

# Pittsburg State University



# Student Employment Handbook

## Employers and Students:

The Office of Career Services has designed its services and programs to complement and enhance the academic mission of Pittsburg State University. Students who obtain career related experiences while in college further define their professional goals and improve their marketability to employers upon graduation. It is the responsibility of student employees to conduct themselves in a professional manner. In addition, employers who provide a professional and ethical working environment encourage student success that ultimately reflects on the quality of the University. This handbook is a guideline of general policies, rules, regulations and procedures that apply to student employment at Pittsburg State University and is used by both students and employers for the purpose of maintaining a successful working relationship.

Pittsburg State University  
Student Employment Handbook

Table of Contents

I.	Introduction .....	3
II.	Student Employee Definition .....	4
	A. Regular Student Employment	
	B. Federal Work Study Employment	
III.	Eligibility for Student Employment .....	6
	A. Student Enrollment Requirements	
	B. International Students	
	■ On-Campus Employment	
	■ Off-Campus Employment	
IV.	Student Employment Regulations .....	11
	A. Work Hours Eligibility	
	B. Overtime	
	C. Hourly Rate of Pay	
	D. Multiple Appointments	
	E. Nepotism	
	F. On-The-Job Accidents & Workers Compensation	
	G. Absenteeism & Tardiness	
	H. Employment Benefits	
	I. Income Tax Withholding on Student Wages	
	J. Vacation/Holidays/Breaks	
	K. Exceptions	
V.	The Hiring Process .....	15
VI.	Student Employment Appointments.....	17
	A. Appointing New Employees	
	B. Student Notification of Filled Vacancies	
	C. Revising Appointments	
VII.	Supervisor Responsibilities .....	20
VIII.	Job Location & Development Program.....	22
IX.	Student Employee of the Year Program.....	22
X.	Evaluations/Termination .....	23
XI.	University Policy: Equal Opportunity/Affirmative Action .....	24
XII.	University Policy: Sexual Harassment.....	24
XIII.	University Policy: Americans with Disabilities Act.....	25
XIV.	University Policy: OSHA.....	25
XV.	Appendixes.....	26

## **I. Introduction**

The Pittsburg State University Student Employment Handbook is presented as a guideline for student employment at the university. The policies, procedures, and rules described in this handbook are not to be considered an employment contract. Pittsburg State University reserves the rights to improve, modify, revoke, suspend, terminate, or change any or all policies, procedures, and rules, in whole or in part, at any time with or without notice. Major changes in policies, rules, and procedures will be published, and it will be your responsibility to include those changes in your handbook.

In some instances, the special nature of your unit will require policies, rules, or procedures that are unique to the needs of that area. Such policies, rules, or procedures may vary from those described in this handbook. Additionally, not everything that applies to PSU student employment is contained in this handbook. Where an issue is omitted, the prevailing policy or procedure as contained in other documents published by PSU will prevail.

Please direct questions to the Student Employment Office at x4145 or by email at [careers@pittstate.edu](mailto:careers@pittstate.edu) or to the director of the Office of Career Services.

## **II. Student Employee Definition**

A student employee is a part-time employee who is enrolled, or is to be matriculated as a student at Pittsburg State University, and whose primary purpose for being at the University is the achievement of a degree or certification. This person's employment is temporary and incidental to the pursuit of a degree or certification. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of an academic program. There is no guarantee of employment implied or otherwise.

Students may not perform any work or subsequently be paid for work performed until all steps in the hiring process have been completed.

### **A. Regular Student Employment**

Regular student employment positions are located in most departments, divisions, and buildings on campus. These positions do not differ from Federal Work-Study (FWS) jobs, except for funding and, therefore, are available to any eligible student regardless of financial need.

Pittsburg State University annually hires approximately 1100 students to work on-campus. Students seeking employment have an opportunity to work in many different employment positions. Some of the student employment positions include: student trainers, computer technicians, clerical assistants, photographers, tutors, lab assistants, lifeguards, research assistants, managers, reporters/writers, cashiers, painters, secretaries, custodians, and many more!

### **B. Federal Work Study Employment**

The Federal Work-Study (FWS) program is a federal financial aid program offered to students with demonstrated financial need as measured by the U.S. Department of Education. As authorized by Title IV of the Higher Education Act of 1965 as amended, the FWS program is partially funded by the federal government with a percentage match funded by the employer. The availability of funds is dependent upon the annual appropriation from Congress and allocation from the U. S. Department of Education, as well as departmental match.

The Title IV regulation 34 CFR 675.1(a) & 675.8(e) states, "The Federal Work Study (FWS) program provides part-time employment of students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education... (In addition) the institution shall award FWS employment, to the maximum extent practicable, which will compliment and reinforce each recipient's educational program or career goals."

Student employees who are employed under the FWS program are awarded FWS as part of their total financial aid package. FWS is available to both undergraduate and graduate students who demonstrate financial need and have satisfactory academic progress. To be considered for FWS employment eligibility, a student must complete and submit a Free Application for Federal Student Aid (FAFSA) each academic year. FAFSA's are available in the Student Financial Assistance Office or can be completed via the Internet at: <http://www.fafsa.ed.gov/>

- It is important to note that students who accept their offer of FWS are not guaranteed a job. Rather, they must follow the normal application process and apply for the jobs that interest them.
- FWS funds are restricted to students who are either citizens or permanent residents of the United States. International students with an F-1 or J-1 Visa are not eligible for FWS funds.
- Because FWS is a source of federal financial aid, the student's total gross FWS earnings for the year cannot exceed the FWS award amount - **up to a maximum of \$3,500 for undergraduate students and \$4,520 for graduate students** - for the academic year. Amounts can exceed these totals if a student meets certain qualifications. Students are encouraged to contact the Office of Student Financial Assistance for more information.
- Most of the FWS positions are on-campus; however, federal or state agencies, and non-profit or not-for-profit organizations may contract with PSU to hire FWS eligible students off-campus.
- FWS Community Service positions are defined as positions offering services which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include:
  1. Fields such as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement.
  2. Work in service opportunities or youth corps as defined in Section 101 of the National and Community Service Act of 1990, and service in the agencies, institutions and activities designated in Section 124(a).
  3. Support for students (other than for the institution's own students) with disabilities.
  4. Activities in which a student serves as a mentor for such purposes as: tutoring, supporting educational and recreational activities, and counseling (including career counseling).

To qualify for Community Service status, these services must be open to the general public and not limited to the university population. Contact the Student Employment Office for more information regarding community service.

### III. Eligibility for Student Employment

#### A. Student Enrollment Requirements

**Undergraduate Students:** All undergraduate students must be enrolled full-time during the academic year to be appointed to a student employment position. Full-time status for student employment purposes is considered at least six (6) credit hours each semester. For international students, full-time status is considered at least twelve (12) credit hours each semester for student employment purposes. If a student is not enrolled full-time, other than during summer, the unit must get approval from the Vice President-Administration and Campus Life to appoint the student. See “Exceptions” section (pg. 14) for information on students enrolled in less than six hours.

**Graduate Students:** Graduate students must be enrolled in at least three (3) credit hours each semester to be appointed to a student employment position. International graduate students must be enrolled in at least nine (9) credit hours each semester to be appointed to a student employment position. See “Exceptions” section for information on part-time student employees. *Note these enrollment requirements are for student employment positions only and graduate assistantships have different enrollment requirements.*

**Summer Employment:** Continuing and new students who have applied and been accepted for a summer session or the fall semester are eligible for summer employment as a student employee.

Students not enrolled in summer school may work as student employees provided they have applied and been accepted for the fall semester. Full-time status during the summer sessions is three (3) credit hours or more. If a student employee other than a non-resident alien is enrolled in less than 3 credit hours in the summer session, the student and unit will pay social security and Medicare taxes based on wages earned during the summer.

**NOTE: The above enrollment requirements do NOT apply to international students. Please refer to Section B regarding international student requirements.**

FICA will not be withheld from the student’s wages if:

- the student is appointed for the summer and enrolled in at least three (3) credit hours. This condition applies only to that particular session in which the student is enrolled.
- the student was enrolled in only the 2<sup>nd</sup> session of summer school. There will be no FICA withheld during the period from the 2<sup>nd</sup> session until the fall session.

#### **Other Requirements:**

- All student employees are required to complete an I-9, W-4, K-4 and other required employment and payroll documents. Students SHOULD NOT work until this paperwork is complete and on file with Student Employment. Additionally, payroll CANNOT be processed for a student employee until all the proper forms are completed.

- In order to complete the I-9, students must present both verification of identity and employment eligibility. For a complete list of acceptable documents, please see the I-9 link on the Human Resource Services website or contact the Student Employment office at x4145 for the most current information. There is also a list included in the Appendix of this handbook.
- All PSU employees, including those employed in student positions, are subject to a sex offender status check.
- Certain positions, as identified by university departments, offices, Human Resource Services and the Office of Equal Opportunity/Affirmative Action, require employees to complete a fiduciary check. The subsequent results are subject to review by professional staff in the Student Employment Office. If certain criteria are not met, a review may be conducted of the student's credit information. At that time the student will be contacted as to the exact procedure that will follow.
- When a student has graduated and/or will not be returning the following semester, they may only be employed up to the end of the semester in which they were last enrolled. When a unit is aware that a student is no longer enrolled, then it is the responsibility of that unit to terminate the student immediately. If the individual no longer qualifies for student employment and the unit wishes to continue to have the person as an employee, you may pursue a different employment status by contacting Human Resource Services.
- Incoming freshmen/new students are eligible to begin working on-campus after they have applied and been accepted for the summer session or the fall and/or spring semester.

## **B. International Students**

### **On-Campus Employment**

International students possessing an F-1 Visa or J-1 Visa may be employed under the regular student employment program. However, the student employment hiring process for international students is different than the process for U.S. citizens, and it is subject to change.

Before beginning employment, all international students must have work authorization for each semester they are employed, including summer sessions. To obtain authorization, all international students must first visit the International Programs and Services Office to obtain a "PSU On-Campus Work Permit". The initial permit will not be granted until the student has been hired and a Student Employment Appointment form has been initiated. Once the student has received a "PSU On-Campus Work Permit", he or she must apply for a Social Security card. The student may NOT begin work until they have received a social security *number (applied for a card, verified by presentation of a receipt to the employing unit)*, and a student will not be paid for any work until they have received a social security *card*. Both the number and card should be presented to the Student Employment Office as soon as possible. Students, both domestic and international, have four weeks to work after presenting a receipt for a social security card. Following the end of those four weeks, if no original card has been presented, the student will no longer be permitted to work pending a review of the individual circumstances surrounding the lack of a physical card.

The on-campus work permit must be obtained each semester a student is employed, including summer sessions and should be submitted to the Student Employment Office each semester. A new social security card does not need to be obtained each semester.

According to INS TITLE 8 OF CODE OF FEDERAL REGULATIONS (8 CFR), "On-campus employment must either be performed on the school's premises, (including on-location commercial

firms which provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location which is educationally affiliated with the school. Employment with on-site commercial firms (for example a construction company building a school building which do not provide direct student services) is not deemed on-campus employment for the purposes of this paragraph. In the case of off-campus locations, the educational affiliation must be associated with the school's established curriculum or related to contractually funded research projects at the post-graduate level.”

Students with F-1 Visas may work anywhere on campus. It is not required that their work be related to their respective courses of study but their employment should remain in accordance with U.S. Immigration and Naturalization Service (INS) regulations.

- Once a student has accepted an on-campus position and been presented a student employment appointment form, they must present their appointment form along with the required identification materials (see Appendix A) to the Student Employment Office and complete a substantial presence form and present proper documents to Human Resource Services before payroll may be processed.
- After the initial appointment, units employing non-resident alien (NRA) student employees will receive reminders prior to the beginning of the next semester or summer session that NRA students must update their work permit. NRA student employees must have turned in their work authorization to the Student Employment Office or Human Resource Services to continue working on campus.
- International students attending Pittsburg State University are allowed to work on-campus up to 20 hours per week while school is in session and 40 hours per week when school is not in session. (The only exception is those students that are eligible for “Special Student Relief”. The student must demonstrate that the employment is necessary to avoid severe economic hardship resulting from the emergent circumstances). Student employees may not work more than 40 hours in any week at any time.
- International students in both F-1 and J-1 Visa categories are required by the INS to be full-time students during the academic year, and must maintain full-time enrollment continuously to maintain proper immigration status. Undergraduate students are required to maintain at least twelve (12) credit hours each semester. Graduate students are required to maintain a minimum of nine (9) credit hours.
- Once an international student has obtained a “PSU On-Campus Work Permit” and obtained a “Student Employment Appointment Form” and letter verifying the start date for their employment from their employing unit, they may then apply for a social security number. The International Office will assist the student in completing all forms necessary to apply for a social security card and will make an appointment with the Social Security Administration, 801 South Broadway (Pittsburg, KS) to present the paperwork necessary to obtain their “work-only” social security number. If an international student has been previously issued a social security card that indicates "NOT VALID FOR EMPLOYMENT", it is not necessary for the student to apply for a new social security number. This type of social security card is valid for on-campus positions, but cannot be used for employment off campus without prior permission.
- A new and revised appointment form is needed for non-resident alien student employees for the situations noted in Section VI: Student Employment Appointments (pg. 17)
- F-1 and J-1 student employees will be required to complete a W-4 (employee’s withholding allowance certificate). The following items below present information about the sections of W-4 form (see Appendix B). Forms not completed in accordance with the information cannot be accepted.

- **Name:** Enter first name, middle initial, and last name (family name) as it appears on your United States Social Security card.
  - **Social Security Number:** A nine (9) digit United States Social Security number must be entered.
  - Social Security is a mandatory retirement system in the United States. Medicare is a health program. Any J-2 must pay social security or Medicare tax. F-1 and J-1 students working on or off campus with INS permission do not pay social security or Medicare taxes unless they are residents for tax purposes. Occasionally, employers erroneously withhold this tax when students have practical training authorization, but it is possible to obtain a refund if this happens. Instructions about how to apply for this refund, and more information about this topic, can be found in the "Social Security" section in IRS Pub. 519.
  - **Marital Status:** "Single" block should be checked regardless of actual marital status.
  - **Allowances:** Claim only one (1) for withholding allowance unless you are a resident of Canada, Mexico, Japan, or South Korea, or a U.S. national.
  - **Additional Amount:** Enter NRA (as stated in IRS Publication 519).
  - **Exempt:** Do *not* claim "Exempt" withholding status.
- ▶ Tax Treaties - Some countries have tax treaties with the US, but this does not mean that taxes do not have to be paid. Each treaty is different, and some say that a portion of the income will be exempt from taxes (not taxed). This benefit of a tax treaty is never stated on the W-4 form where it specifically asks if you are exempt from paying taxes. Instead, people who have tax treaty benefits may have to complete form 8233 at the same time as the W-4 form so that treaty benefits will be counted when monthly taxes are determined. Also, you will have to prove and explain your tax treaty benefits on form 1040 NR at the end of the tax year.

NOT FILING TAX FORMS, OR FILING THEM INCORRECTLY, COULD RESULT IN SEVERE PENALTIES, INCLUDING FINES AND INTEREST ON UNPAID TAXES. IT COULD ALSO IMPACT APPLICATIONS FOR PERMANENT RESIDENCY OR WORK VISAS.

Students will also have to complete a Federal I-9 form. To complete this form the student will have to present documents that establish identity and employment eligibility. Foreign passports most often only establish identity and students will most likely have to provide a Social Security card to establish employment eligibility. If the student is uncertain as to whether or not they have proper documentation, have them visit the Student Employment Office at 202 Horace Mann.

### **Off-Campus Employment**

An F-1 or J-1 international student may not work off-campus without prior authorization from the INS. According to FEDERAL REGULATIONS (8 CFR), "An F-1 student may be authorized to work off-campus on a part-time basis after having been in F-1 status for one full academic year provided that the student is in good academic standing as determined by the Office of International Programs and Services. J-1 regulations are similar, but are determined more on a case-by-case basis. J-1 students should contact the Office of International Programs and Services for more specific information.

Permission from the INS must be certified through the Office of International Programs and Services and in most cases will be limited to the following situations:

- Severe economic hardship. If other on-campus employment opportunities are not available or are otherwise insufficient, an eligible F-1 student may request off-campus employment work authorization based upon severe economic hardship caused by unforeseen circumstances beyond the student's control. These circumstances may include loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses.
- Practical Training. Students may apply for permission to work off campus for a company that would directly contribute to the students' educational objective for professional development or training. Federal Regulations provide for two options for such training:
  - ▶ Curricular Practical Training. This training is pursued while a student is still registered as a full-time student at PSU and can take the form of an internship. The work must be directly applicable to the student's major field of study, and unless required, must be credit bearing on the student's transcript. The application process requires a letter from the Dean or Chair of the major department recommending the training as a desired part of the curricular process. Curricular Practical Training may be engaged in on a part-time (20 hrs/week), or a full time basis. Full time training in this area for 12 months will preclude the student from participating in optional practical training.
  - ▶ Optional Practical Training. This training may be pursued while a student is still pursuing the degree or after completion of the degree. The student must apply through the Office of International Programs and Services before the completion of the degree program. Permission for this training is limited to 12 months of full time employment. It may be taken in pieces and may be used for half time employment (counting only 50% toward the 12-month limit). Most students like to save this option for after graduation so they can use the entire 12 months in a professional capacity. The work must be in the field of study, but course credit is not required. The employer does not need to be known at the time of application.

Questions regarding status or work permission should be directed to the Office of International Programs and Services in Whitesitt Hall.

## **IV. Student Employment Regulations**

### **A. Work Hours Eligibility**

Student employees may work a **maximum of 20 hours per week** while school is in session and 40 hours per week when school is not in session. Student employees may not work more than 40 hours in any week at any time. See “Exceptions” section for information on students working more hours.

### **B. Overtime**

Student employees may work a maximum of 40 hours per week during vacation periods as defined previously. Student employees are non-exempt under the Fair Labor Standards Act (FLSA), A, B, and C student groups (see Section V. C of the FLSA.), and may NOT be scheduled to work or be paid overtime.

### **C. Hourly Rate of Pay**

Student employees appointed to hourly positions are paid the federal minimum wage. The current federal minimum wage is \$7.25 per hour. See “Exceptions” section for information on special pay rates.

### **D. Multiple Appointments**

Units should ask their student employees if they are currently working in other on-campus student employment positions. Should a student be allowed to hold more than one on-campus job, he or she must schedule work such that the total number of hours does not exceed the allowed maximum of 20 hours per week **while school is in session** and 40 hours per week when school is not in session.

### **E. Nepotism**

Persons may be appointed to positions without regard to family relationship or to living arrangements with other members of faculty or staff. If a person is in a position which requires an evaluation or a personnel decision such as those concerning appointment, scheduling, supervision, retention, promotion, discipline, tenure or salary of a family member or a member of such person’s household, such condition shall be deemed a conflict of interest and that person shall not participate in such a decision, and that person shall not participate in any group or body which is considering any such decision.

This prohibition does not apply to supervising or managing relationships existing prior to July 1, 1991.

### **F. On-The-Job Accidents & Workers Compensation**

All employees are covered by the Kansas Workers Compensation Law, which provides compensation for job-related injuries. Workers Compensation is an insurance plan provided by Pittsburg State University to pay certain benefits to employees who are injured in accidents that arise out of and in the course of employment.

### ***What if an accident occurs?***

If a student has an accident or is injured at work, they must immediately notify the supervisor and seek medical help if needed. If the injury is minor/non-life threatening the student employee should be seek medical attention at the Student Health Clinic. Serious/life-threatening injuries should be treated at the emergency department at Via Christi Hospital, Pittsburg, KS.

Students will be excused from work in order to obtain medical treatment on the day of the accident or injury. Additionally, the student will also be excused from work to obtain further medical treatment related to the injury. He/she must, however, limit absences from work to the time required to receive medical attention only. The student may also be required to furnish satisfactory proof of having received medical treatment.

Within 5 days of the accident, the student must complete an Incident Report (available at: <http://www.pittstate.edu/office/hr/forms-on-line.dot>) and give it to their supervisor. The supervisor will sign the Incident Report and give the student a copy. The Incident Report must be completed even if the student does not miss work or seek medical treatment! If the report is not completed within 5 days of the incident, the student could be denied workers compensation benefits. Have the student immediately notify their supervisor if they miss work or seek medical treatment at a later date.

Contact the PSU Human Resource Services Office for more information regarding on-the-job injuries.

### **G. Absenteeism & Tardiness**

Pittsburg State University expects all employees to assume responsibility for their attendance and promptness. If a student is unable to work for any reason, they must notify their supervisor as soon as possible. In the case of an extended absence, the student should inform their supervisor of the anticipated length of their absence. A student may not be paid for hours that were not actually worked. The Student Employment Office encourages supervisors of student employees to set and regulate policy and set procedures for what is an acceptable manner for which students should call in to work to report an absence.

### **H. Employment Benefits**

Student employees are not eligible to receive most employment benefits such as, but not limited to: paid vacation, sick leave, holiday leave, life or medical insurance, overtime pay, unemployment insurance, and retirement benefits. Additionally, student employees are not eligible for either holiday credit or holiday pay. They are paid at the straight-time rate for hours worked on the holiday.

### **I. Income Tax Withholding on Student Wages**

Wages paid to a student employee through the payroll system may be subject to the following withholding taxes: Federal Income Tax, State Income Tax, and FICA Tax (Social Security). The withholding of federal and state taxes is dependent upon the student's biweekly gross income and how the student files their W-4 and K-4 Forms.

The following summarizes Internal Revenue Service information for U.S. citizens and resident aliens. For complete information, you should see the appropriate IRS Publication

(<http://www.irs.ustreas.gov/formspubs/index.html>). Publications may be ordered from the IRS by calling 1-800-829-3676.

### **W-4 & K-4 Forms**

All employees must complete W-4 and K-4 forms (see Appendix B) so that PSU can withhold the correct amount of federal and state income tax from pay. It is important that the name on the W-4 and K-4 is the same as the name on your social security card. If a student needs to change their name on their social security card, they should apply for a new card at the Social Security Administration Office, 801 South Broadway (Pittsburg, Kansas). A student may seek advice from the Internal Revenue Service regarding how to file their form W-4 or K-4 by calling the IRS toll-free number at 1-800-829-1040.

A student is not automatically exempt from tax withholding based upon their student status. The amount of tax that is withheld from pay is determined by the following:

- (A) The amount of wages paid to the student.
- (B) The withholding tables are different for single and for married employees. If the student is married, they may choose to have withholding at the higher single rate.
- (C) The number of withholding allowances claimed on the W-4 and K-4 may be different from the number of exemptions claimed on the tax return. The process of determining the correct number of withholding allowances begins with the number of personal exemptions the student expects to claim on the tax return. This number is then increased or decreased based on the student's financial situation as outlined on the "personal allowances worksheet."
- (D) Students may claim exemption from income tax withholding if they had no tax liability last year, and expect no tax liability for the current year.

*Note: Students cannot claim exempt if:*

- (1) Their income for the current year exceeds \$650 and includes unearned income (e.g. interest and dividends), and
- (2) Another person can claim them as a dependent on their tax return.

To claim exempt from federal and state income tax: Write "Exempt" on the last line of the W-4a and/or K-4. Do not complete lines 5 and 6. No federal or state income tax will be withheld from the paid amount if the student claims exempt. The exemption is good for the current calendar year only and will expire February 15th of the following calendar year.

Students can have additional federal and/or state income tax withheld by requesting an amount on the W-4 and/or K-4.

### **W-2 Form**

Students will receive a W-2 Form around the last week in January of the following year. W-2's are sent to their permanent address. It is important that students notify HRS, 204 Russ Hall, of any address

changes by December 1st of each year. Student employees should change their permanent address in the Registrar's Office in addition to notifying HRS.

### **J. Vacation/Holidays/Breaks**

Non-exempt student employees are not eligible for paid vacation, holiday credit, or holiday pay. They are paid at the straight-time rate for hours worked on the holiday. Rest breaks are a privilege and are granted entirely at the discretion of the supervisor. PSU policy generally allows two rest periods during an 8-hour workday. If granted, rest periods will not exceed 15 minutes during the approximate middle of each half-day of work. When granted, rest periods will be taken at a time designated by the supervisor and in a manner which does not interfere with the efficiency of the office.

### **K. Exceptions**

The authorized signature for the unit must request approval from the Vice President-Administration and Campus Life for the following exceptions:

- **Work Hours:** If a student employee works more than 20 hours per week other than a week classes are not in session during the fall and spring semester. Note: Approval is not required if a student employee works 40 hours during the summer.
- **Multiple Appointments:** If the student is appointed to more than one appointment. Note: Units should ask student employees if they have other positions on campus and request approval each semester if needed. Positions may be verified with the Student Employment Office if necessary.
- **Special Pay Rate:** If a student employee will be paid a special rate. Note: Special rates cannot be paid from general funds. If a student employee will be paid more than minimum wage from non-general use funding and/or college work study funds special permission is required.
- **Student Enrolled in less than 6 hours:** If a student employee is enrolled in five (5) hours or less in the fall and spring semester. Note: Unless the student employee is a non-resident alien (NRA), the unit and employee will pay social security and Medicare taxes for these student employees. Although approval is not required if the student employee is enrolled in less than 3 credit hours in the summer session, the unit and employee will pay social security and Medicare taxes based on wages earned during the summer.

*NRA student employees should always be exempt from social security and Medicare taxes.*

Approval for exceptions must be requested each semester. The request must be approved before it will be effective. Requests will not be approved retroactively. Requests should be made via e-mail to [wpeterso@pittstate.edu](mailto:wpeterso@pittstate.edu).

## V. The Hiring Process

The Student Employment Office acts as the hub for students seeking part-time on- and off-campus employment. All vacancies for student employment positions are to be filled similarly to other vacancies – openly and in a non-discriminatory manner. Compliance with guidelines for use of federal money requires that all student employees be treated equally. Therefore, advertising your position vacancy is not only required by University policy, but will allow you to reach a broader audience of qualified student applicants.

### **Step One: The Job Description**

All positions require an approved job description. (See Appendix C for job description form). This job description should include the job title, position id number (if known), overall job duties and responsibilities, and any other qualifications for the position. If you are creating a new position: once a job description is received and approved by the Student Employment Office, it will be assigned a job position number by Human Resource Services.

It is encouraged for all units to periodically review and revise the job descriptions for all student employment positions. Current descriptions held by the Student Employment Office can be viewed at the following URL by selecting the appropriate unit and job title/number: <https://go.pittstate.edu/career/job.desc>

If changes are necessary to the position description, changes should be submitted to the Student Employment Office via email at [gorillas4hire@pittstate.edu](mailto:gorillas4hire@pittstate.edu).

### **Step Two: Posting the Position**

When a vacancy occurs, contact the Student Employment Office at x4145 or by e-mail at [gorillas4hire@pittstate.edu](mailto:gorillas4hire@pittstate.edu) to post the position. PSU policy requires ***all on-campus student employment positions to be posted with Career Services for a minimum of three days***. Other equal opportunity recruitment sources may be utilized in addition to the Career Services posting (i.e. centrally located departmental bulletin board, bulletin board in the Overman Student Center, BULK-E).

Any position may be posted as long as needed, provided the minimum 3-day requirement has been met. Advertised deadlines shall not be shortened once a position is posted. To post a position the following information will be needed:

- Position Number associated with the job description
- Job Title
- Department Name
- Department Contact
- A brief description/duties of the position
- Required qualifications (i.e., classification, work study eligibility, ability to pass a fiduciary check, preferred majors, specific gpa, etc.)
- Application Procedures (Apply through Gorillas4Hire, within the unit or via a specific email address)
- Required components: Cover letter, resume, references, availability, etc.

- Attach a *Word* version of a departmental application if one is required. (Gorillas4Hire has the capability to upload the application and the student can then download it, complete it and then re-upload the completed version and submit it with a resume or by itself through Gorillas4Hire.)
- If the students are to apply through Gorillas4Hire, indicate the unit contact person who should receive resumes.

**NOTE:** Student Employment does not make referrals for jobs without the above listing, nor are work appointment forms processed without the above listing. Therefore, it is very important that each vacancy has an open opportunity for all eligible students to apply. In cases where it is not logistically possible for the unit to accept resumes, the Student Employment Office may be listed as the contact person. In such cases, resumes will be collected and sent to the supervisor to proceed with the interviewing and hiring process. However, all job postings must contain the identity or location of the position.

### **Step Three: The Application Process**

*How do Students apply through Gorillas4Hire and how does an employer review those applications?*

#### **1. Registration**

Students must first sign up for Gorillas4Hire by following the instructions which can be found on the Career Services website at:

<http://www.pittstate.edu/office/careers/student-employment/gorillas4hire.dot>

Students may also choose to print off the Gorillas4Hire Registration Card and fax it to our office at 620-235-4008 or come to 202 Horace Mann to complete a registration card.

#### **2. Confirmation**

Once students have signed up and their account has been approved, they receive a confirmation email within 24 hours. They complete their registration in Gorillas4Hire by clicking on the student link below and select "**Click here to register!**"

#### **3. Completion**

After completing their registration, students may use all of the features offered through Gorillas4Hire, including uploading resumes, searching and applying for jobs.

#### **4. Application**

All students interested in applying for student employment through Gorillas4Hire must be registered and have a resume uploaded to the program. Should a student want to apply for a particular position, a copy of their resume will be sent to the unit's contact person only upon the student's request. Employers are encouraged to screen resumes for students they wish to interview, using criteria such as communication skills, work experience, and availability.

- When a hiring decision has been made, or sufficient applications have been received, phone Student Employment (x4145) or email a notice to [gorillas4hire@pittstate.edu](mailto:gorillas4hire@pittstate.edu) to have the listing removed from the daily postings.
- Applicant pools are valid for one semester. If the position becomes vacant during the same semester an applicant from the initial pool may be considered. If there are no suitable applicants, you the position shall be reposted for at least the minimum three days, or until you obtain

sufficient applicants. However, it is not required to use the same applicant pool for an entire semester. A position may be reposted with the Student Employment Office at any time. All resumes and any supplemental applications must be retained by the hiring unit for one year.

*How do students apply directly to the unit?*

All interested students will be referred to the proper location to apply for the student employment position. Be sure your application documents do not ask for illegal or potentially discriminatory information. If in doubt, contact the Student Employment Office or Equal Opportunity Office.

## **5. The Interview**

When interviewing student applicants, the hiring office, department or program should have more than one member of the unit staff involved in the interview process if possible. In addition, if a sufficient applicant pool exists, **the unit should interview at least one applicant more than the number of positions to be filled.** Units may conduct the student interview process prior to the posting's closing date; however it is important that all incoming applications received prior to that deadline date receive equal review. It is not appropriate to extend an offer to a student before the closing date of the search.

When conducting an interview, it is important to ensure that the student is asked proper and legal questions. Please see Appendix D for example questions. For further information on how to conduct interviews for student positions please contact the Student Employment Office or the director of Career Services.

# **VI. Student Employment Appointments**

Once a hiring decision has been made and an offer of employment is accepted, an appointment form must be completed for the student employee, including non-resident alien (NRA) students.

## **A. Appointing NEW Student Employees:**

1. Log in to **GUS**
2. Under **Miscellaneous Processes** locate the **Appoint/Revise Student Employee link**
3. Choose **your department's main link** (i.e., Career Services)
4. From the **pull down menu**, select the position you wish to fill (i.e., Data Entry Operator). Please note the number of students you have appointed to this position. The maximum is 99. If you have close to 99, contact Human Resource Services to set up a new position number.
5. Click **Choose Position**
6. To appoint a new student employee, enter the **Student Employee's ID number** and click **Fill Position**.

7. Once you enter the Student Employee's ID number and Fill Position, complete the Online Student Appointment Form by completing the fields for **First Day of Work** and **Fund/Unit Number**.

8. Click **New Appointment**.

- The completed appointment form will appear on your screen. Please print a copy for your records! Also note the specific directions on this form indicating whether or not the student must personally report to the Student Employment Office (202 Horace Mann) to complete this process and provide proper identification (ex. picture ID and social security card).
- Please note that if a student must pass a fiduciary check as a condition for employment that extra time will be required for the Student Employment Office to process the appointment. The student **IS NOT ALLOWED** to work before the process is complete, as ineligibility as identified by the credit report could eliminate the potential employee's eligibility for hire.
- If a student has previously been employed on campus, they may not be required by the system to complete new paperwork. However, please remind them that if their name, withholding status, pay address, or direct deposit account information has changed they should still report to either the Student Employment or Human Resource Services Office to make the needed changes.
- The unit's office will be notified via email when the paperwork is complete and the appointment has been approved. Please note that until the student completes the proper paperwork, they will not be available for time entry.

### **B. Student Notification of Filled Vacancies:**

As a general rule and common courtesy to those students who have applied for a position and have not been selected to fill the vacancy, official notification should be sent. It is not necessary to send a letter, however, that is acceptable. In most cases it would be most efficient for both the student and the unit to email those students who were not hired informing them the position has been filled.

For positions requiring a resume to be submitted through Gorillas4Hire, the Student Employment Office has the capability to send a mass email to all applicants notifying them of the status of the position. Please note this option is not available to positions that are only posted in Gorillas4Hire, but do not require students to apply through the system. The Student Employment Office does not voluntarily send out notifications when a position has been closed, whether applicants applied through Gorillas4Hire, email or in person. Ultimately it is the responsibility of the unit to ask that an email be sent through Gorillas4Hire or to otherwise inform the students that a position has been filled.

Units choosing to use the mass email through Gorillas4Hire option need to send a request to [gorillas4hire@pittstate.edu](mailto:gorillas4hire@pittstate.edu) including the position number the applicants applied for, the text of the email and any names you wish to exclude from the email (i.e., finalists that will be personally emailed, the new hire).

### **C. Revising Student Appointment:**

1. If revising a student's funding source or pay rate, follow steps 1-6 above then click on link for the student you wish to revise. All currently appointed students in the position selected will be linked at the bottom of the page.

2. Choose **Revision Type** (Funding Source or Rate Change)

3. Complete fields for: **New Funding Source** or **Pay Rate Change** and **Effective Pay Period Beginning**
4. Click **Revise Appointment Form**. The completed revision will appear on your screen. Please print a copy for your records.

**Revising a Student Employment Appointment with Pay Increase:**

Student Anniversary Date Lists are located on the Timekeepers Menu in your GUS Menus.

Students who are eligible for a pay increase will be identified on your Student Employee Anniversary Dates List by a red date followed by an asterisk (\*) in the Pay Increase Anniversary Date column. You will need to click on the position number link for each student who is eligible if you wish to give them a pay increase at this time. This will open a new window to the Student Appoint Process revision web page. Enter a rate change for the student, revise the appointment, and close the window. Your departmental list will still be available in the original window for you to continue with your pay increases. The pay increases will not appear in your listing until HRS has processed the appointment change.

After the pay increases have been implemented for this pay period, you will be notified one pay period in advance when you have students who will be eligible for a pay increase. The dates in the Pay Increase Anniversary Date column on your list will be identified in red with an asterisk from the date two pay periods before the anniversary date and up to the anniversary date. Timekeepers will initiate a rate change by clicking on the position number link and revising the appointment form.

Please contact the Human Resource Services office if you have any questions about the procedure or a particular situation as regulations change based on funding sources. Some pay increases require special permission from the Office of the Vice President for Administration and Campus Life.

**Federal Work Study Funding:**

If a new appointment form indicates that a student will be paid from Federal Work-Study (FWS) funds, Human Resource Services will run an eligibility check to determine those students who have work-study eligibility. When a student is FWS eligible, the payroll system will automatically switch funding from state to FWS. *Note: The system will not switch to FWS funds if the student employee has work study eligibility in the summer but is not enrolled in classes.*

Units do not need to complete an appointment form to switch funding from FWS to state and vice-versa. Human Resource Services will notify units of the following situations:

- The student's funding has been switched from FWS to state funds or vice-versa.
- Funding from FWS will continue if the student has exceeded their work-study appointment amount but has eligibility remaining.
- The student has "unmet need" and should see the Student Financial Assistance Office about their FWS eligibility.

Human Resource Services will also confirm work-study eligibility for “continuing” students at the beginning of each academic year. The unit should notify Human Resource Services of the amount to be paid from FWS funds.

Due to federal regulations, FWS funds will not be used if the pay period dates fall entirely outside dates that classes are in session. The system will automatically change funding for the pay periods as needed.

### **Emergency Appointments:**

Some positions perform vital functions that cannot be left vacant during a normal search for a new employee, as when the regular student employee becomes suddenly unavailable for work. In such rare circumstances, exceptions can be granted through Student Employment. However, every effort must still be made to fulfill the spirit of the law. For example, a temporary replacement might be hired immediately, but only until the regular posting/application/selection process can be completed.

### **Required Documents must be completed in the Student Employment Office:**

Once a student has been hired for a position and an appointment form has been submitted, the student will need to complete the following documents in the Student Employment Office:

- Employment Eligibility Verification/INS Form I-9
- Statement Concerning Employment in a Job Not Covered by Social Security
- Forms W-4 & K-4
- Employee Information Form
- State of Kansas Employee’s Oath
- State of Kansas Substance Abuse Policy – Affirmation Form
- Direct Deposit Authorization
- Some students may be required by position to complete a Candidate Consent and Disclosure Form which is required to complete a fiduciary check.

In addition, the student will need to present proper identification documents. Refer to Appendix A for a list of acceptable documents.

## **VII. Supervisor Responsibilities**

The role of the student work supervisor is vital to the success of any student work-learning program, and, to be effective, the supervisor must perform a wide range of activities. It is the supervisor who provides the training, guidance, and instruction required in a work-learning program. So, it is the supervisor who is the key to the quality of work performance and learning that takes place on the job.

### **A. Student Employee Orientation and Expectations:**

A key to successful management of student employees is clarity of expectations. Giving a clear understanding of your expectations to the student provides him/her with the tools to be successful in their job performance. Previous work experience, even in the same organization, does not mean students will automatically know your expectations. Workplaces differ in too many ways for anyone to

generalize about “what goes” and what is taboo at any given work site. Providing the student answers to the following questions would be very beneficial in setting up work expectations for the employee.

1. *What is proper attire for your unit?*
2. *Who is the person to whom the student reports?*
3. *How flexible is the schedule?*
4. *Are there specific grooming requirements?*
5. *Can the phone be used for local personal calls? If so, under what conditions? Is it okay to accept cell phone calls?*
6. *Can computers, copiers, or other tools and equipment of specific sorts be used for personal use? If so, under what conditions?*
7. *Are friends or family allowed to be in the work place when the student is “on the clock?” If so, under what conditions?*
8. *If keys are distributed, are there rules about having anyone else in the secured area when others are gone?*
9. *If rules of particular kinds are not followed, what are the consequences?*
10. *What are the policies about missing work for emergencies or health reasons?*
11. *What is the most acceptable/least acceptable form of communicating an absence from work? (i.e. texting, email, phone, etc.)*
12. *Are there preferred ways people in the unit are to be addressed? What are they?*
13. *What kind of performance evaluation will be used and when?*
14. *Will there be times beyond the regular schedule when the work will demand student involvement?*
15. *When a student finishes assigned tasks, what is expected? (i.e., Who else should they check with for tasks? Should they leave before the scheduled shift is complete? Is homework/Facebook/online shopping, texting OK?)*

#### Additional Expectations:

1. The student employee should always arrive at work on time and let the supervisor know that he/she is reporting to work.
2. The student employee should request permission in advance to be absent from work if special circumstances arise. The student employee should ask his/her supervisor to define “special circumstances”.
3. The student should have ample time to ask questions.

### ***Scheduling***

At this time, specific hours that the student will work should be agreed upon. The supervisor should explain that, while some flexibility may be possible during certain times such as exam period, these are the hours which the student is expected to work and that the student is assuming the responsibility to be there on time, ready to work. Students’ work hours must not be during their scheduled class hours.

### ***Payroll and Timekeeping***

A major responsibility of the student employee's supervisor is to ensure that the student employee records actual hours worked. The supervisor should become thoroughly familiar with the payroll procedures and deadlines. The student must submit a signed time sheet to their supervisor for each payroll period. The supervisor must verify the accuracy of the hours and submit the time sheet to the unit’s payroll/timekeeper representative.

Student employee work hours should be verified. Remember there is a limitation of 20 hours per week during periods when the University has classes in session and 40 hours per week during vacation and holiday periods. Paychecks are distributed to student employees biweekly through electronic deposit or payroll debit card. The pay schedule can be found by visiting:

<http://www.pittstate.edu/office/hr/payroll-information/pay-schedules.dot>

All employees of the State of Kansas are required to enroll in direct deposit. Student Employees are required to complete the authorization form as part of the approval process by the Student Employment Office. It will be necessary to present a deposit slip, voided check or account information card at the time of enrollment for direct deposit. A bank/debit card or account number will not work for enrollment purposes.

### **VIII. Job Location & Development Program**

The Job Location & Development Program (JLD) is coordinated from the Career Services Office and is intended to expand off-campus job opportunities for students who are enrolled and who want jobs regardless of financial need. Jobs are located and developed under the JLD Program for Federal Work Study (FWS) and non-FWS eligible students. The JLD Program encourages students to participate in community service activities.

JLD community service jobs are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to the needs of community residents. Community services are those the school has identified by working with local nonprofit, governmental, and community-based organizations. Appropriate jobs are those in fields such as health care; child care; literacy training; education (including tutorial services); housing and neighborhood improvement; rural development; and community improvement and jobs that provide supportive services to students with disabilities.

Any student interested in locating off-campus job opportunities under the JLD program should contact Career Services for more information.

### **IX. Student Employee of the Year Program**

An objective of the Student Employment Program is to contribute to the comprehensive development of students by providing and recognizing the multi-faceted co-curricular experiences students have at Pittsburg State University. Pittsburg State University, as a member of the Midwest Association of Student Employment Administrators (MASEA), sponsors an annual “Student Employee of the Year Award Ceremony”.

This program serves as a wonderful opportunity for all student employees to be recognized for their hard work and dedication to Pittsburg State University. Supervisors are strongly encouraged to nominate

those students who they believe exemplify the highest standards of performance for this award. Nominations are usually requested in the beginning of the Spring semester.

To be eligible, students must be employed at PSU for a minimum of three months full-time or six months part-time during the academic year. Students must be nominated by a supervisor. In addition, all students nominated, as well as their families and supervisors, are invited to a reception and award ceremony to celebrate Student Employment Week, held each April.

## **X. Evaluations/Termination**

### **Evaluations:**

As part of the duty of a learning institution, students should be given the opportunity to learn and grow from their on-campus positions. The Office of Career Services encouraged that each unit develops a process for evaluating a student employee's job performance following the minimum procedures.

- 1) After accepting the job offer, the student employee should be informed of the unit's evaluation process.
- 2) A unit may establish a formal evaluation system for student employees. Sample evaluation forms can be found at <http://www.pittstate.edu/office/careers/students/policies.dot> and in the Student Employment Handbook (see Appendix F for recommended form).
- 3) Formal evaluations should be given at least once a semester. If the formal evaluation is verbal, the student may request the results of the evaluation be provided in written form. If the formal evaluation is in written form, both the supervisor and the student employee should sign the form upon completion. A copy of the signed form should be given to the student and a copy maintained by the unit in the student's personnel file.
- 4) The evaluation should be done by the immediate supervisor, though consultation with the unit supervisor is appropriate, if necessary. Written documentation should be maintained throughout the employment period to support the evaluation. If a student receives any "unsatisfactory" or "needs improvement" rating on an evaluation, suggestions should be offered for improvement and a reasonable time allowed in order to make those improvements prior to the next evaluation. If failure to improve performance is grounds for dismissal, the student must be advised as such.

### **Termination:**

Termination of a work appointment may occur for various reasons. Some possible reasons are loss or depletion of funding, completion of a given project, poor work performance/personal conduct, or attaining the upper limit of one's earnings. In addition, graduation results in automatic termination, as the individual is no longer a student. There are no provisions for unemployment compensation. Students are never guaranteed employment for any set period of time, nor of continuing employment.

Units may not terminate employees based on race, religion, color, sex, disability, marital status, sexual orientation, national origin, age, ancestry or political affiliation. Students who believe they may have been terminated due to the above listed reasons may contact PSU's Equal Opportunity Office for assistance.

Students who feel they have been unfairly terminated for reasons other than those listed above may contact the Office of Career Services at ext. 4140.

## **XI. University Policy: Equal Opportunity/Affirmative Action**

### **Equal Opportunity:**

Pittsburg State University is committed to a policy of equal opportunity for all members of the University community. To ensure that all individuals have the opportunity to realize their employment goals and/or their educational goals and potentials, the University shall conduct all endeavors and activities without discrimination based on race, religion, color, sex, disability, marital status, sexual orientation, national origin, age, \*ancestry, or political affiliation. Equal opportunity for employment, education, and educational-related activities shall be extended to all qualified persons.

### **Affirmative Action:**

To implement the principles of equal opportunity, Pittsburg State University maintains an Affirmative Action plan, program and procedures as articulated through the relevant federal and state laws, rules and regulations.\*\* Affirmative Action promotes the increase of participants and level of involvement in the University of underutilized minorities, women, persons with disabilities and those veterans who are included in relevant legislation. Affirmative Action takes into consideration the availability of persons who compose the underutilized groups and the factors involved in increasing participation among said groups. The foundation elements of the Affirmative Action plan, program and procedures at Pittsburg State University are good faith, reasonableness, equality and leadership.

\*As specified by law

\*\*Executive Order 11245, as amended; Revised Order No. 4, Title VI

## **XII. University Policy: Sexual Harassment**

Sexual discrimination in the form of sexual harassment, defined as the use of one's authority or power to coerce another into unwanted sexual relations or to punish another for his/her refusal, or the creation by a member of the University community of an intimidating, hostile, or offensive working education environment through repetitive verbal or physical conduct of a sexual nature, shall be a violation of Pittsburg State University's Affirmative Action Policy.

*For information on PSU's Grievance Procedure see <http://www.pittstate.edu/office/coaa/grievance-procedures/>*

### **XIII. University Policy: Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability in employment, programs and services provided by state and local governments, goods and services provided by private companies, and in commercial facilities.

The ADA was signed into law on July 26, 1990. It contains requirements for new construction, for alterations or renovations to buildings and facilities of private companies providing goods or services to the public. It also requires that State and local governments provide access to programs offered to the public. The ADA also covers effective communication with people with disabilities, eligibility criteria that may restrict or prevent access, and requires reasonable modifications of policies and practices that may be discriminatory.

The ADA gives the Department of Justice (DOJ) authority to issue regulations for title II and III of the ADA and to provide technical assistance and enforcement. The Department also has authority to certify that a State or local accessibility code is equivalent to the ADA's requirements for new construction and alterations.\*

*\*From U.S. Department of Justice Americans with Disabilities Act Home Page: [www.usdoj.gov/crt/ada/adahom1.html](http://www.usdoj.gov/crt/ada/adahom1.html)*

### **XIV. University Policy: OSHA**

*Occupational Safety & Health Administration, U.S. Department of Labor*

The purpose of this rule is to reduce the number of job-related fatalities, illnesses, and injuries. The rule will accomplish this by requiring employers to establish a workplace safety and health program to ensure compliance with OSHA standards and the General Duty Clause of the Act (Section 5(a)(1)).

General Duty Clause means the General Duty Clause of the OSH Act, Section 5(a)(1), which states that “[e]ach employer...shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.”

*\*Information from OSHA web site: <http://www.osha.gov/>*

**XV. Appendixes**

A. Lists of Acceptable Documents ..... 27

B. Form W-4..... 28

C. Form K-4 ..... 29

C. Job Description Form..... 30

D. Student Employee Interview Questions ..... 31

E. Student Employee Evaluation Form ..... 32

F. Student Employment Policy ..... 34

For web version users please see HRS website for most current form.

For web version users please see HRS website for most current form.

For web version users please see HRS website for most current form.

# STUDENT EMPLOYMENT JOB DESCRIPTION

**POSITION:**

**TITLE:**

**DEPARTMENT:**

**SUPERVISOR:**

**NUMBER OF OPENINGS:**

**WORK SCHEDULE:**

**WAGE/SALARY:**

**REGULAR HOURS:**

**EMPLOYMENT START DATE:**

**JOB DESCRIPTION:**

**EDUCATION REQUIRED:**

**QUALIFICATIONS:**

**APPLICATION INSTRUCTIONS:** Apply through Gorillas4Hire? Y or N  
Other Instructions:

**CONTACT (email or phone):**

**HAZARDS:**

**EQUIPMENT USED:**

## **Student Employee Interview Questions**

*What do you know about our office/department/program?*

*Why are you interested in this job?*

*Tell us a little bit about you and/or your work experience.*

*What type of computer (or other relevant) experience do you have?*

*Give us an example of how you handle multiple priorities/tasks.*

*Give us an example of how you handled an angry customer.*

*What are your strengths?*

*What are your areas for improvement? What plan do you have in place?*

*Are you involved in any on-campus activities?*

*How would you describe your personality?*

*How do you feel about working with pre-determined deadlines?*

*What has been your most valuable work experience?*

*If I were to call your most recent supervisor, what would they say about you?*

*Why should we hire you?*

Pittsburg State University  
STUDENT EMPLOYEE EVALUATION FORM

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

RATING PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**Evaluation Scale:**

- 5 – Excellent; consistently above and beyond requirements
- 4 – Good, often goes beyond stated requirements
- 3 – Satisfactory, meets requirements
- 2 – Needs improvement, partially meets requirements
- 1 – Unsatisfactory, does not meet requirements

	(1) Unsatisfactory	(2) Needs Improvement	(3) Satisfactory	(4) Good	(5) Excellent
<b>Quality of Work:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments \_\_\_\_\_  
\_\_\_\_\_

<b>Quantity of Work:</b>	<input type="checkbox"/>				
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Comments \_\_\_\_\_  
\_\_\_\_\_

<b>Cooperativeness:</b>	<input type="checkbox"/>				
-------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Comments \_\_\_\_\_  
\_\_\_\_\_

<b>Attendance/Timeliness:</b>	<input type="checkbox"/>				
-------------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Comments \_\_\_\_\_  
\_\_\_\_\_

<b>Dependability:</b>	<input type="checkbox"/>				
-----------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Comments \_\_\_\_\_  
\_\_\_\_\_

<b>Initiative:</b>	<input type="checkbox"/>				
--------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Comments \_\_\_\_\_  
\_\_\_\_\_

**Appearance:**                                                           

Comments \_\_\_\_\_  
\_\_\_\_\_

**Care of Equipment:**                                                   

Comments \_\_\_\_\_  
\_\_\_\_\_

**Organization of Work:**                                                

Comments \_\_\_\_\_  
\_\_\_\_\_

**Judgment:**                                                           

Comments \_\_\_\_\_  
\_\_\_\_\_

**Conduct on the Job:**                                                   

Comments \_\_\_\_\_  
\_\_\_\_\_

**GENERAL RATING:**                                                   

Comments \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature of Supervisor \_\_\_\_\_

- \_\_\_ 1. Initial employment evaluation complete
- \_\_\_ 2. 30 day probation
- \_\_\_ 3. Removed from probationary status
- \_\_\_ 4. Continue on probation for 1 month
- \_\_\_ 5. Terminated
- \_\_\_ 6. Next evaluation scheduled for \_\_\_\_\_

**Student Employee Acknowledgement of Evaluation**  
(Acknowledgement does not necessarily agree with rating)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Student Employment Policy**

## *Pittsburg State University*

### **Statement of Equal Opportunity and Nondiscrimination**

Pittsburg State University is committed to a policy of equal opportunity for all members of the university community. To ensure that all individuals have the opportunity to realize their employment goals and/or their educational goals, the university shall conduct all endeavors and activities without discrimination based on race, religion, color, sex, disability, marital status, sexual orientation, national origin, age, ancestry, or political affiliation. Equal opportunity for employment, education, and educational-related activities shall be extended to all qualified persons.

### **I. Introduction & Definition of Student Employment**

#### **A. Introduction**

The Student Employment Policy is written to ensure compliance with Equal Opportunity and Nondiscrimination policies. In order to make certain the above named policies are upheld, the following procedures regarding the recruitment, hiring, evaluation, discipline and termination have been approved by President's Council and are mandated as the proper processes for all Student Employment positions. Specific questions regarding this policy may be directed to the Office of Equal Opportunity, ext. 4185, or the Office of Career Services, ext. 4140.

#### **B. Definition**

Student employees are those currently enrolled at Pittsburg State and whose primary role at the university is the pursuit of a course of academic study and who, incidental to that role, are employed by PSU to work in university offices, departments, or programs, on or off campus. Categories of student employment are: regular student employees, work-study student employees.

### **II. Student Employment Search Process**

#### **A. Recruitment & Posting**

All student employment vacancies shall be listed on the Office of Career Services' online employment system. Other equal opportunity recruitment sources may be utilized in addition to the Career Services posting (i.e. centrally located departmental bulletin board, bulletin board in the Overman Student Center, or other on-campus locations). Each position shall be posted for a minimum of three (3) days (weekend days may be included), although the hiring unit may choose to advertise a position for a longer period of time. Advertised deadlines shall not be shortened once a position is posted. Units are also encouraged to post graduate assistant vacancies through the Office of Career Services.

## **B. Application & Interviewing**

All units shall encourage students interested in a specific student employment opportunity to submit an application to the Office of Career Services. Applications may take the form of a resume or unit specific supplemental form. If a unit specific application is required, it must be supplied in electronic format to Career Services when the position is posted. The application may request information about academic path, GPA, skills relating to the position, work-study eligibility and references. Information that may not be requested includes: race, color, sex, disability, veteran status, religion, national origin, ancestry, any type of physical descriptor, age, sexual orientation, marital status, parental status and arrest record.

Units are encouraged to accept applications electronically through Career Services, but may also accept them in person. Any application received for a posted position is valid for hire for up to one academic semester. If a position must be filled in a subsequent semester, the position should be reposted for three (3) days and a new applicant pool should be generated. All resumes and any supplemental applications must be retained by the hiring unit for one year.

When interviewing student applicants, the hiring office, department or program should have more than one member of the unit staff involved in the interview process if possible. In addition, if a sufficient applicant pool exists, the unit should interview at least one applicant more than the number of positions to be filled. Units may conduct the student interview process prior to the posting's closing date; however it is important that all incoming applications received prior to that deadline date receive equal review.

It is not appropriate to extend an offer to a student before the closing date of the search. For more information on conducting an interview, refer to the Pittsburg State University Student Employment Handbook (Section v, p. 16).

## **C. Closing a Search**

Once a unit has closed a search, the unit is encouraged to notify all candidates of their status concerning the position. Appropriate ways to dispense of the applicant pool are form letters, template emails or applicant specific letters or emails. If the students were required to apply electronically through the Office of Career Services (as opposed to applying in the department), notification can be generated through Career Services.

## **III. Student Employee Hiring Procedures**

### **A. Approval**

Once a student is extended an offer of employment, the student should not be considered employed until approval has been received by the unit from the Office of Career Services. Approval cannot be made until the student has met all criteria required by the specific position. Criteria may include the following:

1. **Sex Offender Check** – All student employees are subject to this requirement. The check is done by the Office of Career Services using the National Sex Offender Registry for all student employees.
2. **Fiduciary Check** – Students appointed to certain positions predetermined by PSU’s Office of Human Resource Services and the hiring unit, are subject to this check. The student must sign a release waiver for this check to be completed and must report to the Office of Career Services to complete a form prior to beginning employment. (See the Student Employment Handbook, Section III, p. 7 for the most current procedural details)
3. **Presentation of proof of employment eligibility and identification** (for approved documents see Student Employment Handbook, Appendix B)
4. **Completion of federal, state and university employment and tax documents** (see Student Employment Handbook, Section VI, p. 20)

## **B. Beginning Employment**

Students shall not be allowed to work in any position prior to completing all official employment paperwork listed above or before all required background checks have been completed and the results confirmed. Once the unit has received approval from the Office of Career Services, the student may begin work in the unit.

If a student does not have proper documents to obtain approval, the student shall not begin working; this includes international students (for procedures concerning international students see the Student Employment Handbook, Section III, p. 7). A student employee shall not work prior to official approval and work hours accrued prior to approval by the Office of Career Services may not be paid at a later date.

## **IV. Performance Evaluations**

As part of the duty of a learning institution, students should be given the opportunity to learn and grow from their on-campus positions. The Office of Career Services encouraged that each unit develops a process for evaluating a student employee’s job performance following the minimum procedures.

- 5) After accepting the job offer, the student employee should be informed of the unit’s evaluation process.
- 6) A unit may establish a formal evaluation system for student employees. Sample evaluation forms can be found at <http://www.pittstate.edu/office/careers/students/policies.dot> and in the Student Employment Handbook (see Appendix F for recommended form).
- 7) Formal evaluations should be given at least once a semester. If the formal evaluation is verbal, the student may request the results of the evaluation be provided in written form. If the formal evaluation is in written form, both the supervisor and the student employee should sign the form upon completion. A

copy of the signed form should be given to the student and a copy maintained by the unit in the student's personnel file.

- 8) The evaluation should be done by the immediate supervisor, though consultation with the unit supervisor is appropriate, if necessary. Written documentation should be maintained throughout the employment period to support the evaluation. If a student receives any "unsatisfactory" or "needs improvement" rating on an evaluation, suggestions should be offered for improvement and a reasonable time allowed in order to make those improvements prior to the next evaluation. If failure to improve performance is grounds for dismissal, the student must be advised as such.

## V. **Termination**

Units may not terminate employees based on race, religion, color, sex, disability, marital status, sexual orientation, national origin, age, ancestry or political affiliation. Students who believe they may have been terminated due to the above listed reasons may contact PSU's Equal Opportunity Office for assistance.

Students who feel they have been unfairly terminated for reasons other than those listed above may contact the Office of Career Services at ext. 4140.

*Approved by President's Council  
Monday, August 09, 2010*