

California Lutheran

UNIVERSITY

Student Employment Supervisor's Guide

TABLE OF CONTENTS

Section 1	General Information	3
	1.1 Purpose of Student Employment	
	1.2 Student Employment Office	
Section 2	Student Employment Activity Timeline	3
Section 3	Funding and Student Eligibility	4
	3.1 Budget Allocation	
	3.2 University funds	
	3.3 Federal funds appropriated to CLU	
	3.4 Exceeding FWS award	
	3.5 International Students	
	3.6 Graduate Students	
	3.7 Resident Assistants	
	3.8 Deferred Action for Childhood Arrivals (DACA)	
Section 4	Hiring Guidelines and Procedures	5
	4.1 Who Can Hire	
	4.2 Position Descriptions	
	4.3 CLU New Student Orientation Job Fair	
	4.4 Available Positions	
	4.5 Directions for posting a job on the Student Employment website	
	4.6 Applications and Interviews	
	4.7 Suggested Interview Questions	
	4.8 Before Beginning Work	
	4.9 Required Paperwork	
	4.10 Other Requirements	
	4.11 Eligible Start Date	
	4.12 Rehiring Students	
	4.13 Status Change Form	
	4.14 Job and Wage Classifications	
	4.15 Hours per week	
	4.16 Overtime and Bonus Policies	
	4.17 Sick Time	
	4.18 Concurrent Employment	
Section 5	Supervisor Responsibilities	8
	5.1 Training and Orientation	
	5.2 Supervising a Student Employee	
	5.3 Discipline/Warning/Termination	
	5.4 Expiration of Employment Authorization	
Section 6	Payroll Policies and Procedures	10
	6.1 Payroll Web Time Entry	
	6.2 Pay Periods	
	6.3 Breaks and Meal Breaks	
	6.4 Jury Duty	
	6.5 Sick Leave	
	6.6 Regulations and Policies for Student Employment	
	6.7 Administrative Regulation - Rules for Student Conduct	

SECTION 1: GENERAL INFORMATION

1.1 Purpose of Student Employment

The purpose of the Student Employment Program is to provide part-time jobs to students who need these earnings to pay for school and living expenses. Student employment provides more than financial assistance for a student's college education; it offers students valuable work experience that may be utilized in today's competitive job market while working in a field that may be of interest to them.

As supervisors, we need to teach and mentor our students as much as we can about being contributing members of society; this includes educating them about work skills, proper communication and job development.

This manual explains the policies, procedures and rules regarding hiring, training and supervising student employees at California Lutheran University (CLU).

1.2 Student Employment Office

Location - Office of Financial Aid: Building #36, located on South Campus Drive.

Phone - (805) 493-3115

Fax - (805) 493-3114

Website - http://www.callutheran.edu/student_employment/

Office Hours - Monday – Friday, 8:30 am – 5:00 pm , closed for chapel on Thursdays from 11:15am-12:15pm

SECTION 2: STUDENT EMPLOYMENT ACTIVITY TIMELINE

August

Job descriptions should be updated for the upcoming Academic year hiring. Departments are encouraged to attend the Job Fair during Orientation. This is a great opportunity to meet with potential employees and promote job openings.

August-May

Students who have been offered a job must complete and return the required employment paperwork to the Student Employment Office for processing in order to be authorized to work.

April/May

All budget managers will be notified of their department's budget. At this time, supervisors may begin offering summer positions and/or positions for the next academic year.

May/June

Fall/spring budgets close out and summer budgets begin. Note: Students who have graduated from CLU or are not enrolled during the summer or next academic year are NOT permitted to continue employment over the summer.

July/August

Hiring departments should post available positions on the Student Employment website. Students begin to look for employment for fall/spring around this time.

Note: Students CANNOT begin working and will NOT receive a paycheck until all student employment paperwork has been processed and the Supervisor has received an e-mail authorization from the Student Employment Office stating that the student may begin working (see Section 4 for more information). Students who receive the authorization to work may begin their employment and should submit their hours worked every two weeks through their student portal. Supervisors must also keep track of the student's hours worked as they require Supervisor approval (see Section 6 for more information).

SECTION 3: FUNDING AND STUDENT ELIGIBILITY

Student employees must be enrolled at CLU in order to be eligible for student employment positions. Students who have graduated are not considered current students and, therefore, are not eligible for student employment.

3.1 Budget Allocation

Budgets are allocated each summer and academic year and provided to the department's Budget Manager. Budget Managers will have access to view their budgets and actuals on WebAdvisor which will allow them to confirm funds available. There is no longer a distinction between FWS and CWS budgets during the allocation process. When making hiring selections, Supervisors should be hiring students based solely on their qualifications and fit for the position.

<u>Wage type</u>	<u>Account Object Code**</u>
SUWS (Summer Work Study)*	X0-_____- 61520
CWS (Campus Work Study)*	X0-_____- 61530
DA (Departmental Assistantship)*	X0-_____- 61531
Grad (Hourly Graduate Students)	X0-_____- 61532
FWS (Federal Work Study)*	X0-_____- 61540
Community Service (Off Campus Federal Work Study)*	X0-_____- 61541

* Funds may be used for eligible undergraduate students (including students in the Bachelors Degree for Professionals program) only.

**Students working at California Lutheran University will be processed under fund 10 accounts. Students working at the PLTS campus will be processed under fund 20 accounts.

3.2 University funds

Departmental Assistants (DA)
Campus Work-Study (CWS)
Summer Work-Study* (SUWS)
Grad (GA)

These funds are provided to departments to pay wages for student employees. These wage types are **not** a form of need-based employment. In order to be considered, a student must be enrolled full-time (minimum of 12 units per semester) and be a U.S. Citizen or eligible non-citizen.

Students are not required to be enrolled in summer term in order to be eligible for employment; however, they must be enrolled in the upcoming Fall semester.

3.3 Federal funds appropriated to CLU

Federal Work-Study (FWS)
Community Service (extension of FWS program)

The funds supplement the University funds (excluding summer pay periods) to pay wages for student employees. This wage type is a form of need-based employment. In order to be considered eligible, interested students must meet all of the following criteria:

- Complete and submit a Free Application for Federal Student Aid (FAFSA)
- Have Financial Need as determined by the FAFSA
- Be enrolled at least half-time (at least 6 units or more per semester)
- Be a U.S. Citizen or eligible non-citizen
- Be achieving Satisfactory Academic Progress (SAP), in accordance with federal regulations
- Cannot be in default on a student loan or owe a repayment on any grant funds
- Submit all required Verification documents requested by the Office of Financial Aid
- Be employed by California Lutheran University

Students will need to be evaluated for FWS eligibility each academic year. If awarded FWS, students may only earn the amount of FWS listed on their financial aid award (e.g. \$1,250 per semester). Hours must be monitored so that the award amount is not exceeded. Note: Students are unable to apply Work-Study earnings towards their tuition cost prior to earning the wages. Since FWS wages are earned during the course of the semester (and each student's tuition bill is due before the semester begins) students should make other arrangements for payment with the Student Accounts office.

3.4 Exceeding FWS award

Once a student's FWS award is exhausted, they will automatically be converted to earning CWS wages. If the student begins earning CWS wages, it could affect their future financial aid awards. Because of this, the decision to continue working and earning CWS wages is ultimately the student's decision. The department must not assume or expect the student to keep working after their FWS has been used.

3.5 International Students

Traditional undergraduate international students (F-1 VISA) can be permitted to work on-campus if they have a Social Security Card and are currently enrolled in 12 units or more for the fall and spring semesters. In order to get a Social Security (SS) Card, an F-1 VISA student must prove to the Social Security Administration that the student has a job offer. The International Student Services Office will give students interested in working at CLU a form letter to request a SS Card. This letter must be completed and signed by the hiring supervisor.

The student must wait to receive their Social Security Card and then bring it to the Student Employment Office, along with all other employment paperwork. A student CANNOT start work until all employment paperwork has been processed and the Supervisor has received an e-mail authorization for the student to begin working (see Section 4 for more information).

3.6 Graduate Students

Graduate students are encouraged to apply for Graduate Assistantships. Compensation for graduate assistantships is typically offered through tuition credits via the student's financial aid award. There are limited hourly paid positions for graduate students at the Thousand Oaks campus. Students working at PLTS will be paid hourly. For more information, contact the Office of Financial Aid at www.callutheran.edu/financialaid.

3.7 Resident Assistants (RAs)

Students who have been selected to be an RA are **not** eligible to receive DA, CWS, or FWS wages unless they have prior approval from the Student Employment Office.

3.8 Deferred Action for Childhood Arrivals (DACA)

On June 15, 2012, it was announced by the Secretary of Homeland Security that certain people who arrived in the United States as children and who meet key guidelines may request for consideration of deferred action. Students who have been granted DACA will be issued an Employment Authorization card and a Social Security card. DACA students are eligible for any non-FWS funded positions.

SECTION 4: HIRING GUIDELINES AND PROCEDURES

4.1 Who Can Hire

CLU or PLTS regular staff and faculty (persons who have been hired to work at California Lutheran University through Human Resources) are the only persons authorized to sign the "Supervisor Intent to Hire" on the Student Employment Personnel Action Form. Student employees (even if they are in a supervisory student employee position), DA's and RA's do not have the authority to act as other student's supervisors for hiring purposes or to approve hours worked. No offers of student employment should be given until the student is approved by the Student Employment Office as having met all requirements for employment and funding availability.

4.2 Position Descriptions

Each department is required by federal law to submit job descriptions to the Student Employment Office for all positions held by students in their department. The position description form is available under the Supervisor Resources tab on the Student Employment Website at [Position Description form](#).

4.3 CLU New Student Orientation Job Fair

The Job Fair is a great opportunity to recruit student employees. The fair is held on the Tuesday of Orientation weekend. We strongly encourage departments to send a representative to speak with new students looking for jobs. The representative at the fair does not have to be the hiring supervisor. The Student Employment Office will be sending out email invites with more information.

4.4 Available Positions

Departments must post all available positions on the Student Employment website for the students to browse. Students begin looking for positions as early as July. For best candidate options, departments should post positions by July 31st at the latest.

4.5 Directions for posting a job on the Student Employment website:

1. Go to the Student Employment website (www.callutheran.edu/studentemployment)
2. Click on "CLU Departments:Post a Job"
3. Complete the job posting form
4. Click "submit job request"
5. Once the position has been approved, you will receive a confirmation e-mail which will include a job ID number
6. When the position has been filled, and/or you would like it removed from the job board, send an email to finaid@callutheran.edu to request removal (be sure to include the job ID number)

4.6 Applications and Interviews

Each department is responsible for reviewing all applications received from the Student Employment website and Job Fair. Departments should respond to every student who completes an application for their department, either by scheduling an interview or to notify the applicant that the position is no longer available.

4.7 Suggested Interview Questions

It is illegal to ask a job applicant questions that would determine certain information about the applicant such as nationality, age, religion, race, disability, sexual orientation or marital status. The following questions are appropriate to ask during an interview:

- 1.What are your qualifications for this job?
- 2.Why do you think you might like to work in this department?
- 3.What is your long-term educational goal? Career goals?
- 4.What jobs have you held?
- 5.What was your favorite job? Why?
- 6.How well do you work under pressure/in a busy environment?
- 7.What is your major weakness? Major strength?
- 8.What makes you the best person for this position?

4.8 Before Beginning Work

Students are required to complete a Student Employment Personnel Action Form, Form I-9 and Form W-4 before they will be authorized to work at CLU. If you wish to hire a student, you must complete the "Supervisor Intent to Hire" portion of the Student Personnel Action form and then return it to the student. New student hires should return their hire forms to the Student Employment Office in-person so that the office can confirm their identity and verify the employment eligibility. Students working at the PLTS campus should submit their forms to the PLTS Business Office.

Once all forms are received, the Student Employment Office will process the paperwork and determine when/if the student is eligible to begin working. The supervisors listed on the Student Employment Personnel Action form will receive an email which will indicate if the student is eligible for employment or not. If the student is eligible, the email will list an authorized start date. Students must not be permitted to work prior to that date. If the student is not eligible, supervisors will be contacted by the Student Employment office.

4.9 Required Paperwork

Generally, students are hired to work for a department for the entire academic year (fall/spring). Accordingly, students only need to submit their paperwork once during the academic year. Required paperwork includes:

1. Student Employment Personnel Action Form

This form is to be **completed by the student, the primary and a secondary supervisor**. Both the primary and secondary supervisors must be California Lutheran University or PLTS staff or faculty members (see Section 4.2). A new form is required each academic year and each summer term (even if the student has previously worked for the department).

2. Form I-9 – Employment Eligibility Verification

Per the Department of Homeland Security, all U.S. employers must verify the employment eligibility and identity of all employees hired to work in the United States. This is done by completing an Employment Eligibility Verification Form (Form I-9). Employers who hire or employ individuals knowing that they are not authorized to be employed in the United States may face civil and criminal penalties. This means that it is against the law to have a student working that has not completed and submitted a Form I-9. The penalties for non-compliance have tremendous fiscal impact on the University.

When submitting the Form I-9, students are required to show proper identification document(s). The list of acceptable documents can be found on the back of the form. We cannot accept photocopies or faxed copies of these identification documents because we must examine the actual document(s). For this reason, the student is required to return their completed Form I-9 into the Student Employment Office or PLTS Business Office **in-person**.

3. Form W-4 - Employee's Withholding Allowance Certificate

Form W-4s are required so that the correct amount of federal income tax can be withheld. Supervisors are prohibited from advising students on how to complete their Form W-4. Should the student have questions, they are strongly encouraged to direct their questions to their parents/guardians, tax preparer, or any other trusted tax professional or adult.

4.10 Other Requirements

Students hired to work in certain departments, (e.g. Security, Preschool, or in departments that deal with cash or merchandise or work with minors) may be required to have their fingerprints taken and/or background checks. In addition, T.B. tests (tuberculosis) are required for those student employees who will be working with food, children or learning disabled students. Students working with minors must comply with the University's sexual misconduct policy.

4.11 Eligible Start

The Student Employment Personnel Action Form and all required paperwork need to be submitted to the Student Employment Office and the supervisor and student must receive an authorization email prior to starting employment. A new Student Employment Personnel Action Form is required for each new academic year and each summer term. Note: Students who work on-campus for the summer will continue to earn wages out of the department's summer budget until the Tuesday before fall semester begins.

Incoming first year or transfer students are not eligible to begin employment until matriculation (first day of classes).

4.12 Rehiring Students

Budget managers will be notified of their new budgets around May. At this time the department will know their available funding and can determine if they will be able to extend an offer for continued employment. For a student to be rehired from fall/spring to summer (or summer to fall/spring) they must submit a new [Student Employment Personnel Action Form](#). They are not required to submit a new form W-4 or form I-9. Note: The summer prior to the upcoming academic year, the Student Employment Office may be asking the departments which students they plan to rehire. This information will assist the Office of Financial Aid with FWS awarding.

4.13 Status Change

Anytime there is a change in a student's status after the student has been authorized (including wage increase, hours increase, termination, etc.) the Supervisor is required to notify the Student Employment Office by submitting a Student Employment Personnel Action form. All changes must adhere to hiring guidelines (See Section 4.14-4.18).

4.14 Job and Wage Classifications

Student wage rates must be between \$10.00-12.00 per hour for all student employees. Wage rates begin at the current state minimum wage and vary by department depending on the task and experience level of the employee. For more information on "Job and Wage Classifications" please visit [Supervisor Resources](#) on the Student Employment webpage. Effective January 2017, the state minimum wage will increase to \$10.50 per hour. Rates will automatically be adjusted for students under the \$10.50 wage rate in January 2017.

Students working at the PLTS campus will be paid a minimum of \$11/hour beginning in the Fall 2015 per the Berkeley minimum wage ordinance.

Exception Request: Any department wishing to hire a student for a wage rate over \$10.00 per hour must submit include justification for the increase wage rate in the comments section of the [Student Employment Personnel Action form](#), which should include a full description of the student's expected duties and thorough justification explaining why the student deserves to earn a higher wage. **Any request requires approval before the student may start working.** The payroll system will only accommodate a single pay rate per pay period. Any exceptions to the standard student pay rate would impact all hours worked regardless of duties performed.

4.15 Hours per week

Students may work a maximum of 15 hours per week during the academic year (while school is in session) and a maximum of 40 hours per week during the summer, winter and spring break. Students must not exceed 8 hours of work in one day. Hours worked during winter break will be deducted from spring semester FWS award limits.

4.16 Overtime and Bonus Policies

Overtime and bonuses are not permitted!

4.17 Sick Time

Effective July 2015, student employees will be eligible for sick time pay. Please see Section 6 for details on sick time accruals.

4.18 Concurrent Employment

A student may not have more than one on-campus job. This includes hourly paid positions (DA, CWS, FWS, and SUWS) and/or RA positions.

Exception Request: Students who are employed in jobs where they work five hours or less a week may request one additional position by asking the department to submit a [Student Employment Personnel Action form](#) which should include a full description of the student's expected duties, expected number of hours, and thorough justification explaining why the student is needed for the position. **Any request requires approval before the student may start working.** Note: During the summer, the Student Employment Office will authorize Summer RAs to work an additional on-campus job without requiring departments to submit Exception Requests.

SECTION 5: SUPERVISOR RESPONSIBILITIES

5.1 Training and Orientation

Student Employment provides students with an opportunity to learn how to be a successful employee in a safe environment. To ensure that students perform as expected on the job, supervisors must provide them with structured supervision, adequate training and make the expectations of students very clear. A well-trained employee is very likely to succeed and excel on the job. Poor performance or lack of punctuality should be addressed immediately and documented as quickly as possible. As a supervisor, your job is to hire a qualified student, teach them how to do their job and provide them with the tools and environment they need in order to succeed. Please visit [Supervisor Resources](#) on the Student Employment website for the "New Student Employee Checklist" resource which includes a list of topics to cover during training with student employees. For information relating to vehicle use for student employees, please contact Campus Public Safety.

5.2 Supervising a Student Employee

A Supervisor must be an effective communicator. You must be able to provide clear messages and listen carefully as well. If your student employee does not understand what you have told him/her, it will be impossible for the student to do what you need done. Make sure the student knows they can come to you with any questions or for clarity. Providing effective supervision is a continuation of on-going training, support and feedback. Employer patience, kindness and clarity will result in a dedicated student employee.

Below are some helpful hints for effectively supervising student employees:

- Supervisors are expected to provide student employees with job descriptions, payroll information, and performance expectations of the employing department.
- Train your student employees by giving clear, basic instructions. Take the time to give your new student employees details of the position and the information necessary to do the job.
- Give your student employees a general overview of your department/operation so that the students can understand how their jobs fit into the function of the department and the mission of the university.

- Give your student employees recognition for their positive performance when you observe them doing things correctly.
- Give your student employees reasonable goals and a timetable for each assignment.
- Supervisors should discuss appropriate office/department dress with student employees.
- Supervisors should post a schedule of assigned work hours for all student employees.
- Set a positive example for your student employees by exhibiting efficient, diligent work habits for them to emulate.
- As you notice something to comment about, you should immediately give a compliment or offer some helpful instruction to correct a mistake or situation. Be sure to provide corrective feedback with patience and positive suggestions.
- If you must speak to an individual about a mistake, do so in private. Be brief, clear and kind. Humiliation and embarrassment are ineffective as learning tools. Keep in mind in tense environments, the employee may not feel free to ask for clarification and you may end up with an employee who performs poorly.

As a reminder, the role of student employees is not to get coffee or food or to run personal errands, etc. Student employees are to be doing assigned work and department/office tasks relating to supporting the institution.

5.3 Discipline/Warning/Termination

Reasons why a student employee may be terminated are listed below:

- Supervisors may encounter problems with a student employee. Reasons for disciplining and giving verbal and written warnings to a student employee may include violating any of the applicable policies identified in the Student Handbook/Standards of Conduct or work policies/procedures established by your office. If this is the case, here are the steps you would need to take:
 - Step 1) Verbal Warning and Discussion – Speak with the student about not meeting expectations and explain how to correct the problem(s). Determine what support, training or guidance may be provided in order to correct the poor performance.
 - Step 2) Written Warning – Sit down and discuss more in depth the expectations and the student's failure to meet the office needs. Complete and sign a [Disciplinary Warning Form](#) with action steps and goals.
 - Step 3) Final Written Warning – a Supervisor may decide to terminate employment if a student employee's skills and abilities do not improve and the work is not meeting the duties and expectations of the job. The Supervisor should complete a [Student Employment Personnel Action form](#) for termination and submit it to the Student Employment Office. Note: If you wish to terminate one of your student employees due to poor work performance, it is best to handle the situation as briefly and simply as possible, while providing constructive feedback to the student.
- The student drops below the required number of units or otherwise becomes ineligible to work: The Student Employment Office will contact the Supervisor and student to explain the reason for termination.
- A student may initiate termination of his/her position: The student will advise his/her Supervisor that he/she will no longer be working. The student should complete a [Student Employment Personnel Action Form](#) and submit it to the Student Employment Office.

5.4 Expiration of Employment Authorization

Unless otherwise specified by the department on the Student Employment Personnel Action form, all student employment authorizations will expire at the end of the academic year (last day of spring semester) and at the end of summer (the day before fall semester begins). All student employees must complete a new Student Employment Personnel Action form if they are hired for summer or re-hired for the upcoming academic year. FWS eligibility for all students is determined each academic year and is not guaranteed to be renewed for all students.

Students who completely withdraw mid term must stop working effective the date of withdrawal. Departments should submit a Student Employment Personnel Action Form to terminate the position effective the last date of employment.

Graduating seniors are not permitted to work beyond finals week of their final term.

SECTION 6: PAYROLL PROCEDURES

6.1 Payroll Web Time Entry

Supervisors must approve their employee's hours by the deadline each pay period using Web Time Entry found on WebAdvisor. Time Entry forms not completed accurately should be rejected by the Supervisor so that the student may correct their hours and resubmit. A student will not be able to complete a Time Entry form or receive a paycheck if they have not been authorized to work by the Student Employment Office.

Students can pick up their paychecks on pay day from the Business Office or fill out a [Direct Deposit form](#).

6.2 Pay Periods

Each pay period covers hours worked for a two week period beginning with a Saturday and covering the subsequent 14 days. The student payroll schedule can be found on the Student Employment Website under the Forms tab.

6.3 Breaks and Meal Breaks

Students are entitled to one 15 minute break for every four hours worked consecutively. This break does not need to be indicated on their timesheet. Students working more than six consecutive hours are required by the Department of Labor to have a 30 minute "meal break". Since the meal break is not paid time, it must be indicated on the timesheet so that it will be deducted from the hours worked. The meal break should be taken at or before the 5th hour.

6.4 Jury Duty

CLU only pays for time a student works and does not pay any student employee for non-work time such as Jury Duty.

6.5 Sick Leave

Student employees hired on or after July 1, 2015, who work at least 30 days within a year, are eligible to take paid sick leave.

Employees requesting sick leave should provide reasonable notice of their absence to their supervisor. Paid sick leave may be used for the illness of an employee or an eligible family member; preventive care, diagnosis, care or treatment of an existing health condition for an employee or an employee's family member; or for specified purposes if an employee is a victim of domestic violence, sexual assault or stalking. Family members include the employee's or spouse's parent(s), child, spouse, registered domestic partner, grandparent, grandchild and sibling.

Student employees accrue at a rate of .033/per hour worked beginning their date of hire. Paid sick leave balances may be carried over to the following calendar year and accumulate up to a maximum of 48 hours. Student employees who cease their employment, and are rehired within one year from the last date of employment will have previously accrued and unused sick pay leave balances reinstated, up to the maximum allowable. Unused sick leave is not payable upon termination of employment.

6.6 Regulations and Policies for Student Employment

- Federal and State laws and California Lutheran University policies prohibit discrimination based on race, color, religion, gender, national origin, age, disability, status as a veteran, sexual orientation, or marital status. In order to provide equal opportunity, all jobs must be posted on the Student Employment website.
- Student employees must be under the direct supervision of a CLU employee.
- Student employees may not work in replacement of a regular CLU Staff or Faculty member, nor may they be assigned the duties or responsibilities of a regular employee.
- A student may work at an off-campus location as a Federal Work-Study employee for a non-profit organization that has a contract with CLU through the Office of Financial Aid.
- A student may not work as a student employee and a regular employee at the same time. Nor can the student switch to student employment after having worked as a regular employee during the same fiscal year. If a student employee accepts and begins a regular position, the student employee's employment must be terminated immediately.

6.7 Administrative Regulation - Rules for Student Conduct

Please see the California Lutheran University [Student Handbook](#) for University policies on Standards of Conduct.