

Student Employment Supervisor Handbook

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Introduction

This Supervisor's Manual for Student Employment was designed for those who hire and/or supervise student employees. This manual was created to make the student employment process more efficient and effective in your department. The Student Employment Office has attempted to answer common questions and concerns, provide basic protocols, and outline the responsibilities associated with supervising student staff. It is not intended to cover all circumstances.

A student employee is an individual whose primary intent is to obtain a degree at CSU while working part time at the University.

To the extent possible, we follow the Federal Guidelines for both our Federal Work Study and Non-Work Study student employees. The Student Employment Program is subject to audit, so it is very important that you and your student staff understand and abide by the guidelines set forth.

NOTE: This manual is not intended to provide guidance on the paperwork required for hiring students. Please refer to the Student Employment Departmental Designee Handbook for those instructions.

Areas of Responsibility

Student Employees

Student employees are expected to:

- Adhere to all Student Employment guidelines.
- Notify their supervisor immediately when their enrollment drops below 6 credit hours.
- Accurately maintain time worked using the Kronos electronic time reporting system.
- Take the job seriously and perform at the highest level of their ability.
- Treat their supervisor and fellow employees with respect.
- Dress appropriately for the job.
- Limit personal conversations and phone calls.
- Refrain from doing homework, studying, or performing any other non-work/ personal activities on the job.
- Consult their supervisor for their next assignment when assigned tasks are completed.
- Help keep the work area safe and free of clutter.
- Return equipment and supplies to their proper place after use.
- Notify their supervisor before leaving the work area.
- Refrain from eating or drinking beverages in work areas, unless permitted by their supervisor.
- Use computers, copiers, and other office equipment and supplies for work assignments only and not for personal use.
- Provide their own reliable childcare and transportation.

Departmental Designee

The individual assigned as the Student Employment Departmental Designee is assigned the following responsibilities:

- Process and review all hiring documents prior to submitting them to the Student Employment Office.
- Review all Student Employment materials/updates and communicate the information with others in their department.
- Process job postings for all open Student Employment positions.
- Accurately complete and process all hiring paperwork prior to any student working.
- Promptly respond and take appropriate actions on all Student Employment notices.
- Process all requests for changes to the student jobs using the Student Employment Form (SEF).
- Instruct new student employees on MyTime and MyProfile for Kronos and pay stub information.

Student Employee Supervisor

The direct supervisor of every student employee should ensure that:

- Funds are budgeted in order to retain the student for the full academic term.
- Proper orientation and training are provided.
- Timesheets are approved in Kronos in a prompt and accurate manner.
- Appropriate actions on all Student Employment notices are taken.
- All student staff adheres to the Student Employment guidelines.
- The Student Employment Departmental Designee is notified of all changes to the job (including terminations), so that accurate paperwork can be processed timely.
- Work performance and skill-building opportunities are reviewed at least once a semester with the student.
- The student's academic schedule is reviewed each term to determine an acceptable work schedule.

Department Head

Heads of departments employing student staff are asked to:

- Ensure that all student employees are considered students of the University first and that critical work is assigned to University staff, as per union contracts.
- Assign a departmental representative to act as the Student Employment Designee. (Please note that whenever this position is vacant, the department head will be assumed to be the default Designee.)
- Ensure that departmental personnel adhere to the Student Employment guidelines.

Student Employment Office

The Student Employment Office is responsible for:

- Processing all accurately completed hiring paperwork in a timely manner.
- Returning inaccurate/incomplete hiring paperwork in a timely manner.
- Providing Student Employment training and communication.
- Assisting in the resolution of student employment-related problems and concerns.
- Ensuring the University community adheres to all federal, state, and University regulations, protocols, and procedures regarding student employment.

Student Employment Basics

What Are The Basic Guidelines Of Student Employment?

- Students cannot work until AFTER all hiring paperwork has been accurately completed and forwarded to the Student Employment Office.
- All student employees must be paid following the University's bi-weekly pay periods.
- Students are eligible to work as student employees when they remain enrolled for at least 6 credit hours during the regular academic semesters (Fall and Spring).
 - A one-time exemption to this credit hour rule is allowed if less than 6 credit hours are needed to graduate at the end of that semester. A memo (or email) of documentation from the student's academic office is required before this exemption can be awarded. Such a student must have met eligibility requirements during the preceding term.
 - Graduate students conducting thesis or dissertation research may be enrolled in less than 6 credits if those credits are the thesis or dissertation course. A memo (or email) of documentation from the student's academic office is required before this exemption can be awarded. Such a student must have met eligibility requirements during the preceding term.
 - If a student (other than those mentioned above) drops below 6 credit hours, their positions are subject to termination.
- Student workers must be offered at least a half-hour unpaid meal break after 6 hours of work. It is up to them if they wish to take or skip this break, but any breaks they take must be reflected in Kronos. Student employees are paid only for time worked.
- Student employees cannot work more than 20 hours per week during regular academic terms (including Final Exam week). This includes a combination of all hours for all CSU positions (other campus jobs, GAs, lecturer positions, etc).
- Students may work up to 40 hours per week during Winter, Spring, and Summer breaks if they did not violate the student employment regulations during the preceding semester, if they intend to return to CSU in the next term, and if they have their supervisor's approval.
- Student employees are never permitted to work more than 40 hours in a week.

- Student employees cannot work during their scheduled class times, including during finals week. (This includes such situations as a professor cancelling or shortening a class session/exam.)
- Student employees are only paid for time worked. They do not accrue sick or vacation pay and are not eligible for pay on snow days or any other days CSU is closed and they did not work.
- Student employees are not considered “essential” employees by the University’s definition of the term, so they are not permitted or expected to work during days the University is closed.
- Graduating students must stop working on the last day of the term, unless they are accepted in an additional degree-seeking program for the upcoming academic term and are registered for at least 6 credit hours in that term. Notice must be sent to the Student Employment Office to alert us of this new registration.
- Newly-admitted students cannot be hired as student employees until the first day of their first semester. (They cannot work the break period prior to their first semester.)
- It is the student's responsibility to understand and abide by the student employment regulations and the protocols of the employing department.
- Violation of the student employment rules will result in termination of the student job.

What Is Federal Work Study (FWS)?

FWS is a federal financial aid program designed to help degree-seeking students meet educational expenses. Students earn their FWS awards by working in the Student Employment Program. Only students who are citizens or resident aliens can receive a FWS award; international students are not eligible for FWS.

Each year students indicate on their FAFSA (Federal Application for Student Aid) if they are interested in receiving a FWS award. Awards are based on the FAFSA filing date, the student being in good academic standing, financial need, and the availability of funds. To facilitate continuity of employment for our students, consideration is given to students who earned their Federal Work Study Award during the previous academic term or academic year. The Financial Aid Office may also use professional judgment to award FWS to a student under special circumstances.

How Does FWS Work at CSU?

Students who receive a FWS award may earn up to the amount of the award during an academic year (Fall semester, winter break, and Spring semester; FWS is not available for Summer). Students should not earn over half of their total award in any one semester. If a student earns more than half of their total award in fall semester, for example, and does not return to CSU for the spring term, the over-earned amount will be charged to the employing department's non-work study budget line (-0151).

FWS wages are charged to the employing department's -0150 budget line, and the Federal Government reimburses the University for all or part of these wages. Student earnings reduce the amount of funds remaining in the award.

Students may earn FWS in more than one student position; employers cannot restrict students to only earning FWS in their department.

Note: If not being utilized by the third pay period of the academic year, the FWS award could be removed for the academic year and might not be able to be reinstated, so if you require a student to have FWS in order to hire them, be sure to verify with them that this award is still listed in their Financial Aid award letter. They can check this at any time by logging into CampusNet and viewing their Financial Aid tab.

When a student's FWS award is exhausted, the wages are automatically deducted from the department's -0151 (non-work study student) budget line unless the department provides the Student Employment Office with an alternate account or grant number.

Monitoring earnings, FWS balances, and budgetary charges is the exclusive responsibility of the student and the employing department.

Federal Work Study guidelines require that we attempt to maintain the student's employment for the full academic year. If your department is one that can only compensate students via their FWS awards, it is important that their hours be scheduled and monitored in such a way that they do not run out of funding and lose their employment before the end of the academic year. If they have more than one position on campus it is even more important that you coordinate this with the student.

The University over-awards our allocation of FWS in an effort to utilize all available funds. Therefore, there is always the possibility that the University will exhaust its allocation before individual students do. The Student Employment Office monitors overall FWS utilization and makes every effort to ensure that the University's allocation lasts throughout the academic terms. Employing departments will be notified if the University's allocation will be exhausted before the end of the spring term.

What Is A Non-Work Study (NWS) Student Job?

A NWS job is any student position for which wages paid to that student come directly from the department's budget (-0151), including grants and gift accounts.

Monitoring NWS budgetary charges is the exclusive responsibility of the employing department.

As funds permit, students employed as non-work study students who do have FWS eligibility will automatically be awarded FWS, and compensation will be transferred to the FWS budget line based on the above criteria. (This does not apply to grant/gift-funded positions; those positions are never paid out of FWS.)

Processing a Student Employment Position

How Do I Find Student Workers?

The Student Employment Office can post all of your positions for you on the University's job portal (Handshake). There is a job posting template available for you to complete on the Supervisor page of the Student Employment website: (www.clestatecareers.com/ocesupervisor). Please be sure to follow the instructions on the form and fill it out as-is; do not save it as a PDF or scan it to us.

Supplemental advertising of your position is also permitted and encouraged!

Note: You are NOT required to post student employment positions, so if you have a specific student chosen, please do not submit the job for posting. All hires must have a detailed job description, however, so you will need to provide that to your department's Student Employment Designee when the student is hired. (See "How Do I Complete the Hiring Process" below.)

What Should The Student Employment Interview Include?

Supervisors usually address the following topics during an interview:

- responsibilities of the job
- skills required to perform the job
- start date and hours needed
- pay rate for the job

Supervisors should review the student's class schedule to be sure the student does not work during scheduled class times. It's also a good idea to verify with the student if they have any other jobs on campus, as that will affect how many hours they can be scheduled to work for you.

How Do I Complete The Hiring Process?

When you have chosen your student workers, you should refer them to your Student Employment Departmental Designee. This person is responsible for processing all of the student's hiring forms. If you do not know who this person is for your department, please contact us at studentemploy@csuohio.edu and we will let you know.

For students who have never worked on campus, please direct them to the New Student Employee Orientation which is on the Student Employment website. This document will provide your workers with information on the forms they will need to complete with the Designee. (They can easily find it when they go to www.clestatecareers.com/ocsestudent .)

You must provide the Departmental Designee with a detailed job description for each student you wish to hire. If you posted the job, you can provide a copy of that posting. If you did not post the job, you will need to write up a job description for them.

Students may begin working **after** all paperwork has been accurately and completely filled in and forwarded to the Student Employment Office.

After the Student Employment Office processes the paperwork, they will be able to log into Kronos to record their hours. Once they record their first full shift with you, you will be able to view the job in Kronos. This process often takes a few days, so be sure to have the students keep track of their hours on paper until they are able to log in. As their supervisor, you will have access to add those previous hours in Kronos for them once they begin showing up for you. **Students must log in any current and future hours in Kronos themselves, per the instructions on the Student Employment website, or they will not populate your Kronos account for approval.**

What About Employing International Students?

International students should confirm permission to work through the Center for International Services and Programs (CISP):

216-687-3910
INTLCENTER@csuohio.edu

Most of the student employment regulations are the same for citizens and international students. However, there are some differences:

Securing A Social Security Number (SSN)

After having been extended a job offer, if the international student employee does not already have an SSN, they will need to:

- Pick up a Social Security Letter from the Center for International Services.
- Take the letter back to you for completion.
- Return to the Center for International Services for their original signature.
- Take the original letter to apply for the Social Security Number, along with Passport with I-94 and I-20, to a Social Security Administration office. The closest office to apply is at the Federal Building, located at 1240 East Ninth Street in downtown Cleveland. The student should ask the social security administrator for a letter stating that they have applied. They should keep a copy of the letter and give the original to Payroll.

Extending Stay

To extend the stay or period of study at CSU, international students must complete a new I-20 and forward a copy of it to the Student Employment Office. Failure to do so will result in the student position being terminated at the end of the original stay date.

Paying Student Employees

How Much Should I Pay My Student Worker?

All student employees are paid on an hourly basis, bi-weekly. It is up to your department’s discretion as to how much to pay your student employee. Your only limit is that students must be paid at least minimum wage. (CSU uses the higher of state or federal minimum wage.) The following is designed to be a tool provide equitable hourly pay rate suggestions for student employees at Cleveland State University. In determining an appropriate wage rate for your student worker, consider the experience level of the student and the complexity of the job. If you have any questions, please contact the Student Employment Office.

Hourly Pay Range	Description
Minimum wage - \$10.75	Routine responsibilities with little training or prior experience required; independent action is limited; specific instructions required from supervisor; close supervision is usually necessary.
\$10.76 – \$12.00	Responsibilities require some independent action and resourcefulness; supervisor’s instructions are more general; prior related experience or skill required; moderate supervision is required.
\$12.01 – \$14.50	Responsibilities require independent action and resourcefulness in applying protocols, procedures, and solving problems; prior related experience or skill required; limited supervision is required.
\$14.51 - \$16.00	Instructional, administrative, supervisory, technical responsibilities, as required of graduate assistants; prior related experience required; original thinking and little supervision required.
\$16.01 +	Reserved for highly specialized positions, i.e. interpreters; research assistants; special tutors; campus newspaper editors or reporters; prior related experience required; original thinking and little supervision required.

What About Time and Payroll Records?

- A paper record of the time worked should be maintained until Kronos is activated. (You can then enter those hours for the student as their supervisor.)
- Student workers are paid only for time worked. Holidays, snow days, sick days, and breaks do not count as hours worked and are not compensated to student employees. Students must clock out for all breaks.
- Student workers must be offered at least a half-hour unpaid meal break after 6 hours of work. It is up to them if they wish to skip or take this break since it is unpaid, but if they take it they must log out of Kronos during that time.
- At the end of the bi-weekly pay period, supervisors verify the hours worked and approve the time in Kronos. For actual payment dates refer to Payroll's website.
- As the supervisor, it is your responsibility to confirm the hours recorded in Kronos match what the student worked. Kronos rounds time to the nearest 10th of an hour, so you may need to correct this rounding before approving time, or your student could violate the student employment hour limit rules. Students will be paid for the time you approve.
- Student employees should be advised that an electronic pay stub can be viewed on the MyCSU website under Employee Self Service, myProfile. (Detailed instructions are available for them in the Student Employee Handbook located at www.clestatecareers.com/ocsestudent)

What Taxes Are Withheld From Student Earnings?

Both state and federal taxes are withheld from the earnings of citizens. International tax treaties will determine the taxes withheld from the pay of international students.

During the academic year, students who are enrolled for six or more credits and who are working on campus are exempt from Medicare. Students may also elect to be exempt from withholding of OPERS within 30 days of their original hire date at CSU; they must respond to the email they get from OPERS when they are hired to download the app where they can opt out.

However, even if students have applied to be exempt from OPERS, OPERS will be taken from their check any time they are enrolled in less than 6 credit hours (including Summer). For information on obtaining a refund of the OPERS deduction, students may go to the OPERS website after the end of the semester.

How Do I Make Changes to my Student Employee's Job?

A Student Employment Form (SEF) needs to be processed to initiate all changes to a student's job. Please contact your Student Employment Departmental Designee for processing of the SEF.

Student Employment and a Lifetime of Career Success

Why Encourage Students to Work On-Campus?

Research shows that students who work on-campus:

- enjoy greater academic success
- are more connected to the University
- develop relationships with members of the University community who can help them deal with a variety of questions and concerns
- have employers who support their educational endeavors and coordinate work schedules with academic schedules

Every student position can be beneficial even if it is not significantly related to a specific field of study. Student positions help our students gain a better understanding of the dynamics of the working world and help students develop many of these essential job skills:

- computer skills
- communication skills
- customer service skills
- writing skills
- problem-solving skills
- decision-making skills
- interpersonal skills
- team member skills

How Does The Employee Orientation Support Success?

Research shows that the more extensive the orientation, the greater likelihood of job success. Each student employee should be oriented to their specific position and the overall department, including job functions, departmental protocols, work schedule, and expectations. Understanding that this may be the student's first professional work experience, providing a thorough orientation is particularly important. Orienting a new student worker to your area should also include:

Student Conduct Code

All students and student supervisors should be familiar with the Student Conduct Code of the University.

Confidentiality

Each student worker should be reminded about the importance of confidentiality. Any violation of the University's confidentiality rules should be subject to disciplinary action, including termination.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that guarantees the confidentiality of student records. Student Employees must not, under any circumstances, release student information to anyone (including parents and employers), unless they have been instructed to do so by their supervisor.

Students should be cautioned not to discuss student information with family or friends and to not check into student records, unless required as a function of their job. Any student employee who violates any portion of this law should be subject to disciplinary action, including termination.

Discrimination

The University administration, faculty, staff, students, and volunteers are responsible for assuring that the University maintains an environment for work, study and participation in University programs, services and activities free from discrimination/harassment.

Discrimination/harassment in the workplace or the educational environment is unacceptable conduct and shall not be tolerated. The University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of discrimination/harassment.

The University prohibits discrimination/harassment toward individuals of the University community on the basis of race, sex (including pregnancy), religion, color, age, national origin, veteran and/or military status, genetic information, or disability and discrimination/harassment toward individuals for other reasons such as sexual orientation, gender identity and/or expression, marital status or parental status. The University will conduct its programs, services and activities in accordance with applicable federal (including Title IX of the Educational Amendments of 1972), state and local laws, regulations and orders and in conformance with University policies. The University will not tolerate discrimination/harassment of its faculty, staff or students by persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University. Any student employee who believes he/she has been subjected to discrimination should be referred to the Office for Institutional Equity (216-687-2223).

Sexual Harassment

As a member of the Student Employment program, it is essential that students understand this sensitive issue. Sexual harassment is a form of discrimination that is both reprehensible and unlawful. It is the protocol of Cleveland State University that no member of the University community shall engage in sexual harassment. Any student employee who violates any portion of this protocol should be subject to disciplinary action, including termination. Any student employee who believes he/she has been subjected to sexual harassment should be referred to

the Office for Institutional Equity (216-687-2223). While all individuals are encouraged to report, certain employees are required to do so. Any executive or administrative officer, dean, chair/director; faculty or administrative supervisor; faculty member; coach; or human resources consultant who becomes aware of information that would lead a reasonable person to believe that discrimination and/or harassment has occurred is required to notify the Office for Institutional Equity. Graduate assistants and student workers who have supervisory, evaluative, grading, or advisory responsibility over other members of the campus community, must report incidents they become aware of in the course of their duties.

Providing A Safe and Healthy Workplace

Cleveland State University is dedicated to providing a safe and healthy workplace for its employees. Therefore, CSU recognizes that one of the most important obligations to its employees is to maintain a completely alcohol- and drug-free workplace. Illegal use or influence of drugs/alcohol is prohibited on Cleveland State University property. The unlawful manufacturing, distribution, dispensation, possession or use of controlled substances is strictly prohibited. Any student employee who violates any portion of this protocol should be subject to disciplinary action, including termination.

Work Schedules

- Students should establish a work schedule with their supervisor that does not interfere with their classes and one to which they can commit.
- Student schedules should be designed so that funding for their positions will enable them to work through the end of the academic year.
- Student schedules may need to be adjusted every semester.
- Students cannot work during their scheduled class or exam times, even if their instructor cancels a class session, ends class early, or does not issue an exam.

Meal breaks

Student workers must be offered at least a half-hour unpaid meal break after 6 hours of work. Your student employees are not required to take this break if they don't wish to since it is unpaid, but if they do take a break they must clock out in Kronos during it.

Comfort breaks

Most students work in areas where they are free to use restroom facilities at their convenience. In situations where students aren't free to take periodic comfort breaks without some work coverage being provided, supervisors must arrange such reasonable coverage. However, student workers only get paid for time worked. If actual breaks are taken (coffee breaks, smoking breaks, etc.) those need to be on unpaid time and the student must clock out.

Phone Usage

Telephone training should be provided by the supervisor and should include the proper way to answer the telephone, place a caller on hold, transfer a call, and take a message. Additional training can be provided by the Telecommunications Department.

Students should limit use of the University phone for personal calls and may not make long-distance personal calls from work.

Students should limit use of their cell phone during work hours to only emergencies.

University Property

The Student Employment Office does not administer or approve the use of University property (including but not limited to keys, vehicles, computers, uniforms, etc.). It is up to the discretion of each individual department to provide their student employees with the resources necessary to perform their jobs. Therefore, it is the responsibility of the employing department to monitor use and return of such property. In addition, departments should refer to Access Control for the University key protocol and Human Resources for the University motor vehicle protocol.

Dealing With Difficult Situations

Until your student employee is well trained, you may want them to simply turn over difficult situations to you or a more experienced co-worker for handling. Please advise your student worker of your expectation. Encouraging students to observe others effectively dealing with difficult situations will be a valuable learning experience.

Departmental Dress Code and Personal Hygiene

Since the University does not have a uniform dress code, it is up to individual departments to communicate what constitutes appropriate dress for their areas. Business casual dress is generally appropriate for most departments on most days, although certain activities may warrant something more formal or more casual.

Although we understand that our students may not have funds to purchase new clothes to wear to work, modest, clean, pressed, and appropriate clothing is expected.

The following should not be considered all-inclusive but should be used as a general guide. Please feel free to make changes to these guidelines, as appropriate for your own work area.

Generally Appropriate Business Casual Dress:

Open collar shirts, polo or golf shirts, dress slacks, trousers, casual pants (e.g. Dockers/khakis), casual skirts, casual blouses, sweaters, loafers, and other nice casual wear.

Generally Inappropriate Office Wear:

T-shirts, torn blue jeans, sweatshirts, shorts, or other recreational clothing. Torn clothing, tight fitting, low-cut, sleeveless tops; clothing with drug, violence, or other distracting messages; outside jackets.

Headwear (hats, caps, visors, sweatbands, or bandanas), except for religious head coverings.

Sockless footwear, including flip-flops.

Cleavage and underwear should never be visible in the workplace.

Personal Hygiene

Some students may not use personal deodorants. When this is the case, it can become disruptive and difficult for the supervisor to address. While we do not want to ask anyone to do anything that compromises religious or cultural practices, consideration to our co-workers and customers is essential. This may include washing and changing a shirt/blouse more than once a day. Addressing this issue at the time of hire will help alleviate potential problems.

How Can I Help My Student Worker Develop Degree-Related Work Experiences?

You have the unique opportunity to contribute to the success of students by providing work experiences that enhance their career goals. A simple conversation about your student worker's career goals may lead to ideas about projects and skills that would benefit their career development while also helping your department achieve its goals.

The Student Employment Office has also developed the [On-Campus Internship Program](#), which gives students the opportunity to transform their jobs with you into credited internships that will show up on their transcripts. For more information on this process, please visit the OCIP website at www.clestatecareers.com/ocip.

How Should I Evaluate My Student's Work Performance?

Supervisors are encouraged to complete a written evaluation of the student's performance. Student workers should be evaluated:

- within 30 days of hire
- at the time of any pay increases and/or promotions
- at the end of each semester
- at the time the position is terminated

We recommend to supervisors that they review the evaluation with their student employee and maintain a copy for their files.

What If Problems Arise?

Establishing guidelines during the first few days of employment helps clarify expectations and reduce potential problems.

- Use the job description and other guidelines provided as a training tool.
- Go over guidelines a few times during the first weeks of work.
- Ask if the student employee needs any assistance or if they have any questions or concerns.

Evaluating your student after 30 days is also a way of identifying and discussing problem areas and strengths. When you have a concern:

- Identify the problem
- Ask how you can help
- Ask the student if there are roadblocks preventing them from achieving the expectation
- Establish a time frame for review of the expected performance again

The following are provided as suggestions for dealing with common situations that may arise:

Work Schedule Violations

You committed to a work schedule when you started this position. However, you do not seem to be able to keep to it. Do you need to revise the schedule? I need to be able to expect you to come to work and to be on-time.

Inaccurate Work

I am finding errors in your work. Do you feel that you need additional training? I need to be able to rely on you to do this assignment accurately. Can you make that commitment to me? I would like to get together again to review your progress in one week.

Inefficiency

You don't seem to be able to get the work done. Is there something I can do to help you be more efficient? Do you have some concerns that we should discuss? I need to be able to rely on you to finish the work completely and accurately. I would like to get together again to review your progress in one week.

Dress Code Concerns

We discussed the office dress code when you were hired. Even though you are a student, you are an employee of this office and a representative of the University. Please review the dress code guidelines and dress more appropriately for the work environment.

On-the-Job Issues and Concerns

What About Terminating Student Positions?

When a student terminates a position:

If a student terminates their employment, we encourage them to give the common two weeks notice. However, this may not always be possible, and students should not be penalized if notice is not given.

When a supervisor terminates a position:

Student employment positions are considered at-will employment. However, most student positions are terminated for:

- poor performance or violation of student employment regulations
- graduation or academic dismissal
- budgetary reasons

If a supervisor is not satisfied with a student worker's performance, the supervisor is encouraged to discuss the concerns with the student and to specify a period of time in which the student is expected to improve. It is always best to refer to the job description and to document such conversations with a memo to avoid confusion later.

In some cases, such as gross misconduct, supervisors may opt to terminate the employment immediately. For cases such as these, please feel free to contact the Student Employment Office for additional support depending on the severity of the reason for firing.

All terminations of student workers must be reported to the Student Employment Office using the Student Employment Form (SEF) so that accurate records can be maintained and the student can be removed from Kronos. Let your Departmental Designee know so that they can prepare this paperwork.

When the Student Employment Office terminates a position:

The Student Employment Office will terminate student positions under certain circumstances. The following list includes most (but may not include all) circumstances under which the Student Employment Office will terminate a student position:

- the student or employer fails to provide required employment documentation
- the student drops to zero credit hours during a normal academic term (including summer semester, unless summer is considered a break period for the student)
- a student drops below six credit hours for the current or upcoming term and fails to meet the exemption criteria for under-enrollment
- a student violates the work hour rules and exceeds working 20 hours during semesters or 40 hours during Winter/Spring/Summer breaks
- the student graduates

- the student is academically dismissed
- the student's I-9 expires
- the student is dismissed for non-payment of tuition
- there are unresolved problems with the student's hire.

What's Different About Summer Guidelines?

There is no Summer Federal Work Study. All of our allocation is utilized during the Fall and Spring terms. You must use your department's non-work study budget lines (-0151) to pay student wages during the Summer session.

Even if students have applied to be exempt from OPERS, OPERS will be taken from their check any time they are enrolled in less than 6 credit hours, which includes Summer semester. If students ask about this, please advise them that they can go to the OPERS website for a refund after the Fall term begins.

Students in good standing, who completed at least 6 credit hours in Spring term and who intend to return in the Fall for at least 6 credit hours, may work up to 40 hours a week during the summer term with or without taking any classes.

Student employees who **did not** complete at least 6 credit hours in the Spring term cannot work after the last day of Spring classes, unless enrolled in 6 credit hours during Summer term.

Students newly-admitted for the Fall **cannot** work as student employees during the summer prior to their first semester.

What if I'm Having Problems with Kronos?

Kronos is administered through the Payroll department, not the Student Employment Office. For questions or issues with its use, please refer to instructions on Payroll's website (www.csuohio.edu/controllers-office/payroll) or contact them at **216-687-3611** or payroll@csuohio.edu.

What If My Student Employee Gets Hurt on the Job?

Student employees are covered by Worker's Comp. If the injury is life- or limb-threatening, call 911. If the injury is a non-emergency, have them go to St. Vincent Charity Hospital at 2355 E. 22nd St. and let the hospital know the injury was experienced on the job. Complete an Accident/Incident Report form on the HR forms web page (

mycsu.csuohio.edu/offices/hrd/forms.htm). Follow the instructions on the form to submit that to HR directly (NOT the student employment office).

What Happens If My Student Employee Drops Classes?

Students must remain enrolled in at least 6 credit hours in order to be paid as student employees. If they drop below 6 credit hours at any time during the semester, their student employment jobs will be terminated. If they withdraw from classes at the end of the semester where that withdrawal puts them at less than 6 credit hours, that WILL affect their ability to work during winter/summer break! So it is important that they weigh this decision before they drop their classes. Student employment is considered extra-curricular so medical withdrawals are NOT exemptions to this credit hour requirement. If your student employee drops below 6 credit hours and you wish to continue their employment, you can hire them on a temporary contract through HR instead since they would no longer be eligible to be paid as student employees. Your department HR liaison can assist you with this.

Can Student Employees Work During Times When the University Is Closed (Such as Winter Holidays)?

Student employees are not considered “essential” employees per CSU’s definition of that role. So during times of University closure where only essential employees are expected to work (such as the week between Christmas and New Year’s Day), you should not be scheduling student employees to work. That work is expected to be done by staff positions. Check with your department management/HR to determine which staff members (if any) have been identified as your department’s essential employees.

Miscellaneous Questions

Can Family Members Be Employed As Student Workers?

Cleveland State University imposes no restriction on the simultaneous employment of members of the same immediate family. However, we strongly discourage employing a child in the same department as a parent or other family member, and CSU employees cannot supervise the work of a member of their own family.

Can A Student Have More Than One Student Position?

Yes, a student can have more than one student position. Students who work two or more jobs should notify each of their supervisors, and students must take responsibility to ensure that they do not work more than 20 hours per week during academic terms, regardless of how many positions they have. You are encouraged to ask them at the time of hire if they are already employed on campus to help determine their work schedule with you.

What About Employing Graduate Students?

Like all students, graduate students may not work more than 20 hours per week during regular academic terms. This includes a combination of hours for all CSU positions: hourly student employment, graduate assistantships, tuition waivers, lecturer contracts, etc. Students must take responsibility to ensure that they do not violate this work-hour regulation.

Students with graduate assistantships can be paid hourly during breaks by having your Department Designee process a Student Employment Form (SEF).

When Can Newly-Admitted Students Be Hired?

Students cannot begin working as student employees until the first day of their first semester of enrollment. For students admitted for Fall, this means they cannot begin working in the summer. For students admitted for Spring, this means they cannot begin working over winter break. If there is a reason you must hire them during those periods of time prior to their attendance as a student at CSU, then you will have to hire them through HR on temporary contracts until they are eligible to be student employees.

What About Employing Consortium/transient Students?

The University's protocol regarding consortium/transient students working on campus is that the student must be enrolled at CSU for at least six credit hours during the semester they are being hired to work.

What About Employing CCP Students?

The College Credit Plus (CCP) program is a state-funded program that offers high school juniors and seniors the opportunity to earn college credit. Because of the increasing popularity of this program, the concern over hiring minors has come into question. It should be noted that the University protocol does not permit the hiring of anyone under the age of 16. Participants in the College Credit Plus program may participate in the Student Employment Program if they are at least 16 and are enrolled for at least six credit hours. Since they have not yet graduated from high school, these students will need to provide a work permit from their high school.

What If I Want To Hire Someone Who Does Not Meet The Basic Requirements Of Student Employment?

You will need to contact HR to see how to process the hiring of someone who does not meet the basic requirements of Student Employment. This may involve hiring the person on a temporary contract, as a contractor, etc. Please note: students are not permitted to volunteer to work for you for free in positions that would otherwise be paid positions.

What If The Position I Have Available Is Very Short-Term Or Project-Based?

Please contact the Student Employment Office **FIRST**, before you offer a student the position, to determine the proper way to go about paying the student. **Do not** allow the student to do the work and then submit paperwork after-the-fact for payment; this may delay or prevent a student from being paid, which is a violation of both University policies and employment laws.

Do I Have To Rehire My Student Position Every Semester?

Student positions are considered active until terminated. Positions that are vacated for more than a few weeks should be terminated. When/if the student returns to work, the job can then be rehired.

You will want to be sure the student worker has a clear understanding of your intention to continue or terminate a position either at the end of a semester or when funding is exhausted.

What Happens If Student Employment Regulations are Violated by the Student?

Student employment offers certain tax advantages to the students and to the University. Violations of the student employment regulations are considered to be very serious.

Students who violate the student employment regulations could be terminated, lose their advantage of being exempt from OPERS deduction, and could be prevented from participating in the Student Employment Program during breaks. This could include the entire summer semester.

Depending on the seriousness of the violation (particularly if it is also a University Conduct Code violation), the student could also be subject to sanctions by the Dean of Students, up to and including being banned from student employment and/or expulsion.

What Happens When Guidelines are Violated by the Employing Department?

Departments that violate these student employment guidelines may cause delays in the hiring process and delays in the student employee's start date.

In cases where documents are repeatedly completed incorrectly, the responsible party will be required to participate in further student employment training prior to being permitted to hire additional student workers.

In cases where other guidelines are not adhered to, notices will be provided to the department head for remedy. A copy may also be sent to the University's auditor. Depending on the egregiousness of the violations, departments may even be banned from having student employees.

Need More Help?

Feel free to contact the Student Employment Office to ask for guidance or to offer suggestions on how we may better serve you.

Student Employment Office

studentemploy@csuohio.edu

www.clestatecareers.com/studentemployment