

STUDENT EMPLOYMENT HANDBOOK

for

**Federal and University
Work Study Students**

&

Graduate Students



Human Resources - Student Employment

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INTRODUCTION

This guide has been prepared for students who have received awards and have been hired under the Federal or University Work Study Programs as part of their University of North Alabama Financial Aid Package.

Work study employment at the University of North Alabama has several purposes:

- to give students an opportunity to improve their skills
- to give students an opportunity to gain practical work experience
- to help carry out the daily operations of the University

To continue employment under this program, students must maintain a G.P.A. of 2.0 or higher and be enrolled in at least 6 credit hours.

The offices of Human Resources, Payroll and the Career Center are available to assist you in clarifying information contained in this guide.

*Stephanie Smith, *Student and Temporary Employment Manager* (ext. 4590)

Samantha Bullock, *Executive Assistant for Human Resources* (ext. 4291)

Margaret Brown, *Payroll Specialist* (ext. 4465)

Regular office hours are Monday through Friday 8:00 a.m. — 4:30 p.m.

*Please note that the *Student and Temporary Employment Manager* in Human Resources is the main point-of-contact for the student employment process. Human Resources is located in Cramer Way in Room 226.

FEDERAL AND INSTITUTIONAL REQUIREMENTS

Due to the specific nature of the Federal Work Study program, there are many federal and institutional requirements that must be followed. If these guidelines are not followed, the Department of Education could choose to terminate the work study program.

In order to hire a work study student, the University and/or the Department must comply with the following requirements:

1. A supervisor must comply with the University's policy on *Equal Opportunity and Sexual Harassment*. Supervisors must also comply with Title I of the *Americans With Disabilities Act*, which prohibits employers from discriminating against a "qualified individual with a disability," in all aspects of employment, including application, hiring, compensation, training, discharge and benefits.
2. The Supervisor must have a vacancy and job description posted with Student Employment – Human Resources before he/she can employ work-study students. Job posting instructions can be found at www.career.una.edu
3. Students cannot be required to work during scheduled class hours, exams and interim periods.
4. Students cannot work more than 8 hours a day, 20 hours per week or 29 hours for Graduate Students.

WHAT DETERMINES WORK STUDY ELIGIBILITY

Students must demonstrate financial need to be eligible to participate in the FWS Program. This process involves completing the *Free Application for Federal Student Aid* (FAFSA).

Funding for the Federal Work-Study Program at The University of North Alabama is limited; therefore, we cannot emphasize enough the importance of completing this application early.

Priority consideration is given to undergraduate students exhibiting the greatest need who apply before June of each year.

Students who have been awarded FWS will receive an award notification indicating the maximum amount of gross pay to be earned per term. Because of limited funding for FWS, not all eligible students will be offered this assistance. However, UNA funds other jobs each year through University Work Study in which all students are eligible to apply.

STUDENT EMPLOYMENT DEFINED

Type of Positions Available

- **Federal Work Study (FWS)** is a need-based program. Only students who have filed the FAFSA and have unmet need are eligible for Federal Work Study. Students must maintain a 2.0 G.P.A. and be enrolled in at least 6 hours both Fall and Spring semesters to maintain eligibility. Students must be enrolled in at least 3 hours for summer eligibility.
- **University Work Study (UWS)**, also known as institutional work study, is available to all students who are currently enrolled at least half-time each semester. There is not an application to receive UWS funds; students apply for jobs through career.una.edu. Students must maintain a 2.0 G.P.A. and be enrolled in at least 6 hours both Fall and Spring semesters to maintain eligibility. Students are not required to enroll during the summer semester to maintain eligibility.

Traditionally, positions and responsibilities in the FWS and UWS Program include:

Clerical or duties such as data entry, formatting documents or correspondence, delivering campus mail, reception, cataloguing and shelving materials, ordering supplies. Non-clerical positions are also available such as tutoring and working with students and community members in university run programs, etc.

All student employee must complete new hire forms and submit identification to Human Resources prior to reporting to work.

- **Graduate Assistantships (GA)** provide academically related employment for eligible graduate students. Graduate Assistants work in a variety of programs and offices throughout the university. Most departments with graduate programs have assistantships available. Graduate Assistantships provides eligible graduate students with supplemental income to offset tuition and personal expenses while attending The University of North Alabama.

There are limited GA positions available. Departmental need and available funding determine the number of GA positions. Graduate Assistantships pay a monthly stipend or hourly rate for hours worked. An assistantship also carries a waiver of up to nine graduate credits per semester. GAs are responsible for associated tuition fees. GAs are allowed to work up to 29 hours per week.

Graduate Assistants must enroll in a minimum of six credits per semester except during summer semester or when the student is in the final semester and only one class is remaining. All GAs must sign and return an employment letter which includes agreed upon rate and work schedule and new hire forms and IDs to Human Resources prior to reporting to work.

Multiple Work-Study Positions

Students may hold two work study positions at a time. Students are not allowed to work more than 29 hours per week between both positions.

Changing Work Study Positions

After accepting a work study position, students are expected to assume the responsibilities associated with the position for the duration of the assignment. In some cases, it may be necessary to change positions. In the event that students wish to change positions, they must resign from their current position by informing their supervisor. Students are encouraged to provide two weeks notice if they intend to leave.

MONITORING WORK STUDY STUDENT EARNINGS

Monitoring work study student earnings is a shared responsibility between the student workers and the supervisor. Proper planning of hours within the student's allotment at the beginning of the semester will help alleviate the problem of running out of funds before the end of the term.

Federal work study regulations and Student Financial Services policies do not permit an "overaward" situation. Students may not be allowed to work additional hours over those determined by the work study award on their financial aid package.

TIMESHEETS AND PAYROLL

You cannot begin working until paperwork is completed.

- Supervisors are prohibited from accepting voluntary services from student employees. Supervisors are required to pay all students under the work study program for all hours worked.
- Work Study students are paid at least minimum wage; \$7.25. Departments will not be allotted additional funds to supplement any minimum wage increase. Supervisors will need to reduced work hours or reduce the number of WS students.
- Students may work 29 hours per week during interim sessions, if your departmental budget allows
- The student worker is responsible for submitting his/her timesheet before the last day of each month. It is the supervisor's responsibility to approve hours before the payroll deadline. Timesheets are due at the end of each month by the "Return Date and Time". Please refer to the payroll schedule for students on the Payroll webpage www.una.edu/payroll

If a student's timesheet is submitted late, the paycheck can be issued in the next pay period.

RESPONSIBILITIES OF THE STUDENT EMPLOYEE

All students must complete new hire forms and provide identification to Human Resources prior to reporting to work. Once a schedule has been agreed upon, it is the responsibility of the student employees to:

1. Arrive at work on time, ready to perform position-related activities.
2. Notify supervisors in a timely manner if they will be late or unable to report to work.
3. Be considerate and reliable. Student workers represent The University of North Alabama.
4. Perform work to the best of their ability and act in the best interests of the university.
5. Refrain from personal activities during hours of employment including: phone calls, social networking, or class work or club activities. Refrain from using copying machines, printers and telephones for personal reasons.
6. Be prepared to work during interim period, unless prior authorization from the supervisor has been arranged.
7. Student workers are not allowed to have visitors while on the clock.
8. Failure to comply with these rules may result in a written warning. Students who are issued two written warnings may be terminated by the supervisor.

Dress Code

General Guidelines

Appropriate student dress and grooming are important factors in the safe and orderly operation of the University of North Alabama. Student employee's appearance should reflect a positive image of the University. These dress and grooming guidelines are intended to establish minimum standards for the student employees of UNA. In addition to these minimum standards, supervisors are authorized to establish more restrictive standards, as deemed appropriate for the work area. In all cases, neatness, health and safety, appropriateness and good taste shall be observed.

Specific Guidelines

Student employees should wear garments that are appropriate in length and coverage. The following items of clothing are considered inappropriate/unacceptable

while performing work for the University:

- Strapless, halter tops, tube tops, tank tops or spaghetti straps
- Bare midriffs Short-shorts
- Undergarments showing
- Bathing suits
- Pajamas/loungewear
- Slippers/flip flops
- Tight, loose, sagging, baggy or revealing clothing

Student employees who violate the dress code will have the option of correcting the violation. Student employees who violate the dress code repeatedly will be disciplined with a written warning up to a final warning including termination. Student employees who have a question about the appropriateness of an item should discuss the specific issue with his/her supervisor before wearing the item.

RESPONSIBILITIES OF THE SUPERVISOR

Supervisors are responsible for clearly explaining position responsibilities, performance expectations, pay rates, and work schedules to prospective work study students. Additionally, if there are special requirements, students should receive enough training and supervision to ensure adequate performance. Important office policies and procedures must be clearly communicated to work study students. Work study students should be treated in the same manner as other employees. They are to be held fully accountable for their actions and are subject to disciplinary action.

Students are primarily at the University of North Alabama to learn; therefore, students are responsible for maintaining their class work and not letting their positions interfere with academics. Employers should be conscious of this fact and not place unusual demands on students' time, which might cause them to neglect their class work.

Work Schedules

Work study students should develop a regular, predictable schedule taking into consideration mid-term and finals week, scheduled holidays, and university closings. Students may be dismissed by the supervisor for failure to maintain the set schedule.

Expectations

Supervisors are strongly encouraged to provide the student worker with specific information about performance expectations prior to hiring. Providing this information will guide students in their work development.

Discipline

Work study students should be held responsible for duties, responsibilities, and expectations outlined by the supervisor. If a student fails to meet these criteria, the following procedures should be followed:

1. A verbal warning for first-time or minor offenses.
2. A written warning for repeated or more serious offenses. This should be given in a face-to-face meeting, with time for the student to respond.
3. A written notice of termination for on-going problems. This should be given in a face-to-face meeting, with time for the student to respond.

Each warning or notice should be given in private; a copy should be sent to the Student and Temporary Employment Manager. These warnings should be specific, clearly stated, and given in a timely manner.

TERMINATION

- Students are automatically terminated from the work study program at the end of each spring term.
- Students may voluntarily terminate a work study position at any time. They should provide their supervisor with a two-week written notice of their resignation.
- A supervisor has a right to dismiss a student for unsatisfactory performance with documented progressive discipline. This includes, but is not limited to:
 - Repeated failure to comply with the agreed work schedule and tasks
 - Poor performance
 - Insubordination or lack of cooperation which results in disturbing other workers or work progress
- If a student or supervisor chooses to terminate a position early, the supervisor must complete a Request to Change End Date form. This form should indicate the actual last day worked as the New End Date.

The Student and Temporary Manager may terminate a student's work study position, should the following occur:

- Enrollment status drops below half-time
- Student fails to meet Satisfactory Academic Progress (See SFS for details)
- Student worked in excess of allowed Federal Work study Award
- Additional resources, which were not known at time of financial aid award
i.e. scholarships, grants, etc. create an over-award

- If the Student & Temporary Employment Manager must terminate a student's position, the supervisor will be notified in writing.

**New Hire Orientation Receipt
and
Acknowledgment Form**

For

**Federal, University and GA
Work Study Students**

New Hire Orientation describes important information about the Student Employment Program. I understand that I should consult the Student & Temporary Employment Manager in Human Resources regarding any questions about New Hire Orientation and the content or any questions not answered in the Handbook. A copy of the Student Employment Handbook may be found at <https://una.edu/humanresources> under the Student Employment link.

I understand that the policies, rules, and procedures described in the Handbook are subject to change or may be revised based on the University's particular circumstances of a given situation. I acknowledge that I completed New Hire Orientation and understand it is my responsibility to read and comply with the policies contained in the Handbook and any revisions made to it. I understand that failure to comply with the policies, rules, and procedures in the Handbook may result in the termination of employment.

Please return a signed copy to the Student & Temporary Employment Manager located in Cramer Way, Room 226.

Student's Signature

Student ID

Student's Printed Name

Date

APPENDIX

Equal Employment Opportunity Policy
Harassment of Employees Policy
Nepotism (Employment of Relatives)
Performance Evaluation Form
Progressive Discipline Form
Tobacco Use Policy
Title IX
University Drug and Alcohol Abuse Policy

EQUAL EMPLOYMENT OPPORTUNITY POLICY AND HARASSMENT POLICY

The University of North Alabama is expressly committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout the University. UNA policies prohibit, and will not tolerate, discrimination in any personnel actions, programs, and facilities on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability unrelated to job performance, age, veteran status, or genetic or family medical history in compliance with federal law, including the provisions of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act, and the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008. Requests for information, inquiries or complaints should be directed to these offices: Vice President for Diversity, Equity, and Inclusion, or Assistant Vice President for Human Resources or their designees.

This statement on nondiscrimination must appear in all University publications that relate to employment.

Harassment

It is important that university faculty and staff enjoy an environment free from implicit and explicit behavior used to control, influence, or affect the well-being of any member of our community. Harassment of any individual based on race, sex, sexual orientation, gender identity, color, religion, national origin, age, disability unrelated to job performance, veteran status, or genetic information is unacceptable and grounds for disciplinary action, and also constitutes a violation of federal or state law.

Sexual Harassment

Sexual harassment is a form of sex discrimination. Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions outlined in (a) and/or (b), below, are present.

Gender-based harassment includes harassment based on gender, sexual orientation, or gender identity, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (a) and/or (b), below, are present.

- a) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or is used as the basis for university decisions affecting the individual (often referred to as "quid pro quo" harassment); or
- b) Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the University's employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the University will consider the totality of known circumstances, including, but not limited to:
 - The frequency, nature and severity of the conduct;
 - Whether the conduct was physically threatening;
 - The effect of the conduct on the reporting party's mental or emotional state;
 - Whether the conduct was directed at more than one person;
 - Whether the conduct arose in the context of other discriminatory conduct;
 - Whether the conduct unreasonably interfered with the reporting party's work performance;and
 - Whether the conduct implicates concerns related to academic freedom or protected speech.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

Discriminatory Harassment of a Non-Sexual Nature

The same principles related to sexual harassment also apply to harassment on the basis of any characteristic that is protected by law. Thus, UNA's policy prohibits discriminatory harassment of a non- sexual nature, which includes verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, religion, sex, national origin, disability unrelated to job performance, veteran status, genetic information, or other status protected by applicable law and that has the effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or has the effect of unreasonably interfering with an individual's work performance. UNA also adopts these principles with regard to discrimination or discriminatory harassment on the basis of sexual orientation and gender identity.

Prohibited behavior includes non-academic remarks or actions of a non-sexual nature that are severe or persistent or pervasive and objectively offensive sufficient to limit or deny an individual of their rights to employment.

Nepotism (Employment of Relatives)

The Alabama Nepotism statute provides that:

No officer or employee of the state or of any state . . . institution . . . shall appoint any person related to him within the fourth degree of affinity or consanguinity to any job, position or with any of its agencies . . . Alabama Code, Section 41-1-5 (1975).

This statute is applicable to all university positions, including temporary, part-time, and student positions. Relatives may be employed as peers within an academic department or administrative unit; however, no supervisory relationship may be allowed between persons who are related within the fourth degree by blood or marriage. The Executive Council may, for compelling reasons, make limited exceptions to this policy, but its reasons for doing so must be reflected in its report to the Board of Trustees Executive Committee.

Approved by the Board of Trustees, 03/05/1993
Revised, 01/20/1998

PERFORMANCE EVALUATION
FEDERAL AND UNIVERSITY WORK STUDY

Student Name _____ **L#** _____

Position Type: please circle one **FWS** **UWS** **GA**

Type of Evaluation: _____ Annual _____ 90-day Other _____

Please evaluate each student employee for each criterion shown below. The immediate supervisor should evaluate the student objectively, comparing him or her to students of the same academic level and/or to other personnel assigned to identical or similar jobs. If criterion does not apply or if you do not have sufficient information, please indicate N for "no evaluation".

E- Excellent **VG-** Very Good **G-** Good **F-** Fair **P-** Poor **N-** No Evaluation

- () **Dependability/ Reliability** - Meets work schedule and fulfills job responsibilities. Consistently delivers what is required within deadline and following instructions
- () **Initiative**- Starts assignments without prompting and independently contributes ideas/projects. Sees and acts upon new opportunities
- () **Attitude**- Displays a positive attitude towards goals and objectives of department. Works well with others to accomplish goals
- () **Interpersonal Skills**- Establishes and maintains good working relationships with others
- () **Overall Performance**- Works with minimal supervision, manages own time effectively, maintains control of all projects and responsibilities.

Would you recommend this student for rehire? () Yes () No

Comments: _____

I allow my "Work Record" information to be released to on or off-campus employers, if requested. Student Signature _____ Date _____

My supervisor has discussed the above Work Record evaluation with me. I have been given an opportunity to express any concerns regarding my work-study position.

Student Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____

Student Employment Specialist _____ Date _____

PROGRESSIVE DISCIPLINE FORM

DATE: _____

NAME: _____ SID _____

DEPARTMENT: _____

_____ Documentation _____ Verbal Warning _____ Written Warning

POLICY VIOLATION/OFFENSE: _____

CORRECTIVE ACTION:

COMMENTS:

Student Signature

Date

Supervisor Signature

Date

Student Employment/ Human Resources

Date

UNA No Smoking Policy

The University of North Alabama is dedicated to providing a healthy, comfortable and educationally productive learning environment for faculty, staff, students and visitors. The University of North Alabama recognizes that smoking any substance presents a public health hazard. As such, it shall be the policy of the University of North Alabama that smoking shall be prohibited on all university owned and operated property both indoors and outdoors.

“Smoking,” as used in this policy, refers to inhaling, exhaling, burning, or carrying any lighted or heated smoking product and to the use of any such other electronic or other device that is used as an alternative to traditional tobacco products and that produces a smoke or vapor when in use. “Smoking products” include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.). “University-owned and operated property” includes, but is not limited to: all outdoor common and educational areas; all university buildings; university-owned/operated housing facilities; campus sidewalks; recreational areas; outdoor stadiums; and university-owned and leased vehicles (regardless of location). Littering campus with the remains of smoking products is also prohibited.

This policy applies to all employees, students, visitors, contractors, and externally affiliated individuals or companies renting university-owned space on university- owned and operated property campus grounds.

Education will be the preferred enforcement method to ensure individuals adhere to the new policy. Individuals that violate this policy will be provided educational information on the new policy and offered a referral for smoking cessation. However, disciplinary action may also be used for repeat violations as indicated below.

- Students will be referred to the student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
- Employees will be referred to their supervisor and/or appointing authority for appropriate action.
- Contractors will be referred to their respective employers for appropriate action.
- Visitors may be required to leave the campus if they fail to conform to the policy when advised.

Additional Resources and Support

The University recognizes that quitting smoking can be a significant personal challenge. As such, the University will provide ongoing information, education, and support to faculty, staff, and students on a variety of wellness initiatives including cessation aids and programs. <https://www.una.edu/policies/una-no-smoking-policy.html>

[Approved by the Board of Trustees on June 6, 2017.]

University of North Alabama Statement on Alcohol Use

The University of North Alabama (UNA) prohibits the unlawful possession, use, or distribution of alcohol and other drugs by its employees, guests, students and student organizations. As such, UNA has established regulations regarding use of alcoholic beverage for individuals, for events sponsored by the University and/or recognized student organizations of the University, and for events sponsored by non-University entities on UNA property or in University facilities.

Where possession, use, and distribution of alcohol are permitted, strict compliance with laws of the State of Alabama is required. Under no circumstances will any individual under the legal drinking age (minimum of 21 years of age) serve, consume, or possess alcohol on University properties or at University-sponsored events; and no individual may serve or otherwise provide alcohol to persons under the legal drinking age. Although alcohol may be served, the sale of alcohol is prohibited as well as tipping for alcohol service.

All events where consumption or distribution of alcohol are permitted must be approved via the appropriate approval process as indicated by event type, and all UNA procedures regarding alcohol use must be followed at all times. UNA expectations and approval processes are available at the following web links.

<https://www.una.edu/studentaffairs/policies/alcohol-use-policy.html>

Title IX

UNA Statement on Discriminatory Harassment on the basis of sex or gender
Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment on the basis of sex and gender. University of North Alabama is committed to offering an environment free of discrimination and harassment in accordance with all laws, including but not limited to Title IX of the Education Amendments of 1972 and all related regulations. UNA's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.

Sexual Harassment and other forms of Sexual Misconduct

On May 19, 2020 the United States Department of Education released new federal regulations requiring changes to UNA's policies and procedures related to sexual harassment. On July 27, 2020, in order to comply with these new laws, UNA's Executive Council approved the UNA Interim Policy against Sexual Harassment and other Sexual Misconduct. This policy was taken through the Shared Governance process and was fully approved by the Board of Trustees on March 5, 2021. (Title IX and Sexual Misconduct Policy).

To review the full policy, please visit <https://www.una.edu/titleix/policies-and-procedures.html>