



---

# Student Employment Handbook

---

UPDATED 8/19/2024

A REFERENCE GUIDE FOR STUDENT EMPLOYEES AND SUPERVISORS

Student Employment Office  
THE UNIVERSITY OF VERMONT | 237C WATERMAN BUILDING  
(802) 656-5705 | [STUDENT.EMPLOYMENT@UVM.EDU](mailto:STUDENT.EMPLOYMENT@UVM.EDU)

## Table of Contents

Introduction to Student Employment .....	3
Types of Student Employment .....	4
Undergraduate and Graduate Students .....	4
Federal Work Study .....	4
International Students.....	4
J-1 Visa Students.....	4
Student Employment Process.....	5
Finding a Job.....	5
Employment Opportunities at UVM.....	5
Required Paperwork .....	5
Reporting and Approving Time .....	5
Paychecks.....	6
Student Employee Rights and Responsibilities.....	7
Benefits.....	7
Confidentiality .....	7
Hours of Work .....	7
Professionalism.....	7
• Appropriate Dress and Language .....	7
• Attitude.....	7
• Timeliness.....	7
• Use of Work Time .....	7
Work-Related Injuries .....	8
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 .....	8
Step 1: Verbal Counseling .....	8
Step 2: Written Warning.....	9
Step 3: Suspension.....	9
Step 4: Termination .....	9
Applicable Policies.....	10
Disability Accommodation- Policy V. 4.2.4.1 .....	10

Drugs and Alcohol-Policy V.2.3.4.....	10
Equal Employment Opportunity/Affirmative Action- Policy V. 7.0.1.7.....	10
Ethics and Compliance Reporting.....	10
Nondiscrimination Statement.....	10
Sexual Harassment: Employees-Policy V.7.0.3.2.....	10
Contact Information Related to Student Employment Procedures.....	11

## 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. 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 a listing of on campus jobs and is open to all interested UVM undergraduates with and without Federal Work Study as well as graduate students with Federal Work Study. Both routine and challenging positions are available on campus, and more than 3,500 undergraduate and graduate students take advantage of them each year.

Graduate students who are not eligible for Federal Work Study should consult with their graduate college about on campus employment opportunities that may be available to them.

Whether you plan to work on a permanent part-time schedule or only occasionally, the Student Employment Office should be your first stop as 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 handbook is designed to provide assistance to students beginning their employment search, as well as to provide guidance to currently employed students and current or potential employers. If you have any questions about this material or would like to discuss the possibility of employment, please contact us by email or telephone.

**Student Employment Office**  
**85 South Prospect**  
**Waterman Building 223**

Office hours: 10:00 a.m. to 4:30 p.m. weekdays  
802-656-5705

[Student.employment@uvm.edu](mailto:Student.employment@uvm.edu)  
[SEO Web Site](#)

## Types of Student Employment

### Undergraduate and Graduate Students

Undergraduate students with and without a Federal Work Study award, as well as graduate students that are awarded Federal Work Study, encompass the students served by the University of Vermont's Student Employment Office. These students are hired in JobX. Any student searching for a job through the UVM jobs database may be eligible for all jobs that populate once logged in.

### Federal Work Study

See the [Federal Work Study Program Manual](#).

### International Students

On-campus employment is allowed for students with F-1 status, without special permission. As long as students remain in valid F-1 status, they may work on campus. More information for international student employment can be found [here](#).

### 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.

Click [here](#) for a document detailing the hiring process of J-1 Visa Students.

## Student Employment Process

### Finding a Job

All undergraduates regardless of receiving work study and graduate students that have been awarded work study, can access the jobs database which can be found on the [Student Employment Office's webpage](#). Please go to the [job page](#), which includes a step-by-step guide to navigating the online jobs database and applying for a position. A direct link to the jobs board can be found [here](#).

Students are eligible for all jobs that populate in JobX after login. 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. **(Earning overtime wages through Federal Work Study eligibility is prohibited, therefore, a fulltime employee may not be hired into a Federal Work Study job).**

### Employment Opportunities at UVM

Many University departments, programs, and organizations offer jobs to students throughout the academic year, and some during the summer. Major employing departments include: Academic and Administrative Departments, Athletics, Bailey-Howe Library, and Residential Life.

For off campus employment, please contact the Career Center at (802) 656-3450 or at [career@uvm.edu](mailto:career@uvm.edu).

For off campus *work study* employment, please contact our Work Study Coordinator at (802) 656-5705.

### Required Paperwork

A student may only begin working after their hire has been approved by the Student Employment Office and an I-9 form has been completed. **Allowing student employees to work before their hire has been approved may violate state and federal law.** Hiring violations may result in job board account revocation.

All first time UVM employees and students that have not been paid by UVM for a year or more must complete this process with an on-campus I-9 approver or with the Human Resource Department at 228 Waterman.

- For information on completing the I-9 go to:
  - i. [I-9 Form Instructions](#)
  - ii. [I-9 Remote Hire Instructions](#)
- For questions about the I-9 contact Human Resources by email ([hrinfo@uvm.edu](mailto:hrinfo@uvm.edu)) or by calling 802-656-3150.

**NEEDED** information to complete this process:

- **SHOW** proof of being hired for a position by showing the HR department their Email Notification of this matter on **THEIR PHONE** or by **PRINTING** out the email.
- **BRING ACCEPTABLE** identification- to view their options, click [HERE](#).

### Reporting and Approving 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. Supervisors must approve hours in PeopleSoft by the bi-weekly Payroll deadline.

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 among all jobs combined. Overtime is not allowed in work-study positions under any circumstances. **(Earning overtime wages through Federal Work Study eligibility is prohibited, therefore, a fulltime employee may not be hired into a Federal Work Study job.)**

[Click here](#) to see a list of PeopleSoft Mini Manuals from payroll.

### Paychecks

All UVM employees, including student employees, are required 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. Please note that newly hired students may be required to pick up their first paycheck in person. Students should contact Payroll directly for all pay related matters (payroll@uvm.edu).

Click here for the [biweekly Payroll Schedule](#).

## 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.

### Benefits

Student employees are not eligible for benefits such as sick leave, overtime, 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.

### 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.

### Hours of 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.

**(Earning overtime wages through Federal Work Study eligibility is prohibited, therefore, a fulltime employee may not be hired into a Federal Work Study job.)**

### Professionalism

- **Appropriate Dress and Language:** Given that different environments will require different standards of dress, it is the responsibility of the supervisor to inform students what dress will be appropriate and inappropriate for their specific position.
- **Attitude:** While at work, you should work with a cooperative and positive attitude.
- **Timeliness:** It is essential that you report to work at the agreed upon time, ready to work. Notification of lateness or inability to work a scheduled shift 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.
- **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.



## Work-Related Injuries

If a student is 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. Please contact UVM Risk Management at 802-656-3242.

## Supervisor Information and Resources

### Supervisor Responsibilities

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. All student employers and supervisors who choose to participate in Student Employment Office services must abide by the following agreement. By initialing each requirement below you are indicating that you will adhere to the following standards. Any violation of these terms and conditions may result in the suspension of your jobs board account. Please read the [Supervisor Agreement](#) carefully.

### 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 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 the academic year. 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. Feel free to make use of our [SEO Performance Review Template](#).

### 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. While students are considered temporary employees and can be terminated at any time without notice or cause, we strongly encourage supervisors to enable improved performance by following the steps below. Termination should be a last resort.

#### Step 1: Verbal Counseling

- Schedule verbal counseling no later than one workday after the incident
- Clearly specify unsuitable behaviors and provide examples of what actions we have been appropriate
- State that this is verbal counseling and failure to improve job performance may result in more progressive action
- Ask the student what support they need to perform as expected
- 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
- Ask the student what support they need to perform as expected
- Provide a copy to the student and keep one for your records

## Step 3: Suspension

**Note:** Supervisors have the option of suspending the student from employment for a period not to exceed 10 working days

- Continued decline in performance may be indicative of a greater problem, as the student if they need additional support before continuing with suspension
- 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

## Step 4: Termination

If all attempts at corrective action have failed and the supervisor feels it is warranted, log in to JobX and submit an [eTemp Form](#) to have their employment terminated. After doing so please contact email the [Student Employment Office](#) if you there are questions or additional information to share.

## Applicable Policies

### Disability Accommodation- 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](#).

### Drugs and Alcohol-Policy V.2.3.4

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 their 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.

### Equal Employment Opportunity/Affirmative Action- Policy V. 7.0.1.7

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](#).

### 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.

### 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](#).

## Contact Information Related to Student Employment Procedures

Student Employment Office, Waterman 223  
[student.employment@uvm.edu](mailto:student.employment@uvm.edu)

Payroll Office, Waterman 237  
[payroll@uvm.edu](mailto:payroll@uvm.edu)

Human Resources, Waterman 238  
[hrs@uvm.edu](mailto:hrs@uvm.edu)