



STUDENT EMPLOYEE SUPERVISOR HANDBOOK

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NEW SUPERVISORS

When you begin a role in which you supervise student employees, you will need to contact Student Employment to be added to the supervisor email list and to get access to [Handshake](#). Once you have been added to the email list, you will receive updates about student employees, including reminders to approve timesheets, updates about laws that may impact your student employees, and instructions regarding the end of each semester. Your Handshake account will give you access to post jobs and review job applications.

Mentoring Moment

The recruiting and hiring process provides multiple opportunities for students to learn and practice vocational discernment. Students can learn how to articulate their story in a cohesive and connected way through writing (application, cover letter, and resume) and in person (interview process). As the supervisor and hiring manager, you are perfectly positioned to assist students in connecting their coursework and co-curricular experiences to a meaningful on-campus job

RECRUITING A NEW **STUDENT EMPLOYEE**

Post a Job

On-campus supervisors should post all available positions to Handshake. Each office has freedom when it comes to specific hiring procedures as long as they meet fair labor standards. If you are having trouble attracting qualified applicants for your position, contact Student Employment to troubleshoot.

We recommend that you set the expiration date for each job within one month of the post date. Jobs posted for more than one month get less attention from students. If needed, you can extend the job before it expires.



Re-post a Job

If you wish to post a job that you have previously posted, log in to Handshake and select “Create Job”. The first field will allow you to import information from a previous job posting by selecting “Copy description from existing job” and a drop down menu will appear showing all previous positions. Be sure to update the job with any new information and fill in any fields that have been added/missed since you last posted the job.

JOB

DESCRIPTION

Every role should have a job description that is shared with the student employee upon hire or during the interview process. By clearly outlining the duties of the position and reviewing the job description, both in the interview process and in dept during training, you will help students understand the role, perform better, and stay in the position longer.

INTERVIEW

QUESTIONS

Tailor your interview questions to include an opportunity for students to share both aspirational goals and the practical, relevant experience they have already acquired. The interview can become a template for helping students think through and communicate their story. It is important to keep in mind that most students have not ever had to do this and likely won't "get it right" each time. You are providing them a space to practice and develop this skill. In addition to position-specific questions, we have provided some sample reflective interview questions later in this handbook.

STUDENT EMPLOYEE ELIGIBILITY



- 1. Age:** By law, student employees must be 18 years of age or older to work for PLU. Please check with a student to confirm their age before extending an employment offer. You may list this as a requirement in the job posting on Handshake, if you wish.
- 2. First Year Students:** Incoming PLU students are allowed to begin working as student employees once they register for classes and get their student IDs. If you are looking to hire an incoming student for the summer, they typically register for classes in June. You can go through the interview process prior to registration, however, the student cannot begin work until after they have registered and turned in their I-9 and W4 paperwork to the Student Employment office.
- 3. Registration:** Undergraduate students must be enrolled in 6 or more credits in order to work on campus. Graduate students only need to be registered for 4 or more credits. We check to make sure that all students are actively enrolled in the minimum number of credits each pay period. For J-term and summer, students must either be enrolled or planning to enroll in the term immediately following J-term or summer. If a student cannot register due to financial holds, they have until the add/drop date to register for classes to be eligible for student employment. If a student does not register for classes in time for Fall or Spring semester, they will no longer be eligible to work.

STUDENT EMPLOYEE

ELIGIBILITY CONT'D

- 4 . New Graduates:** If a student graduates from PLU, they will no longer be eligible to work as a student employee once the regular term (fall and spring semester) following their graduation begins.
- 5 . International Students:** International students can begin working 30 days before their first day of classes. They may need to obtain a social security card before they can legally work in the US. This process generally takes at least 3 extra days from the time the student has been offered a job. If you hire an international student who does not have a social security card, the student should immediately fill out the SSN Support Letter Request form located on the Student Employment website. Students who have DACA, Legal Permanent Residency (green card), or a different immigration benefit which provides them with a work permit are not considered international students.
- 6 . Academic Standing:** If a student falls below a cumulative 2.0 GPA, they could lose their Federal and State Work Study awards and continued on campus employment may require evaluation on a case by case basis.
- 7 . Primary Work Location:** Students must have their primary place of employment be within the state. Students are not able to work on-campus positions when they are studying away outside of the state or working remotely if they live out of state.

EMPLOYMENT

PAPERWORK

Once you have verified eligibility to work on campus and offered a position to a student, you should discuss new hire paperwork with the student. If a student has previously worked on-campus, they will not need to submit new forms (unless it has been over a year since they last worked on-campus). If this is their first on-campus job, they **must** complete new hire paperwork **before they begin working or training.** Please be sure to inform the student that they will be required to present original, current documents such as a passport, social security card, or birth certificate. The law is very clear that we cannot accept scans, copies, or photos of documents. Many students will need to have the necessary document(s) mailed to them by a parent/guardian. They will need to visit the Student Employment office in the Hauge Administrative building to complete the paperwork.

FORMS TO COMPLETE:

I-9

Direct Deposit

W4

Rights &
Responsibilities

REPORTING YOUR **NEW HIRE**

Once you have offered a position to a student employee and the offer has been accepted, you must report your new hire to Student Employment. Please complete a Hire Request form (found on the Student Employment website) at least 5 business days* prior to the student's first day of work. This gives Student Employment and Payroll adequate time to process the student's new hire paperwork (if applicable), configure the student's work study (if applicable), and set up the job in Banner. The start date listed on the Hire Request should be as accurate as possible. However, delays in completing paperwork or background checks may result in delaying a student's start date.

*if the position requires the completion of a background check or motor vehicle record (MVR), 7-10 business days is preferred to allow for processing.

FOAP

The FOAP you enter when reporting a new hire will determine the FOAP used to pay the student as well as who can view the student's timesheet for approvals. If you are paying a student out of an Org with which you have not previously been associated, please include a note in the hire request. If the student will be paid from restricted fund, please include a note about the general Org number that is associated with your office/department.

The primary account number for student employee wages is 6201. Student employment will adjust as necessary for those with work study awards.

HOURLY RATE

The minimum wage for Washington state can be found on the Student Employment website as well as listed on the Hire Request form. Student employees must be paid on an hourly basis. They cannot be paid by stipend, award, or employed as independent contractors. Exceptions to this rule are extremely rare and require approval by the Student Employment office.

Minimum wage typically increases annually by L&I using a formula tied to the rate of inflation. Student Employment and I&TS work together to automatically increase all student wages to meet the minimum wage requirement at the end of each calendar year. These changes are effective December 26.

It is common practice to have student employee wages set to minimum wage. Most departments no longer provide raises to students based on length of service and students are typically only paid a higher hourly wage if they are in a supervisory/student manager role or have taken on significantly more responsibilities than average student employees.

FINANCIAL AID & WORK STUDY

Some students are eligible for Work Study based on financial need as determined by FAFSA. When hiring a student employee, you may not take work study eligibility into consideration as work study awards are not budget reducing. You should not ask a student if they are work study eligible during the hiring process. If a student is not awarded Work Study, the student will be paid as a Non Work Study student. Student Employment will assess and code the position accordingly. There are no extra steps necessary on neither you nor the student's part.

BACKGROUND CHECKS

There are some student employment positions that require background checks. Background checks are processed by Alliance 2020. Students cannot begin their roles until they have completed and successfully passed the background check.

Positions that require background check include, but are not limited to:

- Resident Assistants (RA)
- Event Students (HSCR)
- Camp Counselors
- Campus Safety employees
- Federal Community Work Study positions

On the hire request, you will need to answer yes to “Is a background check required?”. Student Employment will initiate the background check process. An email will be sent to both the student and the supervisor alerting them that the student needs to complete a background check. A “Student ____ Cleared to Begin Work” email will be sent to the student and the supervisor once the background check is complete and all other necessary paperwork has been completed. **A student employee is not permitted to begin working until the “Student ____ Cleared to Begin Work” email has been received.**

If you have any questions regarding background checks, please reach out to Student Employment.



MOTOR VEHICLE RECORD CHECKS

Any student position that requires the student to drive a vehicle for university business, regardless of frequency, will require the student to successfully pass a Motor Vehicle Record check (MVR). To drive a vehicle for PLU, students must have a valid driver's license for at least 2 years (time with a learner's permit does not apply). Individuals can have either a basic, non-commercial automobile driving license or a commercial driver's license (CDL).

On the hire request, you must indicate if the student will drive as part of their job responsibilities. Driving even just one time qualifies. Student Employment will initiate the MVR check process. Washington state requires a wet signature on the release form so students will need to visit the Student Employment office in the Hauge Administrative building to complete the form.

Students will be unable to begin their new position until the MVR is complete. An email will be sent to both the student and the supervisor alerting them that the student needs to complete an MVR check. A "Student ____ Cleared to Begin Work" email will be sent to the student and the supervisor once the MVR check is complete and all other necessary paperwork has been completed. **A student employee is not permitted to begin working until the "Student ____ Cleared to Begin Work" email has been received.**

Students will also need to complete online Driver Training through Vector. Students should not begin driving in their role until the MVR and assigned trainings have been completed, so please share the urgency of this with your student employee.

Driving golf carts on campus does not require an MVR but please contact Risk Services if your student employee will need to drive a golf cart as there is an a training module for driving golf carts.

ONBOARDING

When a new student employee begins a job in your office, it's important to keep the following policies and procedures in mind. Remember, you may need to teach students about the procedures outlined below such as where and when to report hours worked, how often they'll get paid, how they get paid, and how to take sick leave. Taking the time to properly onboard your student employee models what they can expect from a quality work environment and teaches students about the questions they can ask if they encounter an employer in the future who doesn't take the time to onboard.

TRAINING

All job-related training must be paid. In most cases, providing students with academic credit or other benefits for training in lieu of financial compensation is not permitted.

COMPUTER ACCESS

Many student employees are asked to use a computer for their job duties. To request computer access for a student, please contact I&TS and/or submit a ticket through the Help Desk. Be sure to go over all policies found on I&TS's website to ensure compliance.

We recommend that your student not use their personal PLU email to complete their job duties; they should use an email designated for the department/office. If a student will be using their personal email for job-related communication, please ensure that they student will not be discussing any FERPA-protected information about other students in the course of sending or receiving work emails. Students also should not link work email accounts to personal cell phones.

SCHEDULES & BREAKS

As you design your student employee's work schedule, there are a few laws and policies to keep in mind:

- If a student is working a shift longer than 4 hours, they must take one paid 10 minute break for every 4 hours that they work.
- If a student is working a shifter that is longer than 5 hours, they must take a 30 minute, unpaid lunch break before they hit the 5 hour mark.
- If a student's shift is longer than 8 hours, it is possible that they may be entitled to a second 30 minute break. Please contact Student Employment if you have students working longer than 8 hour shifts.
- Students may not work more than 19 hours per week on campus.
 - The work week begins on Saturday and ends the following Friday.
 - If a student has more than one on-campus position, the sum of their hours across all positions cannot exceed 19 hours.
 - During summer, students can work up to 40 hours regardless of class enrollment.
 - During J-term, students can work up to 40 hours if they are enrolled in 2 or less credits.
 - They must stay below 19 hours if they are enrolled in more than 2 credits.
 - International students cannot work beyond 20 hours per week, regardless of how many credits they are taking.

It is important to check with your student employees to see if they have any other positions on campus and to make sure they understand the firm restrictions on hours worked per week.

It is strongly suggested to discuss scheduling expectations with students early in the hiring process.

MANAGING STUDENT EMPLOYEES

TIME SHEETS

Students report hours worked on a timesheet that is accessible via Banner Self-Service— similar to how hourly staff access their timesheets. Timesheets are only accessible after Student Employment has received and processed the Hire Request.

It is recommended to ask students to log their hours in Banner at the end of each shift rather than waiting until the end of the pay period.

Hours must be recorded in 15 minute increments. Students should only record time worked and paid 10 minute breaks.

If you have submitted a Hire Request and received the “Student _____ Cleared to Begin Work” email but your student still cannot access their timesheet, please contact Student Employment to troubleshoot the issue. *Please note that Student Employment experiences the highest volume of Hire Requests at the beginning of each semester so processing times may be longer than usual.*

If a timesheet is not online in time to enter hours before the end of a pay period, or if a student forgets to submit their hours, please work with the student to submit a paper timesheet. Paper timesheets can be found on Payroll’s website and should be submitted as soon as possible. A student **cannot** submit missed hours from one pay period on the timesheet of another pay period. This is illegal, disrupts the tracking of sick leave, and can cause a student to go over the maximum hours per week limit.

OVERTIME

During times when classes are not in session, a situation may occur where a student works over 40 hours in one week. This mostly happens when students are working multiple on-campus jobs and not communicating their total hours to their supervisors. If this happens, any hours that are worked after the students reaches a total of 40 hours in that week will need to be paid at one and a half times their hourly wage. This means that your department could be responsible for paying the overtime rate even if you did not authorize the overtime hours. For this reason, we encourage supervisors to set clear policies and expectations regarding how students will communicate regarding their schedules and hourly limits.

APPROVING TIMESHEETS

Every pay period, student employees must submit their timesheets for approval. It is your responsibility to look over their timesheets to ensure that the hours reported match the hours worked and that the student did not make any errors.

If a student was out sick, please make sure they claim sick leave if they have an available balance and are eligible to use their sick leave. Please check the student's sick leave balance before approving sick leave hours on Banner. Detailed instructions on how to approve hours can be found on Payroll's website.

PAY PERIODS & PAY DAYS

PLU student employees are paid bi-monthly via direct deposit (physical checks are available, if necessary). Banking information can be updated with Payroll at any time. For more information, including a full list of pay period dates and pay dates, please visit Payroll's website.

SICK LEAVE

Per Washington state law, students that work for PLU accrue paid sick leave at a rate of 1 hour per 40 hours worked. Sick leave may be used in any on-campus job, regardless of where it was accrued. Students become eligible to take a paid sick leave 90 calendar days after their hire date.

Sick leave may be used when a student must miss a scheduled shift due to injury, illness, or medical appointment. It is best practice to ask your student employees to use their accrued sick leave each time they have an eligible absence, rather than saving their sick leave. Students can view sick leave balances in Banner Self-Service. The balance will update after each paycheck is issued.

RIGHTS & RESPONSIBILITIES

When a student submits their employment paperwork, we require that they sign the Student Employee Rights & Responsibilities acknowledgement form. We encourage you to review this form with your student employees to ensure everyone is on the same page regarding policies and expectations.

POLICIES BY POSITION

Student Employment allows each department/office to develop its own policies by position such as attendance expectations, scheduling expectations, dress codes, codes of conduct, and computer use policies. We encourage each department/office to write policies that are gender inclusive and respectful of religious and cultural differences. All student employee policies should be consistent with PLU's Religious Inclusion and Accommodation Statement and PLU's Diversity Statement.

HOLIDAY PAY & STIPENDS

Students do not get paid extra for working on federal holidays, regardless of what holiday it is.

Additionally, it is extremely rare for student employment positions to meet the legal requirements to be paid by stipend. If you believe your student employee position is a special case that would benefit from paying via stipend, you *must* get approval before offering the position to a student or allowing them to perform work.

ON-CALL

We highly discourage supervisors from requiring students to be “on-call” for shifts by requiring them to be available to come into work during a given period of time, if needed. If you must have students be on call, you will most likely need to pay the student for the entire time they are on-call. You will need to get approval from Student Employment before placing any student employees in an on-call position.

WORK INJURIES

Washington State Department of Labor and Industries requires employers to record work related injuries and illnesses. If a student employee is injured while working at PLU, please complete an Injury report located on the Human Resource’s website. The injury report alerts the university that there may be a claim to process. It also alerts the Environmental Health & Safety Manager and Safety Committee to possible hazards on campus.

In the event of a work injury, please complete the Injury Report form found on the Human Resources website and turn the form in to Human Resources in the Hauge Administrative building.

RAISES

To report that your student employee will receive a raise, please submit a Status Change form which can be found on the Student Employment website. Pay changes can only be implemented at the start of a pay period, either the 11th or 26th of the month. Please submit Status Change forms at least 3 business days before the change will take effect.

INCLEMENT WEATHER

Whenever inclement weather creates hazardous weather travel conditions, student employees are urged to use caution and personal discretion.

Since the university is a resident campus, some services are essential as long as students are in residence. Supervisors in departments providing services to resident students should communicate proactively with student employees regarding attendance policies during such closures.

Student employees are not compensated for missed shifts during official university closures. We acknowledge that some students depend on a consistent paycheck. If a student expresses concern about lost wages, supervisors should feel empowered to come up with solutions such as scheduling make-up shifts once the university reopens.

Student employees deemed essential by the university who physically come to campus to work during an official university weather closure will receive additional pay equivalent to 1x their hourly rate, if pre-approved by Payroll. No pay if they are scheduled and do not work but they may use accrued sick leave.

PERFORMANCE ISSUES

If your student employee is not meeting expectations, contact Student Employment for tips on coaching student employees and documenting performance issues. Depending on the situation, Student Employment may connect you to experts on campus to ensure that student employees experiencing challenges are supported and that any corrective action is consistent with labor laws.

PROVIDING **FEEDBACK**

It is strongly encouraged to provide feedback to every student that you interview regardless of whether they are hired as the feedback you provide gives the student an opportunity to learn, develop, and improve for next time. Be as specific as you can. Compliment them on what they did well and tell them where they could improve (refer them to Career Services, if needed). Modeling constructive feedback lays the groundwork that encourages students to seek feedback following subsequent interviews.

ENDING A

STUDENT JOB

Occasionally you will need to end a student employee's job before their position was originally projected to end. In this case, you must report the student's last day of work through a Status Change form which can be found on the Student Employment website.

Please reach out to Student Employment if you have any questions regarding dismissing a student from their job.

GRADUATING STUDENTS

When a student employee graduates, their eligibility to work on campus changes. If a student wishes to continue working after they graduate, they may only continue working in a student role until the first day of the next "regular" term. Fall and Spring semesters are considered "regular" terms while J-Term and Summer are not.

Spring and summer graduates are able to continue working until the first day of Fall semester. Once classes begin, the student is no longer eligible to work as a student employee at PLU.

Winter graduates are able to continue working until the first day of Spring semester. Once classes begin, the student is no longer eligible to work as a student employee at PLU.

REFERENCE CHECKS, LETTERS OF RECOMMENDATION, OR EMPLOYMENT VERIFICATIONS

Supervisors of student employees are not required to give a reference or recommendation when requested. Supervisors have the autonomy to say no. Best practice suggests to remember that issues can arise around negative comments. Sometimes declining the request is best practice to avoid saying something that can be misinterpreted.

Students should provide supervisors with a FERPA consent to release records because their employment records with the university are considered academic in nature due to the requirement that they be a student to be employed.

FERPA Consent to Release Records forms can be found on the Registrar's website.

Please request the student complete this information and provide you with the completed FERPA disclosure before sharing information with a third party whether in writing or verbal.

Maintaining a record of your communications with your student employment records is advised.

All student employment verifications are processed by Payroll and should be forwarded to their office to be completed.