



**CAREER  
SERVICES**



**ON-CAMPUS  
STUDENT SUPERVISOR  
HANDBOOK**

**2023-2024**

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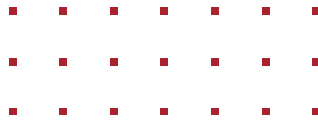
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## Supervisor Defined



For the purpose of this manual, "supervisor" refers to any individual who has the authority to interview and hire student employees within a department, division, college, or other unit at SVSU. Deans or Directors may choose to designate a faculty/staff person to coordinate student employment for their unit. SVSU is the ultimate employer for students working in the Student Employment Program.

## Student Eligibility for On-Campus Employment

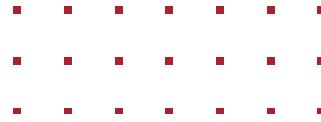
General requirements for students wanting to work on campus include:

1. Fall and Winter semesters: Undergraduate students must be enrolled for at least six (6) credit hours and graduate students five (5) credit hours during both fall and winter semesters. Spring and Summer employment: Undergraduate students must either be enrolled for six (6) credit hours and graduate students five (5) credit hours during spring/summer semesters OR undergraduate students be registered for at least six (6) credit hours and graduate students five (5) credit hours in the upcoming fall semester.
2. Student employees must be current students at SVSU. All student employees must be admitted as regular students at SVSU. Guest students do not qualify for employment.
3. Student employees must have a valid social security number with the exception of new international student employees.

## Types of Student Employment

The Student Employment Program utilizes two types of funding. They are Federal College Work Study (CWS) and Regular Student Employment (RSE). The amount and category each department can spend depends upon the department's budget. Being awarded work-study does not guarantee a position on campus nor does it guarantee that the student will be able to earn the entire amount awarded. The amount that students can earn each semester depends on available department funding. Supervisors are responsible for monitoring student employees so that their earnings do not exceed the award amount specified on the student employment referral form. Details for each program are outlined on the following page:

## -Federal College Work Study



Federal College Work Study is a federal student employment program for students that have financial need. Under this program, the federal government pays the majority of student wages and SVSU pays the remaining. Students are required to apply for financial assistance on the Free Application for Federal Student Aid (FAFSA), which can be obtained from the Office of Scholarships & Financial Aid or completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Based upon the student's financial need as ascertained by the FAFSA information, and availability of funds, students may be awarded work study.

## -Regular Student Employment

Regular Student Employment is funded entirely from the SVSU general fund. All students are eligible to earn RSE funding. Departments may choose to continue employing a student using RSE funds once they have earned their total work study award and if the department has RSE funding available in their budget. The supervisor must advise the student to consult with the Office of Scholarships and Financial Aid before switching them to RSE because earning RSE dollars may reduce the student's financial aid package the next year. If both the supervisor and student agree to switch to RSE, the supervisor must notify the Career Services office to change the student's award.

## -Grant Funded Student Employees

Student positions that are funded through grants must comply with all University policies and procedures for student employment. Grant-funded student employment positions should be posted in [Handshake](#). It is the responsibility of the student employment hiring manager to complete the Student Employment Form found on the Career Services website.

The pay rate for grant-funded positions is up to the hiring department's discretion but will be no less than the SVSU minimum wage of \$10.65/hr. In accordance with Federal regulations (A-21), if the position requires a special rate due to the level of skill or complexity of work required by the employee, the rate must be approved by the Director of Career Services office prior to hiring students.

## Compensation

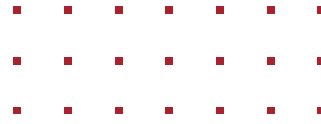
The current student employment wage is the SVSU minimum wage of \$10.65/hr. Supervisors may pay higher wages based on a student's performance and level of work if their budget allows, however, should not exceed \$14.00/hr, without approval and justification. Pay rate increases are awarded to positions, not students. Students who work in a position that merits a higher rate of pay will not maintain the higher pay rate if they leave that position.

Wages received by student employees are subject to federal and state income tax withholdings. Social Security and Medicare Tax are not withheld for students while they are enrolled at least half-time and are regularly attending classes towards completion of a degree.





# Online Job Posting Process



The Student Employment Program Job Posting Process requires that all on-campus student employment job openings be posted on the online job database, Handshake, [www.svsu.joinhandshake.com](http://www.svsu.joinhandshake.com). The Job Posting Process is in place to ensure that students are made aware of and are provided equal opportunity to apply for on-campus employment.

## Posting Process (Notifying Career Services of Your Vacancy)

How to post a job vacancy:

1. Post your position to Handshake for Career Services approval. If you do not have a Handshake account please contact [Career Services](#). You can also email requests to [studentjobs@svsu.edu](mailto:studentjobs@svsu.edu) or [careers@svsu.edu](mailto:careers@svsu.edu). Your posting should include the following items:

- Job title
- Job description
- Rate of pay
- Number of students to be hired
- Funding category (CWS or RSE)
- Deadline date (New positions must be available for 5 days, reposted positions: 3 days)

1. Screening criteria allowed: Major, Class standing & GPA (SVSU Only)
2. The Career Services office will post or approve the opening on Handshake for the length of time indicated.
3. Once the deadline for the position has ended, supervisors can receive an email each time a student applies or collectively once the post expires.

## Screening of Application Materials/Interviewing Process

1. Log in to Handshake to review the résumés/cover letters and any other requested documents of all applicants.
2. Interview candidates

Note: Student applicants have the ability to apply to more than one job, so we encourage you to interview your students quickly in order for you to hire the best candidate because you will be competing with other departments. It is the responsibility of the supervisors to contact potential student employees who applied for the posting and make hiring decisions.

*Some tips to ensure a fair interview process:*

- Ask only job-related questions and be consistent with each interview
- Compile a list of prepared questions based on the competencies required for the position. Ask these same questions to all applicants. Applicants must be treated consistently.
- If the position requires CWS or RSE funding, make sure you verify during the interview that the student has not declined their award since applying. If you are unsure of your student's availability you can call the office and we can confirm that along with the amount.

*What NOT to ask applicants:*

[Sample Legal & Illegal Interview Questions \(25KB\)](#)



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## Offer/Completion of Hiring Process

1. Once hiring decisions have been made, supervisors need to make a verbal and/or email offer to the selected candidate. - Note: If CWS or RSE funding is needed for the position, please verify the student still has their work-study award before hiring them.
2. Supervisors must then complete a [Student Employment Form](#), found on the Career Services website.
3. All new students MUST fill out the appropriate payroll paperwork online, this can be found on the Career Services Website. The paperwork includes federally required I9 and W-4 forms and FERPA. Students must bring 2 forms of acceptable documents to verify their identity. New students who have not completed the paperwork or shown appropriate identification are NOT to begin working and will not be entered into payroll until all documents are received.
4. Once the Career Services and HR office has received all documentation and forms from the student and supervisor they will work with payroll to get your student into [Ultra Time](#) for time entry approval.
5. Supervisors have the ability to send out an email message to those students who applied and were not interviewed for the position through Handshake.

## Hiring Process for Returning Students

It is up to individual departments to determine whether or not returning students need to reapply for positions on an annual basis. However, all students need to apply if the position is in a completely different department.

## Student Assignment

Student employees are not permitted to work simultaneously in two departments on campus. There are exceptions to this rule if the student's second position is paid from a Non RSE/CWS-funded account. However, they cannot exceed 20 hours in a week with combined positions. Please contact Career Services with any questions.

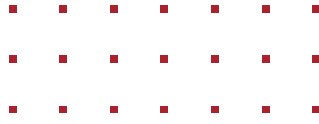
## New Student Orientation

SVSU is a learning environment and therefore facilitates student growth and understanding through a variety of programs, including student employment. It is for this reason that during the first week of a student's employment, supervisors should hold an orientation in their department. An orientation session can typically be expected in new positions and it will assist in maximizing student potential.

The following are suggested topics to be covered during the orientation:

- Attendance Policies
- Dress and Appearance
- Attitudinal Expectations
- Job Responsibilities
- Ethical Responsibilities
- Relevant Departmental Policies
- Timeclock locations
- Parking





## International Students

International students are only eligible to earn Regular Student Employment (RSE) funds. These students must meet all of the general requirements for student employment and provide these additional items upon being hired: Non-Resident Alien form, valid Visa/Passport, I-20 and I-94.

## Work Schedules

Supervisors and students should collaborate to create an appropriate work schedule that does not conflict with the student's class schedule. Students are not permitted to work over 20 hours per week during fall and winter semesters while classes are in session. During spring and summer semesters, ongoing student employees can work up to a maximum of 40 hours per week. Supervisors are not required to give students breaks according to federal regulations and state laws in Michigan. However, we encourage allowing your student to take breaks, with permission.

## Applying for Positions in a Different Department

Students who are interested in a position with a different department may view available positions on Handshake and apply for any openings for which minimum qualifications are met. The student is then responsible for submitting a resignation letter giving at least one week prior notice to the original department if they are selected as the top candidate for the new department. The new department must fill out the Online Student Employment Form.

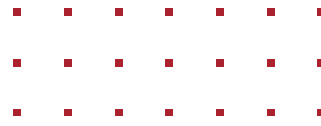
## Ultra-Time (automated time clock)

The procedures and specifications for student employee Ultra Time instructions are outlined below. The items outlined are essential and need to be followed in order for student employees to be paid on time.

1. Career Services will contact Payroll to add the student to the supervisor's Ultra Time list.
2. Students will need to swipe in/out at one of the Ultra Time readers on campus. Supervisors will instruct students as to which clock they should be using.
3. Supervisors must confirm employee swipes.
4. All time must be confirmed by 10:00 a.m. Monday mornings of payroll weeks.
5. All issues of time punches not within appropriate parameters need to be discussed with the student. No changes are to be made to the punch, without good cause.
6. Inquiries regarding hiring and job assignments should be directed to the Career Services office. Questions regarding payroll and hours worked should be directed to the Controller's office, payroll division.



# Reporting Hours Worked



In reporting hours worked, supervisors should adhere to the following hourly payment guidelines:

A. Student employee time is approved by a supervisor in Ultra Time and is submitted bi-weekly to the Controller's office, payroll division, for processing.

B. Supervisors are responsible for accurate reporting of time worked by the student employee.

C. All hours worked must be reported accurately on a daily basis. Hours should not be banked for payment at a later date.

D. Breaks: Students will need to clock in at the beginning of their shift, out at lunch break, back in after lunch, and out at the end of their shift.

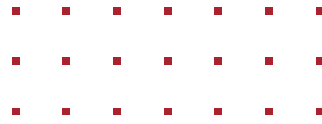
E. Supervisors will develop and enforce compliance with a work schedule.

F. If your student leaves the department, please be sure to submit a separation form, found on the Career Services Website, and they will be removed from your UltraTime.

G. Supervisors are responsible for monitoring both their department's usage of allocated dollars and the student's earnings in relation to their award. Internal working records should be developed by each department to ensure that expenditures do not exceed budgeted amounts and that students do not earn more than their award.

H. Falsification of swipes: Any student caught swiping in/out and found not to be working is considered stealing time and cause for immediate termination. Such conduct will be reported to the applicable authorities.

# Progressive Discipline



The following due process procedures are intended to ensure fair treatment of SVSU student employees. They will be maintained in accordance with State and Federal regulations.

## General Supervision

The designated or immediate supervisor is responsible for monitoring the work progress of the student employee. Deficiencies must be brought to the student's attention at the earliest possible time with suggestions for improvement, and the student must be afforded a reasonable opportunity to correct the deficiency.

## Unsatisfactory Performance

In the event that a student employee demonstrates unsatisfactory work, a supervisor, prior to the termination of the student must follow the procedures outlined below.

### 1. Verbal Warning

Upon demonstration of unsatisfactory performance, the supervisor should immediately advise the student employee of this fact, provide training or corrective suggestions, and allow a reasonable period of time for the student to improve his/her performance. If satisfactory performance does not occur, the next step is probation.

### 2. Probation

Continued unsatisfactory performance may result in probation. The supervisor may place the student on probation for the balance of the academic semester or for one additional academic semester with the understanding that, unless the student's work performance or attendance improves, employment may be terminated. The Career Services Office must be notified in writing prior to the start of any probationary period.

The probation letter or email must include the following information:

- a. Clearly describe the improper behavior and reference the verbal supervisory warning that was previously given (step 1).
- b. Describe what the student must do to improve their behavior and how long the probationary period will last.
- c. State what the potential consequences may be if the student does not correct the behavior in question (for example: "If you do not correct this behavior we will need to take further disciplinary action up to and including termination").

### 3. Termination

The supervisor must consult with the Director of Career Services before a student is notified of any involuntary termination. The Director of Career Services must approve any termination of a student employee during or following a probationary period.

The Director of Career Services may suspend without pay or discharge without any prior warning, and without utilization of the immediate due process defined in this section if it is determined, based upon the preponderance of reasonable evidence, to charge that a student employee is guilty of gross misconduct, insubordination, sabotage, theft, assault upon another student, student employee or staff member or a supervisor, or the commission of any act or acts which constitute a felony under State or Federal law. The student retains the right to appeal the Director of Career Services decision to the Interim Associate Provost for Student Affairs. Upon review, the decision of the Interim Associate Provost will be binding upon both the student employee and SVSU.



# Student Employee Due Process/Appeals

Student employees have the right to appeal work-related decisions that they believe to be unjust, improper, or unmerited regarding their employment. The procedures for resolving such complaints and differences are as follows:

1. The student and the supervisor meet to discuss the issues in question.
2. If the issues are not resolved at this meeting, a written appeal is sent to the Director of Career Services. The Student Employment Coordinator shall submit to both parties, in writing, a suggested resolution of the issue(s).
3. If either the student employee or the supervisor rejects the resolution suggested by the Director of Career Services, a hearing will be arranged. Career Services shall listen to the presentation of information from each party and examine any pertinent writings submitted by both parties to determine a resolution to the issue.
4. The student may appeal the Director of Career Services' decision to the Dean of Students. Upon review, the decision of the Dean of Students will be binding upon both the student employee and SVSU.

## Resignations

Student employees are expected to provide the immediate supervisor with written notice a minimum of two weeks in advance of his/her resignation date. This applies only to students who are resigning during the course of the semester.

Students who resign from positions are eligible to be employed in other departments on campus.

## Hazardous Work Conditions

Under no circumstances are student employees to work in potential hazardous or unsafe conditions. Supervisors should report hazardous work conditions to the University Police at (989) 964-4141.

## Injury/Worker Compensation

The workers compensation program covers all student employees of the University during the hours they are working for SVSU. Workers compensation information and forms should be obtained from the Human Resources Office.



# Miscellaneous Employment Policies

The Student Employment Program adheres to the same policies as the University with regards to the issues below. For information outlining these policies, refer to [www.svsu.edu/operationsmanual](http://www.svsu.edu/operationsmanual) and the corresponding policy number listed.

[Anti-Harassment/Discrimination Policy 2.5-2](#)

[Nepotism Policy 2.6-1](#)

[Substance Abuse Policy and Regulations 4.3-1](#)

[Drug Free Workplace Policy 4.3-2](#)

[Disabilities Policy for Employees & Students 4.3-3](#)

[Weapons and Dangerous Substances Policy 4.7-1](#)

[Internet & Network Acceptable Use Policy 4.6-1](#)

## Contact Information

 [careers@svsu.edu](mailto:careers@svsu.edu)

 989-964-4954