

# **UARTS WORK-STUDY SUPERVISOR'S MANUAL**

***Questions and Answers for Work-Study  
Supervisors***



**THE UNIVERSITY OF THE ARTS**  
in Philadelphia

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*Dear Supervisor,*

*This manual was prepared to answer your questions about the University's Work-Study Programs and to serve as a reference tool during the academic year. Your comments on its usefulness to you are welcome. If any of this information is unclear, or if you have additional questions, please ask the Student Employment Coordinator in the Office of Student Financial Services.*

*This handbook was updated and revised as of June 2016. The University of the Arts reserves the right to revise any information herein at its discretion and without prior notice.*

*The University of the Arts gives equal consideration to all applicants for admission and financial aid, and conducts all educational programs, activities, and employment practices without regard to race, color, sex, religion, national or ethnic origin, or disability.*

*This manual is only a guide: it cannot, and does not, contain complete information covering all possible situations, which may arise. These policies are subject to revision by the University without prior notice to the student employee or supervisor.*

*Nothing in these policies is intended to create a contract of employment or a promise of employment for any period of time. Employment with the University is at-will and, as such, may be terminated at-will by either the student employee or the University at any time and for any lawful reason. No oral or written communication or representation by anyone at the University other than the Director of Personnel Services and/or the Provost will establish an employment contract, express or implied.*

*June 2016*

*Debi Leonard  
Student Employment Coordinator  
Office of Student Financial Services  
The University of the Arts*

## **1. What is Work-Study?**

FWS (Federal Work-Study) is a federal work program funded by the US Department of Education and administered by the University. FWS is need-based. Students who submit the Free Application for Federal Financial Aid (FAFSA) by the University's published deadline (March 15) are considered for FWS on a funds available basis. Students who have been awarded FWS are paid an hourly wage for time worked. If a student is not eligible for FWS, he or she may be able to work under the Institutional Work Study program.

The FWS award is the total amount the student may earn during the fiscal year (July 1 – June 30). In order to earn these dollars the student must find an eligible position and work.

The FWS allotment is never deducted from the student's bill. It is an earn as you go program. Students who have been awarded FWS are paid an hourly wage for time worked by University payroll check on a bi-weekly basis.

Students may only be paid for those hours which they spend working, for the University, under the direction of their supervisor.

**Students are NOT permitted to conduct non-university related business for their supervisor.**

Though priority is given to students who are federal work study eligible the University also offers student employment opportunities to some students who do not qualify for FWS.

**Before a student can be hired under the NFWS program the supervisor is required to verify with the Office of Student Financial Services that the student is not eligible for FWS.**

Students who are hired in the NFWS program are also paid an hourly wage for time worked by University payroll check on a bi-weekly basis.

**All other terms and conditions governing the FWS and NFWS programs are the same.**

## **2. How is the student's eligibility for FWS determined?**

The three factors that determine a student's eligibility for FWS are the following:

1. The student's financial need as determined by the analysis of the information from the Free Application for Federal Student Aid (FAFSA). Federal law mandates that in order to qualify for FWS a student must demonstrate financial need.
2. The date a student's application for financial aid is received. FWS funding is limited and is awarded to the applicants who file their FAFSA by the March 1<sup>st</sup> priority deadline.
3. The total level of funding allocated to the University by the Department of Education.

In order to maintain eligibility for FWS the student must be enrolled at least half time (6 credits), maintain satisfactory academic progress in accordance with University regulations, and have financial clearance from the Office of Student Financial Services.

## **3. What is the FWS and Institutional Work Study hourly wage?**

Students must be paid at least the Pennsylvania state minimum wage (\$7.25 an hour as of July 1, 2007) for each hour worked. At Uarts, all student employees are paid at least \$7.25 per hour. The wage scale for work-study is listed on the next page.

Students are paid bi-weekly for hours worked by University payroll check, ***provided that the time card is received by the deadline.*** If the timecard is late it will be combined with and issued with the next payroll. Remember, students are not permitted to deliver timecards. Timecards must be delivered by the supervisor.

***The Office of Student Financial Services determines Work-Study wages. A student's hourly wage may neither be increased nor decreased without authorization***

#### **4. How many hours can students work per week?**

**Students may work up to 17.5 hours weekly while classes are in session.**

There are fifteen weeks in each of the Fall and Spring semesters, (thirty weeks total). It may be helpful to plan the student's work schedule if the student wishes to spread the student FWS award over the two semesters. The hourly wage should be considered in relation to the number of hours worked. For example: if the hourly wage is \$7.25

- and the student's award is \$1,000.00; the student may work approximately 4.5 hours per week.
- and the student's award is \$1,500.00; the student may work approximately 7.0 hours per week.
- and the student's award is \$2,000.00; the student may work approximately 9.0 hours per wk.

***Alternatively, if the student plans his schedule so that he exhausts his FWS allocation before the end of the spring semester, the student cannot continue to be paid FWS dollars. The University is required to include as many students as possible in the FWS program. Thus, the FWS award will not be increased unless other students refuse this source of funding. If you need the student to continue working beyond her allocation, you must obtain authorization from the Office of Student Financial Services prior to permitting the student to work additional hours.***

During the academic year, while classes are in session, Federal and Institutional Work Study students may work **up to 17.5** hours per week. During the winter and summer breaks, when there are no classes, a student is permitted to work up to **28.5** hours per week. As soon as classes resume a student must revert back to **ONLY 17.5** hours per week.

Students who have been awarded FWS for the current academic year may begin to work on July 1, and may continue to work until June 30. In order to continue working after July 1, the student's award letter for the next year must include a FWS allocation and the student must file new paper work with the Office of Student Financial Services.

Students are not permitted to work more than 5 consecutive hours without taking an unpaid break of at least ½ hour. This break must be reflected on the student's timecard. Students may not be paid from Work-Study funds for hours worked which conflict with scheduled class hours. See 'Benefits' (page 12) for additional information.

#### **5. How do I find Work-Study Students?**

These are a few methods supervisors have used to find students workers:

1. Post jobs through the Office of Career Services at [www.uartscareers.com](http://www.uartscareers.com)

2. Post signs in your department.
3. Post signs around campus.
4. Contact the Office of Student Financial Services and let us know you are searching. Students often stop in and ask us about job openings.
5. Student email.
6. Check your listing in the UARTS Campus Job Directory located on the UARTS portal. If it does not accurately describe your job please alert the Office of Student Financial Services. This is often a key place that students look for jobs.

## **6. Good Hiring Practices**

Although work-study is a Student Financial Services program, it is also a good opportunity to establish good employment habits with your students. Thus, it is a good practice to conduct a brief interview with prospective employees during which you articulate the needs and expectations of your department. For instance, if your job requires that the student be responsible for opening an area on a weekend, it is a good idea to clearly communicate that absenteeism cannot be tolerated.

You may wish to prepare a brief summary of guidelines for your department. Your list of guidelines might include . . .

- . . . supervisor's name and contact information
- . . . typical duties
- . . . dress code (This may arise for students who greet the public or work as shop monitors.)
- . . . contact person in the case of absence or lateness
- . . . access to computers, telephones and other University equipment

See additional information on pages 14-18

## **7. Completing Work-Study Paperwork**

The FWS award is a determination of the student's eligibility to participate in this program. As a first step in earning those dollars, the student must find a job and complete the required paperwork.

We have listed University offices and departments that employ FWS students in the UArts Campus Job Directory. The student must complete the required forms and bring them along with proper IDs, to the Office of Student Financial Services before the student can begin working. In order to be paid, students must have a valid social security number. (The forms at the end of this handbook are provided as samples)

The Immigration Reform and Control Act of 1986 requires that all employees hired after November 6, 1986 show proof of United States citizenship.

1. The term "employees" refers to all student workers including those hired under the Work-Study programs. A form I-9 is therefore required from every Work-Study employee who has not previously worked at the University. The I-9 form is among the sample attachments to this handbook and is available in the Office of Student Financial Services.

Some acceptable forms of identification are a U.S. Passport **or** a photo driver's license **and** a social security card or birth certificate. If the student does not have an acceptable form of identification, please contact the Office of Student Financial Services for other possible forms of identification.

2. All student employees must complete the University's Student Employment Authorization (SEA) form. This form must be signed by the student's supervisor and is available in the Office of Student Financial Services.

3. The student must complete the IRS (W-4) form and submit it to the Office of Student Financial Services before **the student can be paid**. *In order to be paid a student must have a valid social security number.*
4. Once students have completed all of the required paperwork the student will receive a WORK PERMIT from the Office of Student Financial Services. They are asked to give this permit to their supervisor. Once you have received the permit the student may begin working.

## **8. Work-Study Payroll**

### **Submitting time cards and receiving pay checks**

Student employees are paid bi-weekly by University payroll check. Before the student can be paid, the student must complete paperwork in the Office of Student Financial Services as well as provide the proper identification.

Federal, state and local taxes may be withheld from the student's paycheck. The student must pay federal state and local income taxes on all earnings **INCLUDING** Work-Study. Students may be **EXEMPT** from federal tax. In order to be exempt from federal withholding the student must have had no federal tax liability last year **AND** expect to have no federal tax liability for the current year.

In order to receive a paycheck, the Office of Student Financial Services must receive a complete, accurate, signed time card. The student may only be paid for those hours that the student has already worked. **The student may not include anticipated hours on the time card.**

The student time card must be received in the Office of Student Financial Services by the deadline, usually **Wednesday by 5:00 p.m., 7 business days before the payday**. Time cards must be submitted by the supervisor. Students are not permitted to deliver timecards unless they are in a sealed envelope. This deadline is subject to change according to University holidays. A time card, which is submitted late, will result in a missed paycheck. Missed paychecks will be combined and issued on the following pay date.

Students and supervisors should always retain a copy of the completed time card. If a question should arise concerning the hours worked or a problem should occur with the student's paycheck, it is much easier to arrive at a solution if the student has a copy of what was submitted.

Paychecks are issued biweekly, on Fridays. It may help the student to remember that the time cards are submitted one week and paychecks are issued the following week. Normally, paychecks can be picked up in the Office of Student Financial Services. If the student does not pick up the paycheck within one week of the pay date, the check will be mailed to the student at the address on the student's W-4.

### **Direct Deposit**

The University offers Direct Deposit for all employees. As a condition of employment ALL work study students must sign up for direct deposit. The student's paycheck can be deposited into a savings or checking account. Because the paycheck is deposited electronically the student will not have to worry about picking up the check in person during the times that Student Financial Services is open. The student can also avoid the upset caused by lost, stolen, or otherwise missing checks.

Upon the student's written direction, the University will deposit the student's earnings directly into the student's bank account instead of issuing a paycheck. To initiate this service, complete the attached Authorization Agreement for Automatic Deposits form. The student will have to contact their bank to get its transit routing number and confirm their account number for electronic deposits. If the student wishes to have electronic deposits made to their checking account the student can submit a "voided" personal check. Please submit the completed form to the Office of Student Financial Services with the rest of the required paperwork.

## **9. FWS Positions**

The University of the Arts runs a "Federal First" Work Study Program. This means that only federal work study eligible students should be hired unless you have been granted permission by the Student Employment Coordinator.

Some exceptions to this rule are listed as follows:

- International Students – if you are interested in hiring one of our International Students then they must meet with Mara Flamm, Director of International Student Programs, and get instructions on how to obtain a temporary Social Security Card. The student is not permitted to start working until they have visited Social Security Administration and received a receipt. They should bring the receipt to Student Financial Services to get their work permit. They can now begin working but cannot be paid until they have received their actual Social Security Card in the mail, Once they received their temporary card they must then bring it to Student Financial Services so that the Student Employment Coordinator can make a copy of it. Once we have made a copy then timecards can be submitted and the student can be paid for all of the hours that they have worked.
- If a student displays a skill that none of the other federal work study student applicants possesses then you should contact the Student Employment Coordinator to discuss the possibility of hiring that student.

### ***Institutional Work Study Positions***

Students who are not eligible for FWS can seek employment in the Institutional Work Study program. The Institutional Work Study program is funded by the University and is open to all students. (Students who are eligible for FWS must use this source of funding first.) Departments may only use institutional funds to fill critical positions that their pool of federal work study students does not fill. Other positions require the approval of the Student Employment Coordinator. **Before a student can be hired under the Institutional Work Study program the supervisor is required to verify with the Office of Student Financial Services that the student is not eligible for FWS.** All other student employment rules apply to Institutional student workers.

**International Students** may work on campus in critical positions under the Institutional Work Study program. They must be sure to have all of the proper paper work in order before they can be paid for any of these positions. A temporary social security card can be obtained from the social security administration but a student will need to have the promise of employment on campus and a form stating this before social security will provide them with the number. They should see Mara Flamm in the International Student Programs Office or Debi Leonard in the Office of Student Financial Services with any additional questions regarding this valuable program.

Another job source for students is the Office of Career Services. A visit to this office (or to the web site [www.uartscareers.com](http://www.uartscareers.com)) may yield valuable information about short and long term, temporary and permanent, off-campus jobs. The Office of Career Services maintains a listing of job opportunities. The Career Services Office is located in Gershman Hall on the third floor (Broad and Pine).

Any student who is under financial suspension or who has not been given clearance by the Office of Student Financial Services will not be permitted to work on University payrolls.

Below is a listing of a few University offices and departments that have hired Work-Study students in the past.

Admissions  
Advancement  
Advising Center  
Support Services  
Bookstore

CORE  
Crafts  
Continuing Studies  
Fine Arts  
Graphic Design  
Industrial Design  
Liberal Arts  
Greenfield Library  
Media Resources  
Multimedia  
Music  
Printmaking  
Student Affairs  
Student Life  
Sculpture  
Student Financial Services  
Theatre

### **10. Off Campus Job Directory**

The University of the Arts participates in the Off Campus Federal Work Study Community Service Program. There are several non profit organizations that we are currently in partnership with. For more information see Debi Leonard in the Office of Student Financial Services.

### **11. Are student employees eligible for Benefits?**

Work Study student employees are not eligible for benefits such as sick pay, paid vacation, holiday pay or unemployment compensation. Student workers are, however, eligible for Worker's Compensation under the provisions of Pennsylvania law.

Worker's Compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or occupational diseases sustained in the course of employment which are job-related.

Students should immediately inform the supervisor of any on-the-job injury. Supervisors must contact the University's Personnel Office to report such injuries. If the student is injured on the job, the student must see one of the listed health care providers in order for the student's expenses to be covered by worker's compensation. (Please see the attached listing for participating providers.)

### **12. What are some advantages of the FWS Program?**

Did you know that there are some advantages of FWS over a regular job? The FWS Program was established to assist students in meeting their educational costs. FWS earnings can be deducted from a student's total earnings on the following year's Financial Aid application (FAFSA). This means that FWS earnings, unlike wages from other jobs, will not negatively affect a student's ability to qualify for Financial Aid in the subsequent year.

Studies conclude that students who work on campus have higher retention rates and describe their undergraduate experience more positively than those who do not. We believe that students derive significant benefit from the close ties they develop with University personnel when they hold campus jobs.

On-campus employers offer very flexible hours and are usually able to accommodate the student's class schedule and other academic commitments. However, students are expected to plan their work schedules to minimize conflicts that would result in lateness or absence.

### **13. What are the student employee's responsibilities?**

Student employees are an integral part of many University departments and offices. Thus, it is of vital importance that the student informs the supervisor, as early as possible, if the student will be late or absent from a scheduled work shift.

Students are required to arrive on time for all scheduled work shifts. Any lateness or absence must be discussed with, and approved by, the student's supervisor.

Student employees are required to arrive for work appropriately dressed, and prepared to complete assignments. (i.e. the student should not plan to eat a meal or to study during the student work shift without permission from the student supervisor).

Student employees are required to perform tasks as assigned by the supervisor, so long as those tasks are not dangerous, unreasonable or are such that they would subject the student to bodily harm. Appropriate tasks might include clerical duties, reception, technical assistance, administrative aide, program assistance, tutoring, writing, studio work, et cetera. Violation of the requirements set by the supervisor can lead to termination from the Work-Study programs.

In many offices and departments, students will be exposed to confidential information. Student employees are required to maintain the confidentiality of all information gained in the course of their employment.

**Students who disclose confidential or individually identifiable information will be subject to immediate termination and disciplinary action.**

A confidentiality statement, which all student employees must complete, is included in the attachments to this handbook.

#### **14. Fraud**

**Students and supervisors are responsible for accurately portraying the hours worked.** Time cards may only reflect those hours completed during the pay period in question, by the student employee, at the times indicated, under the direction of his or her supervisor. Time cards may not reflect anticipated time, which has not been worked at the time the card is submitted.

Falsification of time cards is an extremely serious offense. Students who fraudulently complete time cards will be subject to disciplinary action, termination from all University employment programs, loss of eligibility for all financial assistance, and referral to the U. S. Department of Education for criminal prosecution. Students so identified will be referred to the Dean of Students for disciplinary action, which may include expulsion from the University.

Supervisors who fraudulently complete time cards will be subject to disciplinary action, which may include termination from the University, and referral to the U. S. Department of Education for criminal prosecution.

Remember, the student Work-Study award is a determination of the maximum the student may earn in this program. In order to earn a paycheck the student must be hired, complete the required paperwork, and work. The student cannot be paid for any hours which the student does not actually spend working for the University in the employing department.

All monies paid to a student that are determined to have been the result of fraud will be immediately due the University. If not repaid this debt will be referred to a collection agency for collection and legal action.

Debts which are referred to a collection agency are subject to fees for the costs associated with collecting the debt including attorney fees and court costs. Students or their paying agents will be responsible for all collection costs and attorney fees.

Any fraud, which the University refers to the Department of Education, may result in criminal prosecution.

**Criminal prosecution may result in a fine of up to \$20,000, imprisonment for up to five years, or both.**

#### **15. What are the supervisor's responsibilities?**

Supervising student employees has many of the same joys, challenges, rewards, and frustrations of supervising regular permanent employees.

You may find that you are called upon to figure out how to motivate your student employees, to listen to personal problems, to find more challenging tasks, to mediate disputes, to recognize high quality work, to respond to tardiness and absenteeism, to encourage excellence, to confront drug or alcohol abuse, and perhaps to reprimand or even terminate an employee.

Additionally, supervisors are responsible for several administrative tasks like completing hiring paperwork, scheduling student employees, completing time cards, and submitting time cards.

- As in any relationship, effective communication is key to establishing a good work environment. Communication begins with your initial contact with the prospective student employee.
- Students are central to the mission of the University thus, supervisors should offer guidance, encouragement, and provide a positive learning environment.
- Training is critical to the effectiveness of your student employee.
- When problems arise it is important to meet them early and squarely.
- If it becomes necessary to discipline a student employee, be sure to follow established University policies and procedures.
- In those instances where termination is necessary, adhering to established policies is particularly important to protect the University from unnecessary litigation or other action, and to insure the student employee's rights are recognized and protected.

### ***Interviewing and Hiring***

Although work-study is awarded as a part of the financial aid application process, students are not guaranteed a job. Thus, supervisors should not feel obligated to hire an unqualified student nor should supervisors feel compelled to retain a student whose work has been unsatisfactory.

Supervisors should establish a process whereby they interview students, however informally. This discussion should include a description of the expected duties, work hours, and requirements of the department. The supervisor should also ask about the student's availability, and experience – particularly if the position requires such.

It may be helpful to develop a brief written job description, particularly if within your department the student will be required to work unsupervised (i.e. shop monitors).

In some offices and departments students will have access (written, verbal, or automated) about other students. All students are required to sign a confidentiality statement, which is one of the pre-employment forms collected by the Office of Student Financial Services.

Supervisors should reiterate the confidentiality policy and should emphasize that no breaches of confidentiality will be tolerated. Students should be reminded that confidentiality not only includes not repeating information, it also includes not accessing information which is not necessary to the task at hand (idle curiosity).

Supervisors are required to follow the same employment practices when hiring student employees as in hiring regular employees. Supervisors are not permitted to discriminate on the basis of the student's race, color, sex, religion, national or ethnic origin, or disability in hiring and supervising student employees.

Supervisors must maintain the integrity of the guidelines as set down by the United States Department of Education.

For more information regarding their policies and regulations in the use of Federal Work Study funds please refer to the following website:

<http://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol6Ch2.pdf>

### ***Orientation***

Once a student has been hired the student should be given an orientation to the department. The following list contains examples of the types of questions that should be answered during the orientation:

1. Where to store personal belonging during the work shift.
2. What type of clothing is appropriate? This is particularly important for those students who work around machinery (such as lab monitors), or who greet the public (such as tour guides and receptionists).
3. If eating, studying or conducting other personal business is permitted during the work shift.
4. Procedure for signing in upon arrival.
5. Procedure for signing out upon departure.
6. What supplies or materials, if any, the student may access during the work shift.
7. The closest exit in case of emergency.
8. Contact person in case of emergency.
9. Restrooms.
10. Where the student will most often work while in the department.
11. To whom questions should be referred.
12. What to do when the student will be late or absent.

### ***Encouraging***

An important aspect of supervising students is acting to enrich their University experience. It is appropriate, and encouraged, for supervisors to talk with students about their classes, and extra-curricular activities.

Students often turn to supervisors with both academic and personal problems, and supervisors can be an important link in helping students to persist in their enrollment at the University. It is not unusual to find that student employees go on to become permanent employees of the University.

### ***Training***

It is the supervisor's responsibility to offer the student sufficient training to complete the required tasks.

Working in your department may be a first or an early job in your student employee's career. Thus, work habits and attitudes that many of us assume, may not be familiar to your student employee.

It is a good idea to explicitly state what your expectations are regarding arrival times, freedom to do school work during the shift, attire, eating lunch, and such.

Even routine office or departmental tasks may not be familiar to a new employee. Should you just point to a stack of letters and direct the student to mail them you may get unexpected results. For instance it

may not be obvious to a new employee that the letters should be signed and copied before mailing. A new student employee may not realize that machinery must be turned off before locking the studio.

Encourage the student to ask questions if he or she encounters something that is unfamiliar. And remember, it is a good practice to check in with the student periodically, especially when he or she is new to your department or new to the task being completed. Students, like regular employees have varying degrees of self-motivation. Some students will ask for additional work when the task is finished, other students will sit quietly when a job is completed until the supervisor directs them to the next activity.

### ***Dealing with Problems***

Even under the best of circumstances, problems may arise. The scope of the problems you may encounter could include tardiness, absenteeism, poor work habits, alcohol or drug use, theft, fraud, et cetera.

The first guideline in dealing with problems is to approach them early on before they become established. Saying to the student in a non-judgmental, calm voice, "I noticed that you've been late twice this week, what's going on? . . ." can be an effective means of beginning a discussion about coming to work on time. Saying nothing is not likely to encourage the student to right her arrival times and is likely to leave you frustrated.

When it becomes necessary to talk with the student about a problem do so in private, in a calm manner, and with an open mind about what may be causing the difficulty. Increasingly colleges and universities find that students bring complex, psychological, physical, pharmacological, financial, and family circumstances with them to campus. When present these circumstances are set within an already turbulent time of life. Some students are aware of and vocal about their circumstances and the probable impact on their educational experience. Other students, who may be deeply mired in difficulty, will not volunteer what may be extraordinary obstacles to something as seemingly simple as arriving for work on time.

Unless the difficulty constitutes an emergency, it is appropriate to remind the student of your expectations, "So that I can make sure there is coverage for the shop please give me a call as early as possible if you are going to be more than fifteen minutes late." If the student is experiencing difficulties there are a number of places to which you might refer him or her for additional help:

**Academic trouble** – depending upon the nature of the difficulty sending the student to a faculty member, their Dean's office, the Registrar's Office, or to the Advising Center to discuss tutoring may be in order.

**Drug/alcohol abuse** – Student Affairs provides both in-house and referrals to external counseling. The Student Affairs staff includes psychological counselors and a medical nurse. If you believe that your student employee is using alcohol or drugs (particularly if the use is occurring during the work-shift) contact the Dean of Students for guidance.

**Psychological/Emotional Counseling** – Student Services provides counseling services to students. Counselors are located in the YMHA and in the Terra building. Contact the Student Affairs Office for guidance.

**Financial difficulty** – Each student has a Student Financial Services Counselor. Counselors are located in the Office of Student Financial Services which is located in Hamilton Hall.

**Medical** – The Student Affairs staff includes a nurse. The nurse has offices in both Anderson Hall and the Terra Building.

### ***Student Services Contact Information***

**Maria deSantis**

**Gina Guglielmi**

**Assistant Vice President, Dean of Retention & Acad. Support**  
Gershman Hall, Room 309  
215.717.6618

**Administrative Assistant**  
Gershman Hall, Room 309  
215.717.6617

**Mara Flamm**  
**Director of International Student Programs**  
Gershman Hall, Rm 4  
215.717.6330

### **Counseling Services**

**Brian Hainstock**  
**Director of Counseling**  
Gershman Hall, Room 308B  
215.717.6614

**Karen Eubanks**  
**Counselor**  
Gershman Hall, Room 308B  
215.717.6614

### **Health Services**

**Suzanne Scott, Nurse**  
**Director of Health Services**  
Anderson Hall Room, M36  
215.717.6230/6232  
Pager 215.299.9190

### **Learning Skills**

**David Thomas**  
**Director of Disability Services**  
Gershman Hall, Room 309  
215.717.6616

### **Student Life**

**Kathleen Embleton**  
**Director of Student Life**  
1500 Pine Street, Room 100  
215.875.2256

**Amy Beal**  
**Senior Secretary**  
1500 Pine Street, Room 100  
215.875.2214

### ***Discipline***

You are invited to contact the Student Employment Coordinator, Director of Student Financial Services or the Dean of Students should you wish to discuss any student employment problem. We are available to listen and offer assistance with any aspect of handling student employment issues.

In those instances where difficulties are on going and the student's work habits are not corrected by the gentle persuasion of discussion, it may become necessary to institute formal disciplinary procedures.

As with regular permanent employees the supervisor should follow progressive discipline. A verbal discussion should be followed by a written warning, which can then proceed to termination. It is important to document all interactions and keep them in the students permanent employment file.

In the case of a grievous infraction, such as committing fraud, the student can be terminated without warning of any kind. However, the instance(s) of fraud must be documented, and the student must be given an opportunity to provide an explanation for the apparent infraction.

The Student Employment Coordinator must be advised of any instances of termination from the Work Study program. Separation Paperwork must be submitted, For all cases, except fraud, a short memorandum or email is sufficient. If the student is being terminated for fraud, the Student Employment

Coordinator and the Director of Student Financial Services must be informed **PRIOR** to the termination meeting and will likely attend that meeting. All fraud cases are referred to the Dean of Students for disciplinary action.

**Students who have been terminated for fraud are NOT permitted to work for the University in any other capacity.**

As a University employee who supervises students you must be mindful of your responsibility to offer students fair and equitable treatment so that your conduct does not expose the University to action caused by student complaints of discriminatory or otherwise inappropriate treatment.

Student employees have many of the same protections in the workplace as regular permanent employees.

### ***Supervisor's Responsibilities***

1. Be knowledgeable about and appropriately apply University employment policies.
2. Assign one person as the student's immediate supervisor. The supervisor should be responsible for training and making sure the student has work to do.
3. **Keep track of the student's work schedule and keep a record of their earnings and FWS award so the student does not exceed the award.**
4. Insure that the student does not work more than 17.5 per week when classes **are** in session. Insure that the student does not work more than 28.5 hours per week when classes are **not** in session. Students are **not** permitted to earn overtime wages without prior authorization from the Director of Student Financial Services. If you have a project that will potentially require your student employee to work more than the allowable hours in a given week, you must have authorization from the Student Employment Coordinator **PRIOR** to allowing the student to work.
5. Review student's time card for accuracy; make sure her social security number is complete and legible; make sure it is signed in pen by the student and the supervisor and submitted to the Finance Office on **Wednesday by 5:00 p.m., 7 business days prior to the scheduled pay date**. Time cards which are incomplete or are submitted late will be processed with the next scheduled payroll and will result in a check that will be delayed until the following pay period.

***Time cards, which contain illegible or incorrect names or social security numbers, will not be processed and will cause the student's paycheck to be delayed.***

6. Provide training for the student. Inform the student if there is a problem and give them a chance to improve. Bring any on going problems to the attention of the Student Employment Coordinator.
7. Discuss problems with the student if his/her performance is unsatisfactory. **If improvement is not sufficient, the supervisor should give a written notice to the student stating the problem and time period in which improvement is expected.** If there is no improvement, the supervisor may consider termination.

If termination occurs, the exact reason for termination should be put in writing and given to the student and the Student Employment Coordinator in the Office of Student Financial Services. Students who are terminated for fraud are not permitted to work for the University in any other position.

8. Immediately report any instance of suspected fraud (falsification of time cards) to the Student Employment Coordinator in the Office of Student Financial Services.

### ***16. What are the rights of student employees?***

Student employees have the right to be treated in a fair, non-discriminatory manner. The University gives equal consideration to all applicants for admission and financial aid, and conducts all educational

programs, activities, and employment practices without regard to race, color, sex, religion, national or ethnic origin, or disability.

Student employees have the right to work in an environment that is free from threat.

### ***Grievance Procedures***

Experience has shown that minor disagreements between student employees and supervisors can be resolved by honest, non-confrontational discussion of the problem. However, in cases where this has failed, or where such an approach is impossible, the following formal steps should be followed:

1. An attempt should be made to informally resolve the disagreement between the student and the immediate supervisor.
2. If the disagreement continues, a formal meeting should be held. This meeting between the student and the supervisor **must** be documented. Documentation should include time, date, discussion points, and resolutions.

**Both the student and the supervisor should sign the document, and each should maintain a copy.**

3. If the problem cannot be resolved within the department, the student should make an appointment with the Student Employment Coordinator to discuss the situation and to explore the available options. The options include filing a formal grievance under the University's grievance policy.

### ***Sexual Harassment Policy***

The following statement is an excerpt from the University's sexual misconduct policy. The unabridged statement of the University's sexual misconduct policy can be obtained by going to the following link on the University website: [http://www.uarts.edu/students/section-8-campus-policies#SEXUAL\\_HARASSMENT\\_POLICY](http://www.uarts.edu/students/section-8-campus-policies#SEXUAL_HARASSMENT_POLICY)

The University of the Arts is committed to maintaining an environment in which students, faculty, and staff can pursue academic, artistic, and professional excellence. The University will endeavor to maintain an environment that is free from sexual misconduct and is committed to sensitizing all members of the University's academic community and all guests of the University to this issue.

To this end, the University's policy on sexual misconduct will be posted at all times or distributed to the entire University community at least once a year. Furthermore, the University will endeavor to provide periodic awareness programs or information, as appropriate as part of its efforts to promote an environment that is free of sexual misconduct.

While the University prohibits all forms of harassment, it is the University's policy to emphasize that sexual misconduct is specifically prohibited. Therefore, it is the policy of the University that it will not tolerate verbal or physical conduct by an employee, student or guest of the University who harasses, disrupts, or interferes with another employee's work performance or which creates an offensive or hostile environment for any member of the University community.

Persons covered by this policy include all administrators, faculty, teaching assistants, staff, students and guests of the University. This policy includes coverage of harassment (by males and females) of employees and students by faculty or staff (regardless of tenure or years of service) and guests: and, harassment of students by other students, regardless of their academic status.

The prohibition against sexual misconduct applies to all on-campus and off-campus conduct to the extent that the individual is acting off-campus as an employee or student of the school, for instance, off-campus sports events and seminars.

The prohibitions set forth in this policy include acts of retaliation against members of the University community who have filed complaints under this policy.

The University regards any act of sexual misconduct as a violation of the standards of conduct required of all persons associated with the institution. The University is committed to investigating complaints of sexual harassment promptly and thoroughly and to taking appropriate disciplinary action against offenders.

Those who commit sexual harassment against others within the University setting are subject to the full range of available internal University disciplinary actions, up to and including dismissal from the University faculty, termination of employment, or dismissal from the student body.

Any student who feels that he or she has been the victim of sexual misconduct shall report the harassment to the Dean of Students, to a Counselor, to a Teacher, or to the Director of Human Resources, who serves as the Equal Employment Opportunity Officer of the University.

The University's unabridged sexual misconduct policy includes information on the following topics:

- ◆ Definition of sexual misconduct
- ◆ Bringing a complaint of sexual misconduct
- ◆ Investigation of a complaint of sexual misconduct harassment
- ◆ Enumerated conduct prohibited by faculty members
- ◆ Sanctions for sexual misconduct
- ◆ Retaliation prohibited
- ◆ Right to appeal the conclusions of an investigation

### ***17. Changing Jobs***

Student employees are important members of many University Departments, so if the student decides to quit the student should inform the employer at least two weeks in advance.

Failure to properly notify the supervisor may result in termination from the Work Study Program.

If the student is changing jobs or adding a second job, the student must secure another authorization form from the Office of Student Financial Services to be signed by the student's new supervisor.

### ***18. Can a student work more than one Work-Study job?***

Yes, so long as the student does not exceed the total award and does not work more than 17.5 hours weekly during the academic year while classes are in session. Student must inform their Supervisors in both positions that the student is employed in two positions.

### ***19. Can the FWS award be increased?***

Based upon information from several years of FWS payroll records the University has projected how many students will accept the FWS award offered to them.

At the end of October we will review the records of those students who have not claimed their FWS awards. If we identify unclaimed FWS funds they will be offered to other eligible students. The FWS award cannot be increased, and a student will not be permitted to continue working after the award amount has been earned unless they receive authorization from the Student Employment Coordinator in the Office of Student Financial Services.

### ***20. Can eligibility be lost?***

If the student is enrolled for less than 6 credits or fails to make satisfactory academic progress, the student will lose his eligibility for FWS, as well as other forms of Financial Aid.

Any significant change in the student financial information could affect the student's eligibility for FWS and other Financial Aid.

If the student does not have Student Financial Services clearance the student will be terminated from all University payrolls. If the student becomes ineligible for FWS the student will be notified by the Office of Student Financial Services and will be immediately terminated from the FWS program.

### ***21. Applying for FWS for next year***

FWS funds are limited and are awarded to the earliest applicants for financial aid. If the student wishes to be considered for FWS for the next school year the student must submit the FAFSA by **March 15. The student must also pre-register for the fall semester. Students who apply later than March 15 or who do not pre-register, will only be considered if funds remain after "on time" applicants have been awarded.**

### ***22. Paperwork checklist***

- ◆ **Student Employment Authorization (SEA) signed by supervisor and student**
- ◆ **Instructions for completing the W-4**
- ◆ **W-4 form - Submit to Student Financial Services**
- ◆ **I-9 form – submit with identification to Student Financial Services**
- ◆ **Worker's Compensation Statement and Signature Form**
- ◆ **Confidentiality Statement**
- ◆ **Direct Deposit Authorization**
- ◆ **Photo ID and Proof of Citizenship Document**

