

Employer Guide to Student Employment



STUDENT EMPLOYMENT HUMAN RESOURCES

University of Nevada Reno

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1. INTRODUCTION

These guidelines, policies, and procedures have been developed to address the needs of student workers and their supervisors. Student employment is intended to be a learning experience that complements a student's academic and career goals and provides valuable work experience. By working part-time, students are able to earn money to help pay their college costs. Additionally, student employment provides workers to help meet the staffing needs of the University.

- For students new to the University, working on campus helps develop a sense of community and belonging. Students who feel they are a part of their university tend to do better scholastically.
- Students with little or no employment history may establish a work record and learn the fundamental skills of employment such as punctuality, communication, cooperation, and time management.
- Students prepare for the world of work through processes of interviewing, hiring, training, supervision, relating to coworkers and the public, meeting expectations, and achieving goals.
- Students have opportunities to sample several career choices through varied work experiences.
- Students with defined career objectives gain related experience that enriches their educational program. Students with otherwise limited exposure and opportunity for networking may also make valuable contacts with professionals in their chosen fields.

2. STUDENT EMPLOYEE DEFINITION

A student employee is a part-time hourly employee who is also enrolled in the minimum required courses and has the minimum required cumulative grade point average at the University of Nevada, Reno for the primary purpose of achieving a degree. As such, the employment is temporary and is incidental to the pursuit of an academic program.

2.1 TYPES OF STUDENT EMPLOYMENT

2.1.1 Regular Campus Student Employment

A regular campus student employment position is a temporary, hourly, part-time job that is funded 100% by colleges and departments. This position type must have flexible work hours designed to accommodate the student's class schedule and other academic responsibilities. The duties, responsibilities, and wage range is determined by the employer. The student hired for any student position must meet and maintain all minimum student employment eligibility requirements. This program differs from Work Study programs in that these jobs are not based on financial need.

2.1.2 Federal Work Study Program

The Federal Work Study Program is a “need-based” financial aid program designed to assist students in earning money to meet their college expenses. To receive work study, a student must have filed a Free Application for Federal Student Aid (FAFSA) and have been awarded a work-study allocation of funds in their financial aid package. Each eligible student is awarded an amount of funds per semester that will determine the maximum number of hours per week that may be worked under work study funding. This amount should not exceed the maximum hours a student worker may work during the semester. Students on Work Study funding must also meet and maintain the minimum eligibility requirements for a student position. For on-campus positions, the federal funds pay 75% of the student’s wage and the employer will pay the other 25% of the wage and the workers’ compensation of 1.5%.

2.1.3 Off Campus Federal Work Study

Federal Work Study recipients may also work off-campus. Off-campus positions require a contract between the University and the off-campus affiliate. A deposit of the employer paid portion of the employee’s wages to a University account is required from the off-campus affiliate prior to employment. The percentage of an employer contribution for wages differs by agency type, non-profit or for-profit. The off-campus Work Study agreement must be renewed annually. Contact the Student Financial Aid and Scholarship Office at (775) 784-4666 for more information.

2.1.4 Community Service

Students eligible for the Federal Work-Study Program may participate in positions designed to improve the quality of life in our community. In addition to activities that benefit residents of the immediate Reno area, community service opportunities include development efforts in rural areas, environmental management, youth services and literacy programs. Off-campus positions require a contract prior to the start of employment. A deposit of the employer paid portion of the employee’s wages to a University account is required from the off-campus affiliate prior to employment. Contact the Student Financial Aid and Scholarship Office at (775) 784-4666 for more information.

2.1.5 Literacy Challenge Program

Through provisions in the Federal Work-Study Program, there are opportunities to teach reading and mathematics to area elementary school children and/or to work with family literacy programs. Students interested in education, social work and family development should inquire at the College of Education. Contact the Student Financial Aid and Scholarship Office at (775) 784-4666 for more information.

3. POSITION CREATION

To establish a student employee position a department must first have wage funding available to pay the hourly wage of the student employee. Once the funding is determined by the department the current Student Classification and Compensation Schedule must be used to determine the level of skill needed by the employee. This will determine the wage range of the employee hired. Student employment positions are typically posted on the on campus job board (see instructions under section 3.2.1).

3.1 Student Classification and Compensation Schedule

The student classification and compensation system is designed to establish consistent hiring and pay practices for all student employees throughout the University. The current student classification and compensation schedule listed below can also be found on the Human Resources web site under the student employment forms section.

The student classification and compensation schedule is based on the current State of Nevada minimum wage and increases accordingly with the job duties, responsibilities, and qualifications of the wage range. Student salaries must be at a wage no less than the minimum required by law and may not exceed the maximum wage for a student worker. Student employees hired above the maximum wage for a student worker will need a justification memo from the department and approval from the Assistant Vice President of Human Resources.

The level and salary chosen for a student employment position should be based on job responsibilities, supervision needed, and level of expertise required for the job. For example, many positions on campus are clerical in nature and require basic office skills. Such positions would fall under the Student Worker I classification. Positions requiring additional experience, knowledge, or skills would be assigned to higher classifications. The examples listed in each job classification may serve as a guide. For assistance with determining the appropriate level and pay for a student employment position departments, contact the Human Resource department at 784-6082.

**Associated Students of the University of Nevada (ASUN) have a separate pay schedule that is sanctioned in the ASUN constitution and Fiscal Board Bylaws and approved by the Board of Regents.*

STUDENT WORKER I

Wage Range: \$8.25-\$9.50

Duties at this level vary from routine and simple in nature to slightly complex, requiring some basic decision making. The employee will receive training or be given general instructions on how to perform assigned duties of the position. Duties will be performed under supervision to ensure completeness and accuracy of tasks performed.

Examples of duties: filing, answering phones, shelving books, copying, washing laboratory glassware, stocking shelves, and other manual tasks involving light physical effort. Basic computer skills, reviewing documents for completeness, data entry, cashiering, posting, simple hardware/software maintenance under supervision, library research requiring students to summarize materials, and situations requiring similar judgment. Positions requiring manual skills and arduous physical work are included in this classification.

STUDENT WORKER II

Wage Range: \$8.50-\$12.50

Duties at this level fall into three areas or a combination of these areas:

1. Duties are somewhat to moderately complex, are varied and involve a degree of responsibility and judgment.
2. Duties are specialized or technical requiring exceptional and diversified skills.
3. Duties include training lower level student worker positions and acting as a lead supervisor over other student workers.

Employee must take initiative regularly and must be able to provide information regarding unit procedures, rules, and regulations. Employee is given general instruction and will be expected to prioritize work, use initiative, and make decisions regarding work assignments. Employee must possess specific knowledge and skills to perform duties without detailed supervision.

Examples of duties: desktop publishing, routine hardware/software maintenance, editorial assistance, laboratory work involving research and testing, research work involving collection and interpretation of data, higher level administrative tasks, supervision, training, or overseeing a function or service area.

STUDENT WORKER III

Wage Range: \$10.00-\$15.73

Duties are specialized or technical requiring exceptional and diversified skills.

Assignments involve:

1. Analysis
2. Independent judgment
3. Knowledge of the principles, practices, and concepts of a professional field (e.g. accounting, management information systems, computer science, biology, etc.), advanced customer service or employee supervision.

Examples of duties: report compilation, highly technical programming, grant writing, database development, web development, highly technical laboratory or research work. Positions in this category normally involve work that is closely related to the student's academic program.

3.2 JOB BOARD POSITION POSTING

Student employment positions created for new hires should be posted on the current University job posting web site, unless a specific student has already been identified to fill the position. The e-Search system is used for all part-time positions on-campus. If the intent of the department is for a student to work full-time during the academic year (excluding summer and winter breaks) or in the capacity of a classified staff position, then the position will need to be filled through the State of Nevada classified employment system. Information about how to post student position openings to the e-Search system can be found on the Human Resources website in the [Student Employment section](#) or in the [HR Liaison section](#).

4. HIRING PROCEDURES

4.1 Interview/Selection Process

Once a department has advertised a new student employment position on the University job board and has compiled a sufficient applicant pool, the department should develop a selection process that follows the guidelines for equal opportunity and affirmative action. The University is an Equal Opportunity/Affirmative Action employer. Questions from on-campus employers may be referred to the Equal Opportunity/ Affirmative Action Office at 784-1547. For the interview/selection process employers should consider the following:

- 1) Review the job description to identify essential elements for successful performance of the job.
- 2) Request a resume to identify prior work experience and skills and help students develop skills for future job searches.
- 3) Describe the position and your expectations to the student. Encourage questions about the job requirements from the students. Evaluate the student in relation to the job tasks and duties and his/her experience, knowledge, skills, and abilities. Try to predict the student's performance and ability to be successful from the information obtained through the interview, the application, and the resume.
- 4) Discuss the hourly rate you feel is appropriate to the student's skills, abilities and prior work experience, the estimated number of work hours per week, and the days/hours proposed as the work schedule.
- 5) A student allocated Work-Study funding must provide the employer with a written referral letter from Financial Aid.
- 6) It may be helpful to make notes regarding your evaluation of the student's job related qualifications to refer to when selecting the final successful applicant.

4.2 Affirmative Action/Equal Opportunity

The University of Nevada, Reno is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, and in accordance with university policy, sexual orientation, in any program or activity it operates. The Equal Opportunity/Affirmative Action office is responsible for investigating complaints and for receiving grievances from students, faculty and staff in matters dealing with discrimination. If you have questions, contact the Equal Opportunity/Affirmative Action Office at 784-1547.

4.3 STUDENT EMPLOYMENT ELIGIBILITY

An eligible student, for this purpose, is defined as an individual who is enrolled as an undergraduate student, graduate student or graduate special during the fall or spring terms in any academic year. Departments will verify that a student is enrolled by requesting a copy of their course schedule at the beginning of each term. The course schedule is important so that hours can be scheduled that do not conflict with class times. Only enrolled UNR students are eligible for student employment. Students at other NSHE institutions are not eligible. A student may work during the summer term if they are enrolled at the University during the summer terms or are enrolled for the fall semester. Students who graduate or terminate their academic program are no longer eligible for student employment beyond the calendar month of such action. A graduate may enroll as a graduate special or pursue a graduate degree to regain eligibility.

A student who is no longer enrolled in classes will be terminated from their student employment positions immediately upon notification being sent to the hiring department by Human Resources.

Summer Employment: Students may work in the summer if they meet one of the following enrollment requirements:

- 1) must be enrolled in at least 1 credit
- OR**
- 2) meet the minimum qualifications required for the fall semester

Additionally, to be eligible for student employment, the student must be a U.S. citizen or permanent resident eligible to work in the United States except as specified for International students under the International Student eligibility requirements section.

Students employed at 50% FTE in a Graduate Assistantship must obtain an Approved Overload Request form, from the Graduate School. This approved form must be submitted to the Student Employment office before the student can begin work in a student position.

Students who graduate or terminate their academic program are no longer eligible for student employment beyond the calendar month of such action. If a student was eligible to work during the spring semester of the fiscal year the department may have that student continue employment until the end of that fiscal year (June 30). A graduate may enroll in the minimum credits as a graduate special or pursue a graduate degree to regain eligibility.

***Student eligibility to work is a separate issue from FICA Exempt status.

Individuals who do not meet all eligibility requirements may not be hired under the “student” category. The State classified employment system has categories for temporary employment. Contact the Business Center North (BCN) Human Resource office at 784-6844 for more information.

4.4 International Student Employment Eligibility

International students with an I-20 (F-1) issued by the University are permitted to work as student employees. Documentation issued by any other NSHE institution is not acceptable for work purposes under U.S. Citizenship and Immigration Services (USCIS) regulations. International students must be enrolled full-time, 12 undergraduate credits or 9 graduate credits (unless they meet the exceptions listed below) and must meet GPA requirements in order to be eligible for student employment.

- 1) J-1 students in the International Undergraduate Research Program (IURP) taking 3 credits in the fall, 3 credits in the spring and 1 credit in the summer are considered to be enrolled full-time in compliance with the exchange agreement.
- 2) Graduate international students with graduate assistantships (full/part-time) are considered full-time students if they take 6 or more credits during the fall/spring term.

An international student on J-1 Exchange Visitor (DS-2019) visa must obtain permission to work on-campus from a responsible officer of the exchange visitor program sponsoring the student. Additionally, the student must visit with the tax specialist in the University Controller's Office regarding the tax status related to their employment. For more information contact the Office of International Students and Scholars at 784-6874.

- 3) International students on their last semester are not eligible to work after the last day of finals without current work authorization (8 CFR 214.2(9)(i)). The work authorization may be post-completion Optional Practical Training related to their program of study or any other type of work visa. They may receive their paycheck after the last day of finals but their last day of eligible payment will be the last day of finals.

For more information contact the Office of International Student and Scholars at (775) 784-6874 or the OISS Website.

Individuals who do not meet all eligibility requirements may not be hired under the "student" category. The State classified employment system has categories for temporary employment. Contact the Business Center North (BCN) Human Resource office at 784-6844 or for more information.

4.5 Verification of Enrollment

HR will verify that the student to be hired meets the minimum credit and grade point average eligibility requirements prior to inputting for pay. Paperwork submitted for ineligible students will be returned unprocessed to the department. If the ineligible student was allowed to start work before the eligibility was verified, hours worked must be paid by the department to the employee as a temporary worker through Business Center North (BCN) Human Resources. For this reason, allow time for the HR verification to occur before your student employee begins work or the supervisor should confirm the student to be hired meets the minimum credit and grade point average eligibility requirement.

4.6 Hiring Documents

Hiring documents must be completed for all new student employees at least one week or more before the student is expected to begin employment. Documents that are complete, accurate, accounts budgeted and accounts linked to position numbers are processed by HR in the order received. To ensure the student employee is paid for the hours worked during

their first pay period the hiring documents must be received by Human Resources with enough time to enter before payroll runs (check the HR website for payroll run dates). A timesheet alone will not generate a pay check. Eligibility must be verified and the position must be activated in the HR/payroll system. Both activities occur when Human Resources receives hiring documents.

Forms are often updated by the Human Resources department. To ensure the correct forms are being used it is important that all paperwork is pulled from the human resources forms website each time the form is needed. For students previously employed at the University an I-9 is not required unless the student was previously terminated, had a 90-day lapse in employment or if the current I-9 on file has exceeded 3 years. The W-4 is not required unless the student has had a 90-day or more lapse in employment.

For students whose end dates are being extended, only a PAF is necessary. A student PAF can extend the full academic year (fall 8/15-12/31, spring 1/1-5/15 and summer 5/16-8/15) or three (3) total semesters, including the current semester.

Employers are responsible for submission of original, complete and accurate employment documents. Copies should be maintained by the department for auditing purposes.

If the student is ineligible for the student employment category and hours were reported, those hours must be paid by the department as a temporary worker through Business Center North (BCN) Human Resources.

4.7 Position Control and Accounts for On Campus Positions

The department must include a position control number on each PAF. Position control numbers are assigned to the department by Planning, Budget and Analysis (PBA). The Student Employment Human Resource office cannot process the hiring documents unless PBA or Office of Sponsored Projects (for grant accounts) have “linked” the position control number and the department’s account number.

Since all student employment positions are temporary, all account lines on the PAF must have an end date. If the account line will change during the academic year and all account numbers are known at the time the initial PAF is submitted, include all accounts on that initial PAF. Student PAFs can only extend for three academic semesters at one time.

4.8 Earnings Codes

The following earnings codes are used on the PAF to identify the type of student employment:

On-Campus

STU - Regular Student Employment (this is the most common earnings code)
STF - Student Flat Amount (Used with Student Employment approval only)

FW1 - Fall Federal Work Study Program
FW2 - Spring Federal Work Study Program

SN1- Fall Non-Need Based Federal Work Study Program
SN2- Spring Non-Need Based Federal Work Study Program

Off-Campus

FC1 - Fall Federal Work Study Program (Non-Profit Employer)
FC2 - Spring Federal Work Study Program (Non-Profit Employer)
FC3 - Summer Federal Work Study Program (Non-Profit Employer)

FO1 - Fall Federal Work Study Program (For-Profit Employer)
FO2 - Spring Federal Work Study Program (For-Profit Employer)
FO3 - Summer Federal Work Study Program (For-Profit Employer)

Literacy

AR1 - Fall Federal Work Study - elementary school and family literacy reading tutors
AR2 - Spring Federal Work Study - elementary school and family literacy reading tutors
AR3 - Summer Federal Work Study - elementary school and family literacy reading tutors

4.9 New Hire Policy Acknowledgement

All newly hired student employees must receive the new hire polices packet covering Drug Free Workplace, Sexual Harassment, Safety, and Worker's Compensation policies. The employee must sign the New Hire Polices and Acknowledgment form before their hiring documents can be processed.

4.10 Background and Personal Reference Checks

Background and personal reference checks may be requested by the hiring department. It is the hiring department's responsibility to initiate the background and/or personal reference checks. The hiring department should note on the job board posting that a background check and/or personal references will be required of the selected applicant.

4.11 Nepotism

NRS 281.210 prohibits the appointment of closely related individuals to positions in which one employee is in the line of supervision over the other employee. This regulation also applies to current employees who are appointed to different positions through promotion, transfer, voluntary demotion or any other type of appointment, and individuals who become related to each other, such as through marriage. Immediate supervisor or direct line of authority applies to these relative types: spouse, child or spouse of a child, parent, sibling, grandparent, first cousin, aunt, uncle, niece, nephew, and grandchild.

Employees, who become related after they have been appointed to their positions, shall within ten working days of becoming related:

- (a) Notify the appointing authority of the relationship; and
- (b) Submit to the appointing authority a recommendation for action to be taken by the appointing authority to ensure that the employees do not continue to hold positions in which one of the employees is the immediate supervisor of the other employee.

5. PAYROLL PROCESSING

One of the most important responsibilities of an employer is to ensure that student payroll information is accurate, complete, and timely. Departments must inform all supervisors within their areas of responsibility regarding payroll deadlines and procedures. For a current copy of the payroll cut-off schedule visit the Payroll or Human Resources website.

5.1 Payroll Periods

Payroll periods are from the 1st through the 15th (payday on the 25th) and the 16th through the last day of each month (payday on the 10th), as per the schedule established by the Payroll Office.

5.2 Paycheck Disbursement

Student employees are paid on the 10th and the 25th of each month. If the 10th or the 25th falls on a weekend or holiday, payroll checks will be ready the Friday before the weekend, or the last working day before the holiday. Payroll checks can be picked up in person at the Cashier's office, 3rd floor, Fitzgerald Student Services Building. Students may request direct deposit by providing the Payroll office with an authorization form. Wages paid to student employees are subject to federal tax and must be reported. Each student employee receives a Wage and Tax Statement, Form W-2, at the end of each tax year. If the form has not been received by January 31, the student should contact the Payroll office at 784-6653.

5.3 Timesheet Guidelines

Department use timesheets are available on the Human Resources website in the forms section under student employment. This sheet is used by the department to keep track of hours the student worked during each pay period. The supervisor must initial the hours and dates a student has worked within the pay period. Students may not work during their regularly scheduled class times. If a regularly schedule class is not meeting during one of the assigned class times the student may work during that time period. However, a notation must be added to the timesheet on that particular date and time stating the reason the student was working during his/her class schedule.

For a student to be paid for hours worked, student employee hours must be submitted on the pre-printed payroll timesheet or on a PR-29 form to the Payroll office by the

department. The forms must be received in the Payroll office by the deadlines specified on the payroll cut-off schedule for a student to be paid on time for that pay period. The proper signing authority must sign the original hour reporting form for Payroll to accept the hours reported. Forms will be reviewed for departmental signatures and documentation. Discrepant information will result in no payment to the student until the problem is resolved. Once the hours have been submitted, only the signing authority may request changes. All changes to the timesheet must be made in person at the Payroll office.

The Payroll Office publishes a schedule of deadlines for payroll timesheets to be turned in each pay period. An email will be sent to the department contact when the payroll timesheets are available. It is the employer's responsibility to ensure that the payroll timesheet is returned by the appropriate deadlines. A student's name will no longer appear on the department payroll timesheet after the end date on the PAF or when a termination PAF is submitted.

The following guidelines provided by the Payroll office will simplify the timesheet process:

- Information must be printed clearly.
- For employees without hours, the line should be left blank.
- Hours earned in a prior pay period should be noted separately on the timesheet, including position number, account number, amount, and dates.
- Retroactive pay may be added to a timesheet or submitted on a PR-29. The number of hours worked and the difference between the wage paid and the correct wage must be clearly noted.
- If the student's hiring documents are correct and complete and have been submitted to Student Employment at least 3 days prior to the deadline on the payroll cut-off schedule to have the paperwork into the Human Resource office, his/her name may be added to the employer's student payroll timesheet or submitted on a PR-29.
- If the paperwork is found to be incomplete or inaccurate or the student is not eligible, he/she will not be paid until the problem is resolved.
- New employees may not be added to the payroll timesheet until it is confirmed that the student has been entered into the Human Resources system. The employee may have an employee number assigned to them already from a previous position, but that employee may not be added to the timesheet until the paperwork for the new position has been entered by the Human Resources office.
- Students paperwork not received by the Human Resources office by the cut off dates might not be paid until the following pay date.

For questions regarding timesheets, please contact the Payroll office at 784-6653.

5.4 Processing Deadlines

Documents submitted for processing **must** be complete and prior to the deadline dates published by Payroll. Incomplete and late documents received by the Human Resource office may not be processed in time for that pay period. Staff will make every effort to

complete processing, but there is no guarantee. A checklist of required hiring documents is provided on the Human Resource Forms website under the student employment section. A link to the payroll schedule is available on the Human Resources website under the forms section.

5.5 FICA

FICA is Social Security (6.2%) and Medicare (1.45%) taxes on employee wages. Both the employee and the employer make a matching contribution. During Fall/Spring semesters, a student employee is FICA exempt if he/she:

- Is enrolled in 6 credit hours as an undergraduate student.
- Is enrolled in 3 or more credits as a graduate or graduate special student.
- Has international student status

During the summer, a student employee is FICA exempt, if he/she:

- Meets the eligibility requirements for summer student employment (refer back to Section 4), AND is enrolled in a minimum of one credit during the first or second summer term(s). Mini-term enrollment is not considered for the FICA exemption.
- Has international student status.

Effective July 1, 2005, the Nevada System of Higher Education (NSHE) established a new retirement plan called FICA ALTERNATIVE RETIREMENT PLAN (FARP). This plan has been established for NSHE employees who do not participate in another retirement plan at NSHE and who contribute to or would contribute to FICA tax.

Students who do not meet the requirements to be FICA exempt during the summer will be subject to the FARP. A student employed concurrently in more than one student employment, casual labor, classified, or professional appointment is **not** exempt from FARP. FARP is charged to the employee's most recent employer. A student with multiple student employment positions (including Graduate Assistantships) is responsible for, along with their employers, coordinating the total hours to remain within limitations. A student with casual labor, classified and professional employment is subject to FARP.

More information and the enrollment form for the FARP can be found on the Human Resources website in the forms section under Payroll Forms or under the Student Employment Forms.

6. MONITORING WORK STUDY ELIGIBILITY AND EARNINGS

6.1 Work- Study Allocation

Through the annual financial aid application and award process, the Student Financial Aid and Scholarship office determines a student's "financial need" and Federal Work-Study dollars can be offered. Federal regulations do not permit work study earnings to exceed his/her allocated amount of dollars per semester. The employer is responsible for maintaining a cumulative record of the student's gross work study earnings. The work

study allotment balance is printed on the department payroll timesheet each pay period. Employers should review the records of hours worked to determine the remaining hours available in the next pay period to ensure that the student does not exceed his/her allotment.

Hours submitted that exceed the remaining balance of the work study allotment are automatically charged at 100% to the employer's account. When the semester allotment has been reached if employment will be continued a PAF should be submitted to HR to change the student from work study to a regular student position with the STU earnings code.

Work study awards can only be earned between the dates identified on the work study referral provided by the student at the time of hire. Typically the award is for an academic year. Therefore, the period of employment using work study wages may be as early as the week before classes begin and end with the last day of instruction each semester.

Once the student earns all of the semester work study allocation, 100% of subsequent wages will be paid from the department funding source(s). At this point if the department wishes to continue employment for this student a PAF should be submitted to end the account lines with the work study earnings code and start a new account line with the student worker earnings code. The spring semester portion of the award can only be earned during that semester. However, unearned funds from the fall semester portion of the Work Study award may be carried forward and combined with the amount allocated to the spring semester. Carrying funds forward from the academic year to summer and from the summer to the following academic year is prohibited. Currently, summer work study is not awarded at the University of Nevada, Reno.

To place a work study student on student employment, the employer must submit a PAF with an account line indicating work study as the earnings code. Refer to section 4.8 to ensure proper charging of the account; it is critical that the appropriate codes be used. Once 100% of the work study funding has been used for the semester the student will be placed back on the regular student employment STU earnings code.

6.2 Allocation Revision

A student's work study allocation may increase or decrease due to changes in the student's financial need, enrollment status, student budget, or the addition of other resources or assistance. When a revision occurs, the student is notified of the change. It is the student's responsibility to notify the employer to ensure that adjustments are made to the student's work hours if needed and/or account lines.

Any increase in hourly wage, retroactive pay increases, and concurrent employment (work study students employed in two or more work study positions) also affect the student's balance of earnings.

When a PAF is submitted to the Human Resource office to add a student to work study payment the work study allocation will be confirmed by the Human Resource office. If

no work study allocation is shown in the student record the student will be entered into the human resources system as a regular student worker. The department will be notified of this change and it is up to the department and/or student to follow up with financial aid for the reason the work study allocation was dropped from the financial aid package.

6.3 Record Keeping

All employers and their student employees should keep a monthly record of each student's earnings to avoid exceeding the work study allocation. The maximum that may be earned is identified on the student referral form issued by Student Financial Aid and Scholarship. The balance remaining appears on the timesheet each pay period. If the student has more than one campus job, the employers and student need to coordinate the use of the student's work study allocation. Time sheets for student workers on work study should be kept by the department for five years for possible future audit.

6.4 Changes in Eligibility

Should a student's eligibility for work study funding change due to unsatisfactory academic progress, enrollment or other situations, Student Financial Aid and Scholarships will notify the department. The student must immediately be transferred to another account and earnings code or terminated. **If additional hours are earned they will be charged to the employer's account.**

7. GENERAL EMPLOYMENT POLICIES

7.1 Work Hour Limitations

Student employees may work 25 hours per week during periods of enrollment when classes are in session (Fall/Spring semesters). Students must not be scheduled to work when they have a scheduled class period. When a student is employed with more than one department the employer should coordinate their schedule with the other department as to not exceed work hour maximums. An on-campus employer who wants to fill a full time position during the academic year must establish a casual labor or classified position through Business Center North (BCN) Human Resources. During breaks (winter, spring, summer) students cannot work more than eight hours a day or a 40 hour work week (Sunday- Saturday). Should these limitations be exceeded, the employer must pay overtime. Contact Payroll at 784-6653 for further details.

International students attending the University on F-1 Visas who work on campus are required to comply with U.S. Citizenship and Immigration Services (USCIS) guidelines that limit hours worked to 20 per week during periods of enrollment and 40 during summer and winter breaks. Hours worked by international students on J-1 Exchange Visitor Visas are limited by authorization from the sponsor, and may not exceed 20 hour per week during periods of enrollment and 40 hours per week during summer and winter breaks.

Per the United States Code Title 38, Chapter 9, students participating in the Veterans Work-Study program are permitted to work up to an average of 25 hours per week.

7.2 Concurrent Employment

A student may work more than one student employment position. However, the student must advise all the employers involved and monitor the total hours for all positions. FICA is charged when the total hours reported for all positions exceeds 32 and overtime is charged at any time exceeding 40 hours. Failure to do so may result in termination of the student from a position(s).

7.3 Absences

Student employees should notify the supervisor no later than the beginning of the scheduled work period when he/she is unable to work. The department should establish call out procedures with the student workers at the time of hire. In the case of an extended absence, the estimated duration should be reported to the supervisor as soon as possible. The supervisor is responsible for authorizing all absences.

7.4 Break/Meal Periods

Breaks: A student working a consecutive 4-hour work period is entitled to one 15-minute rest period with pay. For a consecutive work period that exceeds 6-hours a student worker is entitled to two 15-minute rest periods with pay. In general, rest periods should occur near the middle of the shift for a 4 to 6 hour shift. For shifts of more than 6 hours rest periods should be taken in the first and last third of the shift. Rest periods may not be taken at the beginning or end of the work period and are not cumulative.

Meals: In general, an unpaid meal period of 1/2 hour to 1 hour is required when a student employee is scheduled to work more than 6 hours. Under circumstances driven by operational needs, a student may waive the meal period, particularly when the need to work additional hours arises at the end of a scheduled shift. If a student works more than six hours and does not take a meal period, the reason for not taking a meal period must be documented on the time sheet by the student and approved (initialed) by the supervisor. This documentation/time sheet for a student worker must be retained by the department for three years or five years for a student on work study.

7.5 Departmental Records

Federal regulations require that the actual hours and days worked by students be documented and signed by the supervisor and the student. Employers must keep these records for 5 years. The internal auditors verify departmental records of hours and days worked with student class schedules. Students **MUST** not work during times that they are scheduled to be in class. If a class is cancelled and the student works that hour, it should be noted on the department's records that the class time was canceled. Total hours worked must be transferred to payroll timesheets for students to be paid. Work hours may be projected to the end of the pay period and adjusted accordingly in the next pay period if

there is a difference. Department should keep a personnel file on each employee. These files should be retained for three years after the employee is terminated.

7.6 Performance Evaluation

It is important that the supervisor identify job responsibilities and expected performance standards for the student employee. Periodic performance appraisals, both formal and informal, should be conducted. Human Resources suggest that student employees be formally evaluated each semester or no less than once a year. Evaluations are valuable tools in assessing the student's progress, providing positive reinforcement; discussing areas of improvement, and for establishing goals for the individual and the department. A sample evaluation form is available on the Human Resources website under forms in the student employment section. However, employers may develop their own evaluation system provided it is consistently used for all students. A signed copy of the evaluation form used should be provided to the student and the original document should be placed in the student's departmental personnel file.

7.7 Merit

The employer determines timing and manner in which merit raises are made within the job classification schedule. Student employees should be evaluated on a regular basis, typically once a semester. If the evaluation is satisfactory, a merit increase within the classification wage range might be appropriate. A new PAF is required to submit this change. If the PAF is submitted after timesheets have been generated, the wage on the pre-printed timesheet must be manually changed to the new rate. The employer makes the change on the timesheet prior to submitting it to the Payroll office. Retroactive pay raise adjustments must be calculated by the employer and submitted on a PR-29 form or added to the employer's student timesheet with a separate notation for previous hours. Contact Payroll at 784-6653 for specific instructions.

7.8 Promoting a Student Employee

A new PAF is required to upgrade an existing position. For wages from \$8.25 - \$10.00 a \$1.00 increases may be granted without Human Resources approval. For wages above \$10.00, an increase of more than 10% will require approval from the Assistant Vice President of Human Resources. The 10% increase must be stated on the student's PAF in the comment section. A 10% increase is only allowed once per academic year.

7.9 Employee Benefits

Every student employee is covered during his/her working hours by Worker's Compensation insurance for work related injury/illness. The coverage provides an incapacitated student employee the means of support and medical care when unable to work because of a job-related disability. An employee must immediately report any job-related accident or illness to his/her supervisor. The supervisor is responsible for completing the appropriate forms for the BCN Workers' Compensation office.

Student employees are not eligible to receive other employment benefits such as shift differential pay, paid holidays, paid vacation leave, paid sick leave, retirement benefits, or permanent status.

7.10 Worker's Compensation Insurance

This is an employer paid tax to provide income continuation in the event of an on-the-job injury. Each department is responsible for paying the Workers' Compensation fringe at 1.5% on the earnings for all students employed by the department. If you have questions or need to report an injury, contact BCN Workers' Compensation; phone 784-4394 for procedures, forms and information.

7.11 Overtime

Student employment positions are temporary, part-time positions that offer students an opportunity for work experience while pursuing a course of study. Hours worked are flexible and variable. Due to the nature and purpose of these positions, overtime should not be incurred. However, in unusual situations (i.e. during summer employment or special events) a student may work overtime. For hours worked in excess of eight hours per day or 40 hours per week, overtime must be paid at one and one-half times the normal hourly rate. All overtime for students must have prior authorization from the supervisor. For more information visit the U.S. Department of Labor website.

7.12 Employee/Employer Conflicts

Both the employer and the employee share the responsibility of addressing problems that may occur during the course of the student's employment. There should be realistic expectations of both the supervisor and the employee. The following guidelines have been successful in dealing with employee/employer conflicts:

- Address problems as they arise, not after they accumulate. Deal with minor concerns before they become major problems.
- Review job responsibilities, duties, and expectations. Make sure they are clear to both the supervisor and the student.
- Avoid personalizing critical comments. Discussions regarding performance should be conducted in private.

If assistance in resolving conflicts is required, employers and/or employees may contact the Human Resource office at (775)784-6082 or the Equal Opportunity/Affirmative Action office (775)784-1547.

7.13 Termination

Student employment can be terminated at any time at the discretion of the employer and/or the employee. If the student drops below the minimum credit and GPA requirements for student employment the employment will be terminated as soon as notification has been sent by Human Resources to the hiring department contact. It is

advisable that the supervisor keep notes regarding the student employee's performance that may have led to the termination.

A student may terminate himself or herself at any time. Reasonable notice for the employment separation should be given to the employer in writing by the student. The hiring department should submit a termination PAF to the Human Resources department when a student has separated from their student employment position.