

# Student Employment Supervisor Agreement 2018-2019



The University of Vermont Student Employment Office is committed to complying with the ethical standards of the National Association of Colleges and Employers (NACE) and expects students and employers to be honest and professional in the job search process. All student employees and supervisors who choose to participate in Student Employment Office services must abide to the following agreement. By agreeing to each requirement below you are indicating that you will adhere to the following standards. Any violation of these terms and conditions may result in the suspension of your jobs board account.

**All jobs board account holders are responsible for adherence to the Terms and Conditions and for ensuring that any functional supervisor(s) also remain compliant. Failure to remain compliant may result in the jobs board account being revoked for the jobs board account holder and the functional supervisor.**

Please read carefully:

As a supervisor of student employees, I agree to:

1. **Comply and clearly familiarize myself with all federal, state, and local employment laws and regulations and University of Vermont policies and procedures**, including the Student Employment University Operating Procedure.
2. **Ensure that student employees do not begin work until the student employee's eligibility to work in the United States (I-9 form) has been verified in PeopleSoft.** The student I-9 indicator must indicate Y.
3. **Ensure that student employees do not begin work until the Student Employment Office has approved the job and the hire of the student.** A student may not work with a pending or postponed hire status.
4. **Provide all student employees with legitimate employment** in support of my department. Students may not be paid solely to study.
5. **All University employees including student employees are to complete** Preventing Sexual Harassment and Bias online. Students who have not done so in the past, should complete the Sexual Assault Prevention training during their first semester of employment.
6. **Review and approve each student employee's time in PeopleSoft** no later than 3:00 PM on each day that is the pay end date for that payroll period. VT Promote Payment law mandates employees be paid within 6 days of the end of a payroll cycle.
7. **Hold student employees accountable for general professional responsibilities** such as; entering worked time into PeopleSoft by deadlines, arriving at work by their agreed schedule time, and other office protocols that have been shared with them during the on-boarding process.
8. **Engage in a due diligence process if there are performance issues with a student employee.** A student may not be terminated without appropriate action.
9. **Ensure that student employees do not work during scheduled class hours.**

As a supervisor of students with Federal Work Study, I agree to:

10. **Adhere to the Federal Work Study Program** calendar which runs from the first day of classes in the academic year to the last day of finals in May, and to secure work study hires by October 1 and/or February 15<sup>th</sup>.

11. **Regularly review and run the PeopleSoft Work Study Report** to view my work study employees' remaining award amounts to ensure that I do not authorize hours that exceed the student's remaining award balance.
12. **Have my department overage combo code, which I have provided within Jobs Board, charged** in the event that a student's FWS earning exceed their FWS eligibility as indicated in their financial aid award.
13. **Re-hire a student who has exceeded their award** as a "0998 - Student Employee" to ensure that the student is paid for all hours worked *should my department/agency wish to retain a student employee after their work study funds are exhausted.*

**I understand that:**

**The Student Financial Services office may adjust or terminate a work-study eligibility based on changes in:**

- a. The student's enrollment status
- b. The student's failure to maintain Satisfactory Academic Progress
- c. Changes in the student's financial information as reported on the Free Application for Federal Student Aid (FAFSA)
- d. A student's receipt of estimated financial assistance not previously incorporated into their financial aid award.

*In some circumstances these changes could be applied retroactively, requiring my department to pay the student's wages.*

**As an administrator of a jobs board account** I am responsible for all of the above regardless of whether or not I am the functional supervisor of a student.

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