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# Student Employment Handbook

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UPDATED 2/2/2018

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

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## 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 do not have Federal Work Study 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 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](mailto: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. The I-9 can be completed at Human Resources (238 Waterman).

## Types of Student Employment

### Undergraduates 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 students, both work study and non-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.

Students are eligible for all jobs that populate in JobX 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 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) 656-0432.

### Required Paperwork

A student may begin working only after their hire has been approved by the Student Employment Office and an I-9 form has been completed. Failure to comply poses a liability to the university.

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 I9 approver or with the Human Resource Department at 228 Waterman. Open hours are Monday-Friday 8am-4:30pm (Closed on Holidays).

**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. Overtime is not allowed in work-study positions under any circumstances

[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.

If for some reason, a student does not receive a paycheck at any time during their employment, the student should contact the UVM Payroll Office and the matter will be investigated:

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 of a high quality.

### 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.

### 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.

### 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.

### Preventing Sexual Harassment & Bias Training

Preventing Sexual Harassment and Bias training is required for all University employees and new students. Below are the requirements for students and student employees:

Effective Fall Semester 2015, First Year Students, Transfer, and Graduate students are provided this information in the mandatory HAVEN training that they receive prior to coming to campus. These students do not need to complete the in person training required of all UVM employees.

All juniors and seniors student employees, who are new to UVM employment, and their supervisors are sent the HAVEN PLUS training module to be completed their first semester of employment.

## Student Employee Grievance Procedure

- **The Student Employment Office: (802) 656-5705**

The Student Employment Office is a place where students, who are experiencing difficulties in their UVM place of employment, including other challenges with their supervisor, can come for guidance. If you are a student who is having difficulties, 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 the Student Employment Office.

- **The Office of Affirmative Action: (802) 656-3368**

If you are a student who feels as though they have been discriminated against in the work place or elsewhere based on race/ethnicity, gender, gender expression, age, sexual orientation, veteran status, religion 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.

## 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 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 recommended 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. 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

The purpose of this procedure is to define undergraduate student and Federal Work-Study employment, provide clear guidance on University procedures and processes relating to undergraduate student employment and financial literacy, ensure uniform treatment of and consistent application of employment practices for undergraduate student employees of the University, and provide guidance to hiring units and responsible officials related to Undergraduate Student Employment. A related University Operating Procedure addresses these issues for Graduate Students (Under Development). This procedure furthers the goal of making on-campus student employment a more purposeful part of student development by ensuring that on-campus student jobs help students build skills and gain useful work experience. This procedure is also intended to improve the collection of data related to student employment activity and demand. This procedure applies to the following student employment: (1) temporary employment of University of Vermont (UVM) undergraduate students, including undergraduate student employees whose wages are funded by a Federal Work-Study award; (2) temporary employment of graduate students whose wages are funded by a Federal Work-Study award. This procedure does not apply to employment of students enrolled through the Division of Continuing and Distance Education who are not in a degree program or employment of graduate students not funded by Federal Work-Study, medical students, graduate or post-doctoral assistants or fellows, or temporary and agency staff. Student employees and their supervisors must comply with all applicable federal, state, and local employment laws and regulations and University of Vermont employment policies and procedures. The Student Employment Office (SEO) may prohibit supervisors from participating in the University's student employment or Federal Work-Study programs if they fail to adhere to the provisions of this procedure or other applicable policies, laws, or regulations.

[Click here](#) for more information.

### 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.

### **Payments to Students-Policy V.4.16.1**

This policy identifies transactions to students which are considered scholarships with respect to Federal Student Aid (FSA) Programs authorized by Title IV of the Higher Education Act of 1965, as amended, (HEA) and the Internal Revenue Code. Click [here](#) to learn more about this policy.

### **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 237C  
[student.employment@uvm.edu](mailto:student.employment@uvm.edu)

Federal Work Study Program, SEO, Waterman 237C  
[workstudy.coordinator@uvm.edu](mailto:workstudy.coordinator@uvm.edu)

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

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