



Student Employment Policies for Student Supervisors

Hiring Federal Work-Study Students:

Departments should endeavor to fill all student positions with Federal Work-Study eligible students. Cooperation by all department heads and supervisors in this regard will help to ensure that on-campus job opportunities will be made available to those students who need them most. Exceptions may be able to be made on a case by case basis but it is preferred that Federal Work-Study recipients are hired first.

Student Employment Budget Request:

Department heads will be required to submit Student Employment Budget Requests to the Budget Office on an annual basis. This form is made available by the budget office located at Harkins Hall Room 400.

Student Employment Job Posting (description):

Every time a supervisor plans to hire new student employees(s) to their department (regardless of whether the students are preselected or not) the supervisor needs to submit an online job posting (description). The Office of Financial Aid maintains current job postings which are required for all authorized student positions on campus, as well as Federal Work-Study positions off-campus.

Required Paperwork and Online Application:

Once a student secures a position they will need to complete and submit required paperwork to the Office of Financial Aid, Harkins Hall 215. **An online application needs to be completed by the student to that specific position job posting before any required employment paperwork may be turned in.** Student employees must not begin working until they have completed and submitted all of the required forms (with the exception of the optional direct deposit form). All forms can be obtained by going to www.providence.edu then clicking on Admission, Undergraduate Financial Aid, and then Forms.

Brand New Hire:

If this is the student's first job on campus the student will need to complete the following:

- 1) Employment Certification Form
- 2) W-4 Form
- 3) I-9 Form
- 4) Direct Deposit Form – Optional
- 5) Summer Employment Resource Form (summer employment only)
- 6) Online Application

Rehire:

In April, supervisors are sent a rehire list to complete. If the supervisor indicates that the student employee is a rehire the student will not need to complete paperwork or online application for that position for the following academic year. However, if the student employee works during the summer, paperwork and an online application will need to be completed, see summer employment below. Rehires are only academic year rehires.

Changing Jobs:

The following forms need to be completed if the student is working a different academic year position from last year:

- 1) Employment Certification Form
- 2) Direct Deposit Form – Optional
- 3) Online Application

Summer Employment:

If the student is working over the summer they will need to complete the following forms:

- 1) Employment Certification Form
- 2) Direct Deposit Form – Optional
- 3) Summer Employment Resource Form
- 4) Online Application

To be noted: the student will need to complete the set of forms/application above that are applicable to their situation (i.e. brand new hire, change of job).

More than 1 position:

Yes, with prior approval from the Office of Financial Aid. Students are allowed to have more than one job whether it is two FWS, two RSP positions or one of each if one of the jobs offers a limited number of working hours (i.e. less than 5). Students must still abide by the 20 hour maximum if they have 2 positions.

Resident Assistants:

If you have been hired as a Resident Assistant (RA), you cannot work 2 jobs on campus. RAs are compensated for room and board and typically work 20 hours per week. Because of these reasons, exceptions are not made for RAs being allowed to work 2 jobs.

Off-Campus Federal Work-Study Project Agreement (Community Service):

The Federal Work-Study Project Agreement details the duties and responsibilities of the agency participating in the Federal Work-Study Program. Federal funds provide 75% of their students' wages while the participating agency, or the Feinstein Institute in selected cases, provides the remaining 25%. To simplify this requirement, Providence College pays the student in full, bi-monthly; and bills the agency at the end of the fall, spring, and summer employment periods for the 25% portion earned. During the summer employment period, the agency will be billed for the 25% portion plus FICA as required by law.

Pay Rates:

Employers should be aware that student hourly pay rates are based upon minimum wage, skill level, and practical experience. It is the responsibility of the supervisor to determine their student employee pay rates. The pay rates must fit within the job title category pay range according to wage scale. The web address to access the wage scale is:

<http://www.providence.edu/Admission/Undergraduate+Financial+Aid/Student+Employment/Wage+Scale.htm>

Web-time Entry by CyberFriar:

All undergraduate students working at Providence College must enter actual hours worked directly into the CyberFriar website to be paid. Student employees are responsible for the accuracy of the hours entered. Students must not work more than 20 hours per week, therefore a maximum of 40 hours per pay period during the academic year (except summer and academic year breaks). All students working 6 or more hour shifts must take a 30 minute unpaid break. This break must be logged into the CyberFriar timesheet. Worked hours should be entered in CyberFriar on a daily basis.

Supervisors are responsible for verifying and approving their student employee's timesheets in Cyber friar. Upon supervisor approval, the hours are processed electronically by Payroll.

Lunch Break:

Employees working a six hour shift or longer must receive at least 30 minute lunch break. It is up to the department to decide if the lunch break is longer. The lunch break must be indicated via web-time entry records. To be noted: lunch breaks are unpaid.

Maximum Student Work Hours:

Students may not work more than 20 hours per week during the academic year, no exceptions. During the summer session and academic year break periods students must not work more than 35 hours per week unless their employment is considered a community service position and the student cannot work more than 40 hours per week. If a student employee exceeds hours permitted per week, disciplinary action will be taken. If student employees falsify or forge timesheets, the violation will result in immediate termination and disciplinary action.

Students working over Academic Year Breaks:

Students may work over academic year breaks. If they are working the same position there is no additional paperwork or online application necessary for the student to complete unless you (supervisor) are changing their student pay rate (i.e. Resident Assistants, Orientation Leaders). In that case the student will need to complete another Employment Certification Form. If the student is changing positions/jobs over break, then the student will need to complete another Employment Certification Form and online application to the new position's job posting, see **Changing Jobs** section above.

On-the-Job-Injury:

If a student is injured on the job; the student must report the injury to their job supervisor.

Minor Injuries

- 1) If possible go directly to the Student Health Center for treatment; Student Health Center phone number is (401)865-2422. If the Student Health Center is closed, please contact Safety and Security at (401)865-2391.

Moderate to Severe injuries

- 1) Contact Safety and Security by calling the emergency line (401)865-2222 immediately.
- 2) Stop by the Office of Safety and Security to complete an incident report.
- 3) Contact Human Resources at (401)865-2341 in regards to completing an injury worksheet. Or complete the injury worksheet online. Website address: <http://www.providence.edu/Human+Resources/Forms>

Grievance Procedure:

If a student/supervisor has any grievance or issues concerning an employment situation, he/she should first attempt to resolve the problem internally. If this fails, the Office of Financial Aid should be contacted immediately. The Office of Financial Aid will serve as mediator for all student employment concerns.

Termination:

A supervisor may terminate a student's employment at any time there is sufficient justification. The job supervisor should document, in writing, the circumstances which prompted the dismissal, and give the student two weeks advance notice when possible. The student and employer are encouraged to discuss problems concerning work performance to determine if a remedy can be found before dismissal becomes necessary. Documented violations of confidentiality, dishonesty (including falsification of time sheets), poor work performance, habitual tardiness or absence are some of the justifiable reasons for terminating a students' employment. If a student is terminated, there is no guarantee that the student will be placed in another Federal Work-Study job.

Graduation:

Upon graduation from Providence College a student employee may not continue working beyond their graduation date.