

Student Employment Office Supervisor Agreement



The University of Vermont Student Employment Office is committed to complying with the ethical standards of the National Association of Colleges and Employers (NACE) and expects students and employers to be honest and professional in the job search process. By agreeing to each requirement below you are indicating that you will adhere to the terms and conditions of being a UVM Student Employee Supervisor. Any violation of these terms and conditions may result in the suspension of your jobs board account. **Please review the [Supervisor Terms and Conditions Violation Policy](#).**

Please note: All jobs board account holders are responsible for adherence to the Terms and Conditions and for ensuring that *any functional supervisor(s) also remain compliant*. Failure to remain compliant may result in the jobs board account being revoked for the jobs board account holder **and** the functional supervisor.

As a supervisor of student employees, I agree to:

1. **Comply and clearly familiarize myself with the [University Policies, University Operating Procedures \(UOPs\), and University Guidelines](#).**
2. **Comply with the Student Employee Compensation Guidelines and Hourly Rates**, posted within JobX and on the Student Employment Office webpage.
3. **Ensure that student employees do not begin work until the Student Employment Office (SEO) has approved the submitted JobX hire request.** An email notification from the SEO is sent to the supervisor and the student when the student is hired. If you have not received a confirmation message, assume that the hire has not been approved.
4. **All University of Vermont employees must have a valid I-9 form (verification of employment eligibility in the United States) on file within three business days of working. It is the hiring supervisor's responsibility to ensure that hired students are compliant.**
 - [Supervisor I-9 Report Mini-Manual](#)
 - For questions about the I-9 contact Human Resources by [email](#) or by calling 802-656-3150.
5. **Train student employees on the time reporting process in PeopleSoft or KRONOS on their first day of employment. Student Employees should be entering their hours during or at the end of each worked shift.** Additionally, supervisors are required to review and approve all entered hours in accordance with the UVM bi-weekly payroll [schedule](#) (refer to the payroll schedule and the bi-weekly column).
6. **Provide student employees with payroll related information;** Payroll Email Sent to Newly Hired Students; includes instructions for [Duo Security](#), [Setting Up Direct Deposit](#), [Entering Worked Hours](#), and [How/When Students Get Paid](#) (refer to the payroll schedule and the bi-weekly column).
7. **Provide all student employees with legitimate employment** and hold them accountable to the job expectations they were hired for. Ensure that student employees are fulfilling all other employment expectations shared with them during their on-boarding process. Students may not be paid to study.
8. **Engage in a due diligence process if there are performance issues with a student employee.** Refer to [Progressive Discipline and Termination Guidelines](#) document for guidance on this topic.
9. **Ensure that student employees do not work during scheduled class hours.**

As a supervisor of students with Federal Work-Study, I agree to:

1. Understand that Federal Work Study (FWS) is a form of financial aid that provides employment opportunities to help students meet educationally related expenses. An undergraduate, graduate or professional degree student that is accepted into enrollment at least half-time and demonstrates financial need may be eligible for FWS.
 - a. Award Eligibility is often based on the below criteria:
 - b. Must be enrolled at least half time and as an undergraduate, graduate or professional degree seeking student. • Completed and submitted the FAFSA (Free Application for Federal Student Aid)
 - c. Demonstrates financial need
 - d. *Please Note: International, Global Gateway, Continuing Education students and full-time UVM employees are not eligible for hire into Federal Work Study positions.
2. **Refer to students hired into Federal Work-Study jobs as a member of your team or as a student employee. Referring to students as “Work-Study” students carries implications as to their financial position and should be avoided.**
3. **Adhere to the UVM Federal Work-Study Academic Year Program.** UVM does not offer Federal Work-Study during the summer term. Students must accept their award AND be hired into a Federal Work Study job (maximum of three) through JobX, by the dates below or the student’s FULL award will be canceled:
 - a. Fall Award Only or Full Academic Year Awards: October 1
 - b. Spring Award Only: February 15
 - c. *Please Note: Students that wish to cancel the fall portion but keep the spring semester, must email sfs@uvm.edu on or before October 1
4. **Only approve time for hours actually worked.**
5. **Monitor the Work Study balance of hired students;** [web tutorial for running the PeopleSoft Work Study Report](#). Students that are awarded full academic year Federal Work Study may work during the winter and/or spring breaks. Any earnings not earned during the fall semester will roll over into winter/spring.
6. **Understand that the department overage combo code that you provided within your JobX account, will be charged when a student exceeds their Federal Work-Study award.** Work-study employment records with overage earnings will terminate once that payroll period has posted. Should the student continue to work, the hiring department must hire them into a non- Federal Work-Study job within the JobX program.

I understand that:

The Student Financial Services office may adjust or terminate a Federal Work-Study award based on:

- The student’s enrollment status
- The student’s failure to maintain Satisfactory Academic Progress
- Changes in the student’s financial information as reported on the Free Application for Federal Student Aid (FAFSA)
- A student’s receipt of estimated financial assistance not previously incorporated into their financial aid award.

In some circumstances these changes could be applied retroactively, requiring my department to pay the student’s wages.