling including actions that were taken
- Include desired changes in job performance
- Keep a copy

Step 3: Suspension
- The supervisor has the option of suspending the student from employment for a period of up to 10 working days (not to exceed)
- Specify the job performance problems that have caused disciplinary action to be taken
- Indicate the dates that specific instances occurred
- Document previous oral and written counseling, including actions that were taken
- Specify effective dates of the suspension period
- Note the right of the student to appeal the suspension

Step 4: Termination
If, after returning to work following a period of suspension, a student employee’s performance continues to be unsatisfactory, the supervisor may terminate the student from employment. Notification of the termination shall be made in person and in writing. The written notification of the termination must include the date on which the separation will become effective and a specific statement as to the cause of termination. A copy of a.) the termination notification, b.) the suspension notification, and c.) the written warning must be sent to the Federal Work-Study coordinator for inclusion in permanent files.
Applicable Policies

Drug and Alcohol policy
UVM receives federal grants and is therefore required to comply with the Alcohol and Drug-Free Workplace Act of 1988. This Act requires that colleges receiving federal monies provide and maintain a drug-free workplace. UVM has no intention of intruding into the private lives of its student employees; however, the university does retain the right and responsibility to expect each employee to report to work and to perform his or her duties in a manner that will not jeopardize the health and safety of co-workers or other students. Some of the drugs that are illegal under state or federal law include marijuana, heroin, hashish, cocaine, hallucinogens and depressants and/or stimulants when not prescribed for medical care.

Any student employee who is at the workplace under the influence of alcohol or illegal drugs, or who possesses or consumes alcohol or illegal drugs on the job or in the workplace, is subject to university disciplinary action, up to and including dismissal from the University. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency.

Disability Accommodation Policy for Employees and Applicants for Employment - Policy V. 4.2.4.1
UVM is committed to providing opportunity for employment in a reasonably accommodating manner without discrimination to individuals with disabilities. To see specific information about this policy click HERE:

As an employer, UVM will not discriminate on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, disability, age, positive HIV-related blood test results, genetic information, gender identity or expression, or status as a disabled veteran, recently separated veteran, other protected veteran or Armed Forces service medal veteran. To view more information on this policy click HERE:

Sexual Harassment: Employees - Policy V. 7.0.3.2
Sexual harassment is illegal and corrosive to a healthy work environment. For specific information, click HERE

Ethics and Compliance Reporting
It is the collective responsibility of all UVM employees to ensure compliance to local, state, and federal policies. Follow the link HERE to view information regarding reporting of compliance to these policies:

Nondiscrimination Statement
In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and other federal, state, and local laws, The University of Vermont does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, and religion, national or ethnic origin, disability, or veteran status in any phase of its employment process, in any phase of its admission or financial aid
programs, or other aspects of its educational programs or activities. The vice provost for institutional equity and diversity is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws.

Contact Information

Student Employment Office, Waterman
student.employment@uvm.edu

Federal Work Study Program, SEO, Waterman
Workstudy.coordinator@uvm.edu

Payroll Office, Waterman 237
payroll@uvm.edu

Human Resources, Waterman
hr@uvm.edu

Student Employment Office  
85 South Prospect  
Waterman Building 237C  
Office hours: 9:00 a.m. to 4:30 p.m. weekdays  
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