

2025-2026

ON-CAMPUS STUDENT SUPERVISOR HANDBOOK



CAREER
SERVICES

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Manager Defined

In this manual, “manager” refers to any individual with the authority to interview and hire student employees within a department, division, college, or other unit at SVSU. Deans or Directors may designate a faculty or staff member to coordinate student employment within their unit. It is important to highlight that SVSU is the ultimate employer for all students participating in the Student Employment Program, playing a critical role in their development and retention.

Student Eligibility for On-Campus Employment

To be eligible for on-campus employment, students must meet the following general requirements:

- Be **enrolled at SVSU** in a degree-seeking program (undergraduate or graduate).

Fall and Winter Semesters:

- **Undergraduate Students:** Must be enrolled in at least six (6) credit hours.
- **Graduate Students:** Must be enrolled in at least five (5) credit hours.

Spring and Summer Employment:

- **Option 1:** Students must be enrolled in at least 6 credit hours for undergraduates and 5 credit hours for graduates combined during the spring/summer semesters.
- **Option 2:** Alternatively, be registered for at least 6 credit hours (undergraduates) or 5 credit hours (graduates) in the upcoming fall semester.
- Maintain **satisfactory academic standing** as defined by the university.
- **Guest students are not eligible** for on-campus employment.

Additional eligibility requirements may apply for specific employment programs such as **Federal Work-Study**.

Types of Student Employment

The Student Employment Program utilizes two primary types of funding: Federal Work-Study (FWS) and Student Employment (SE). There are others that fall in this category such as grants, tutoring positions etc. The amount and category each department is allowed to spend depends on its allocated budget and available resources.

Please note that receiving a work-study award does **not** guarantee a campus job, nor does it ensure students will earn the full amount awarded. Actual earnings each semester depend on the funding available within each department and the student award. Managers are responsible for monitoring student employees to ensure their earnings do not exceed their department's allocation.

Federal Work Study (FWS)

Federal Work-Study is a need-based student employment program funded by the federal government. Under this program, the federal government pays the majority of student wages, while SVSU covers the remainder.

To be considered for FWS, students must complete the **Free Application for Federal Student Aid (FAFSA)**, available online at www.fafsa.gov or through the Office of Scholarships & Financial Aid.

-FWS awards are determined based on financial need and the availability of federal funds.

Student Employment (SE)

Student Employment is funded through SVSU's general fund and is open to all students, regardless of financial need.

If a student exhausts their FWS award, departments may continue employing them using SE funds, provided SE funding is available. Students will transition from FWS to SE once their FWS funding has been fully used.

Grant Funded Student Employees

Positions funded by external grants must follow all SVSU student employment policies and procedures. These positions must be posted in **Workday**, and it is the responsibility of the hiring manager to initiate and complete the hiring process through the system.

The pay rate for grant-funded positions is set by the hiring department but must:

- Be no less than the **State of Michigan minimum wage of \$12.48/hour**
- Not exceed **\$14.00/hour**

If you have questions about any other types of student employment, please contact the **Office of Career Services** or **Human Resources**.

Compensation

The current student employment wage at SVSU is **\$12.48 per hour**. Departments may offer a **higher rate of pay**, up to **\$14.00 per hour**, based on the **responsibilities of the position** and the **student's performance**, provided sufficient funding is available.

Any wage **above \$12.48 per hour** requires **prior approval** and **written justification** submitted to and approved by Career Services.

Please note:

- **Pay rates are assigned to positions**, not to individual students.

If a student transitions to a different position, their pay rate will adjust according to the rate assigned to the new role.

Online Job Posting Process

To ensure equitable access to student employment opportunities, **all on-campus job openings must be posted through Workday**. This process supports transparency and provides all eligible students with equal opportunity to apply.

Posting a Job in Workday

1. Log in to your MYSVSU account, select Workday and Create a Job Requisition once completed your job req will be routed to **Career Services for approval**.
2. If you do not currently have access to create a job requisition, contact **Career Services** or the **Human Resources Office** for assistance.

Required Details for Job Postings:

Each job posting must include the following:

- **Job Title**
- **Job Description**
- **Rate of Pay** (must be stated in the job description)
- **Number of Students to Be Hired**
- **Funding Category**
 - Cost Center
 - Fund
 - Functional Classification
- **Application Deadline**
 - **New positions** must be posted for a minimum of **5 business days**
 - **Reposted positions** must remain posted for at least **3 business days**

Candidate Review and Interview Process:

To support an equitable and compliant hiring process, managers are encouraged to review training materials and follow SVSU guidelines when evaluating student candidates.

Helpful Resources:

Access job aids and guides through MySVSU:

- Workday > Workday Home Page > Training Materials > Human Resources > Student Employment

Available resources include:

- How to Create a Job Requisition
- Recruiting Roadmap for Hiring Students
- End Job and Terminate Employee

Tips for a Fair Interview Process:

- Ask only job-related questions and remain consistent across all candidate interviews.
- Prepare a standard set of questions based on the core responsibilities and competencies of the position.
- If the role is funded through Federal Work-Study (FWS), verify that the candidate has not declined their FWS award. If you're unsure, contact the Office of Career Services or Scholarships & Financial Aid for confirmation.

What Not to Ask:

- **Avoid questions** that are not related to the job or that could violate employment laws.
- *For a full list of prohibited interview questions and best practices, visit the Human Resources website.*

Hiring Process for Returning Students

Departments have the discretion to determine whether to rehire student employees for additional semesters and whether a formal reapplication process is required each academic year. However, **students must re-apply if they are seeking employment in a different department** than their previous role.

Student Employment Hours

Students are now allowed to work in two different departments on campus. However, they must not exceed the maximum weekly hours allowed per week:

- During the fall and winter semesters: **Up to 20 hours per week total across all positions.**
- During official university breaks (e.g., winter break, spring break, and the spring/summer term): **Up to 40 hours per week total.** This maximum cannot be exceeded under any circumstances.

It is the **shared responsibility** of the student and both managers to monitor hours worked across positions to ensure compliance with university policy.

Position Type Restrictions:

- Students may hold **one Federal Work-Study (FWS) position and one Student Employment (SE) Position** at the same time
- However, students **cannot hold two FWS positions** simultaneously

It is the **shared responsibility** of both the student and their supervisors to monitor total hours worked across all positions and ensure compliance with university policies.

New Student Orientation

SVSU values student employment as a learning experience that contributes to personal and professional growth. To support student success, **managers are encouraged to provide a structured orientation during a student's first week of employment.**

This orientation should include:

- An overview of job expectations and responsibilities
- Key policies and procedures
- Introductions to team members and workplace culture
- Any relevant training or safety guidelines

A thoughtful orientation helps ensure a smooth transition into the role and sets the stage for a successful experience.

International Student Employment Eligibility

International students are not eligible for Federal Work-Study (FWS) and may only be employed under Student Employment (RSE) funding.

They must meet all general student employment requirements and provide the following additional documents upon hire:

- **Valid Visa/Passport**
- **Form I-20**
- **Form I-94**

These students also complete a few additional onboarding steps, including the GLACIER tax compliance process.

Work Schedule Guidelines for Student Employees

Collaboration on Work Schedules

Managers and student employees should work together to create a schedule that balances class commitments with department needs.

Work Hour Limitations

- **Fall & Winter:** Students may work up to 20 hours per week during classes.
- **Spring & Summer:** Students can work up to 40 hours per week, including spring and Christmas breaks.

Breaks & Lunch

- For shifts of **4 or more hours**, a 15-minute break is recommended.
- For shifts of **8 or more hours**, a 30-minute unpaid lunch break is suggested (students must clock out).

If a student employee is working up to **40 hours per week** during **official university breaks or the spring/summer term**, they are **required to take a 30-minute unpaid break** to ensure they do not exceed the 40-hour weekly limit. No exceptions are allowed.

Legal Requirements: Breaks and lunch are not required by law.

Applying for Positions in a Different Department

Students interested in applying for positions in a different department can view available openings on **Workday** and apply for any positions for which they meet the minimum qualifications. If selected for the position with the new department, the student is responsible for providing at least two weeks' notice to the original department.

Ending Student Employment

When a student employee leaves your department—whether due to graduation, the end of an assignment, or another reason—please **submit a request in Workday** to formally end their employment.

To do this, go to **“Actions” > “Termination”** and follow the prompts. The system will guide you to select either **“End Job”** or **“Termination”** based on the situation.

Timely submissions help ensure accurate records and prevent payroll or scheduling issues.

Time Submission and Approval

Daily Time Entry

Student employees are required to record their hours worked **daily** in Workday. Banking hours to submit at a later date is **not permitted**.

Time Approval

All recorded hours must be reviewed and approved by the manager in Workday on a regular basis to ensure accurate and timely payroll processing.

Clocking In/Out Procedures

Students must:

- Clock **in** at the beginning of their shift
- Clock **out** for lunch (if applicable)
- Clock **in** after lunch
- Clock **out** at the end of their shift

Failure to follow proper clocking procedures may result in delayed or inaccurate payment.

Compliance with Work Schedules

Managers are responsible for creating work schedules and ensuring that student employees adhere to them consistently.

Falsification of Time Records

Any student found falsifying time records—for example, clocking in or out without actually working—will be considered in violation of university policy. This constitutes **time theft** and may lead to **immediate termination** and referral to the appropriate university authority.

Budget Monitoring

Managers are responsible for:

- Monitoring student hours and earnings
- Staying within the department's approved budget
- Tracking Federal Work-Study (FWS) awards, if applicable

For FWS-funded positions, both the manager and the student must actively monitor awarded funds to prevent exceeding the limit.

General Management Responsibilities

Managers are responsible for monitoring student employee performance and providing timely, constructive feedback. Early intervention and open communication are key to preventing ongoing issues.

Coaching and Initial Feedback

When performance issues arise, managers should address them promptly through a **coaching conversation**. This discussion should:

- Be held in person whenever possible
- Clearly identify the concern
- Provide guidance and expectations for improvement
- Allow time for the student to adjust and succeed

The goal at this stage is to guide and support the student in understanding workplace expectations while building confidence and accountability.

Progressive Discipline Procedures

At SVSU, student employment is viewed as an opportunity for professional development. Managers are expected to approach performance concerns as teachable moments, using coaching and constructive feedback to help students grow. Formal disciplinary steps should be a last resort after reasonable efforts to mentor and support improvement.

Steps for Addressing Continued Unsatisfactory Performance

If the student's performance does not improve despite coaching efforts, the following progressive steps may be taken:

1. Written Warning

- Clearly outline the concerns, expectations for improvement, and potential consequences.
- Deliver in person or by email and retain documentation.
- Emphasize the continued opportunity for growth and support.

2. Probation

- If improvement is not demonstrated, the student may be placed on probation for the remainder of the semester.
- Notify Career Services in writing before probation begins.
- Include the reason for probation, required improvements, and possible outcomes (including termination).
- Continue to offer guidance and feedback throughout the probation period.

3. Termination

- Before initiating involuntary termination, consult with Career Services to ensure due process is followed.
- Immediate suspension or termination may occur in cases of gross misconduct, including insubordination, theft, assault, or felony offenses.
- The student has the right to appeal disciplinary decisions.

Student Employee Due Process and Appeals

Students have the right to appeal disciplinary decisions they believe are unjust or mishandled. The appeal process includes:

1. Initial Discussion

- The student may request a conversation with Career Services to express concerns and seek resolution.

2. Written Appeal

- If unresolved, the student may submit a written appeal. Career Services will meet with all parties to discuss the matter and seek a fair resolution.

3. Final Appeal

- If still unresolved, the student may appeal to the Director of Student Conduct for Student Affairs. This decision will be final.

Resignations for Student Employees

Student employees are encouraged to provide their manager with written notice at least **two weeks** in advance of their intended resignation date. Providing appropriate notice helps ensure a smooth transition for the department and reflects professionalism.

Students who resign in good standing are typically eligible to apply for other on-campus employment opportunities in the future.

Hazardous Work Conditions

Under no circumstances are student employees to work in potentially hazardous conditions. Managers should report hazardous work conditions to the University Police at **(989) 964-4141**.

Injury/Worker Compensation

The worker's 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. For information outlining these policies, refer to www.svsu.edu/operationsmanual and the corresponding policy number listed.

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