

# SUPERVISOR HANDBOOK FOR STUDENT EMPLOYMENT



ROANOKE  
COLLEGE®

Updated August 2022

## Contents

Introduction .....	2
Overview of Student Employment.....	2
Federal Work Study Awards (FWS) .....	2
Limits on Hours of Work .....	3
Hiring Process for all Student Workers .....	3
International Students .....	3
Special Accommodations for Individuals with Disabilities.....	4
Job Classification and Wage Rates.....	4
Payroll Schedule.....	5
Student Record Maintenance .....	5
Student Employment Record Retention .....	6
Inclement Weather .....	6
Responsibilities of Campus Employers .....	6
Performance Issues.....	7
Workers' Compensation .....	7
Consensual Relations .....	7
Summary and Closing Word.....	8

## Introduction

Thank you for your commitment to the Roanoke College student employee program. Our student employees provide a valuable service to the College operations, and we appreciate your willingness to help them grow and learn professionally outside of the traditional classroom setting. The purpose of this handbook is to provide student employment Supervisors with information regarding student employment opportunities, programs and standard procedures. Our goal is to have the employment process run smoothly and efficiently for each supervisor and student employee. This process starts with giving supervisors the help, support, and resources they need, including:

- The Student Employment Handbook.
- The Student Employment Supervisor Handbook.
- Online job postings through Handshake, to find new employees year-round.
- Guidance and support for any student employment issue.

This handbook is updated as needed and can be found on the Human Resource webpage. For support and guidance with student employment issues, please contact PLACE (formerly the Offices of Career Services) and/or Human Resources.

## Overview of Student Employment

The opportunity for a student to work is a fundamental part of the College's philosophy, based firmly in the conviction that a meaningful and rewarding work experience is an educational benefit of lasting value. For this reason, the College designates significant funding each year for student employment. While some students qualify for the Federal Work Study (FWS) program, many more students work on campus earning funds set aside by the College for work-study opportunities (NWS). Our student employment program is intended to:

- Provide students with financial support for doing worthwhile work.
- Perform necessary day-to-day operational tasks.
- Offer students valuable learning experiences to complement college and career goals.
- Help students develop good work habits and a positive attitude toward work.
- Prepare students for life beyond the College.

Students earn money throughout the year for which they will receive a paycheck every other Monday. It is up to them to decide how to use the money they earn. The student employment program is administered by PLACE and the Office of Human Resources, in coordination with the Payroll Office, and in consultation with the Office of Financial Aid, and with the help of each and every supervisor across campus.

## Federal Work Study Awards (FWS)

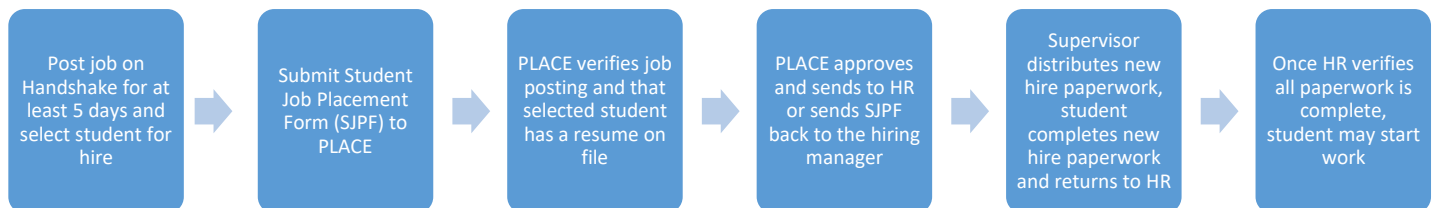
FWS is a form of need-based student financial aid that undergraduate students earn through part-time employment. Under the FWS program, the federal government pays up to 75% of the student's salary with the rest coming from a matching contribution by the college. Work-study funds begin on the first day of the fall semester, and ends the day before Commencement. There are no FWS funds for summer work.

## Limits on Hours of Work

All student workers, including FWS, NWS and international students, may not work more than 20 hours per week on campus in all positions held during the fall and spring semesters. During breaks and the summer, students may work up to 40 hours. However, per college guidelines, the average hours worked per week during a full year may not exceed an average of 20 hours per week, or less than 999 for the year. This restriction in hours for all student workers is the result of some provisions in the College's benefit plan documents. Students are allowed to hold multiple work positions on campus; however, their combined weekly work totals cannot exceed 20 hours.

## Hiring Process for all Student Workers

All Roanoke College departments and offices are eligible to request to hire student employees depending on need and the student payroll budget. Before extending a job offer, hiring managers should know what both their FWS and NWS budgets are, as well as whether a student has been awarded FWS, to remain within departmental budgets and financial aid awards. Keep in mind students often hold multiple jobs, and it is important to coordinate the hours of work in all jobs with all other managers so that FWS and NWS funds are not overspent as a whole for the College. The hiring process looks like this:



For assistance using [Handshake](#), contact PLACE. PLACE will not be able to approve a SJPF until the posting and resume criteria are met. Once approved, they will notify the hiring supervisor and route the SJPF to Human Resources.

After a [SJPF](#) has been submitted to PLACE, provide the student their [new hire paperwork](#). **STUDENTS MAY NOT BEGIN WORK UNTIL ALL HIRING PAPERWORK IS COMPLETE AND RECEIVED IN HUMAN RESOURCES.** Federal law requires that the I-9 Form, which shows eligibility to work in the United States, be complete within three days of the date of hire. The College can be fined up to \$3,000 for EACH I-9 violation, which includes not having the form completed within 3 days of the hire date. In our experience, students often do not have original documentation on campus to complete these forms and it may take time for parents or guardians to send the necessary documents. Supervisors are expected to delay start dates until Human Resources confirms students can start.

## International Students

Employing international students on campus requires compliance with several laws and regulations. International students do not qualify for FWS funds. The College needs to be diligent in tracking these students and the hours worked. Due to tax treaties and conditions of the student visa for which the student was allowed to enter the United States, it is necessary to process international student workers slightly differently than US Citizens.

Social security numbers (SSN) are required for international students before they can begin work. However, international students cannot obtain a social security number (SSN) without a job offer. The Office of International Education will assist students with documentation a student needs to apply for an SSN after they have secured employment. Any supervisor hiring an international employee who has not worked on campus before should expect a delay of up to a month in a student's start date while the student waits for their SSN.

US Immigration and Customs Enforcement (ICE) restricts international students, on F1 or J1 visas, from working more than 20 hours per week during the academic year. Students may work full-time, up to 40 hours, during academic breaks. If a student holds multiple positions, all hours worked cannot exceed the 20/40 hour requirement. While it is the student's responsibility to adhere to the correct number of weekly work hours, supervisors are encouraged to assist in this effort as they determine work schedules. Any international student worker found to be working in excess of the 20/40 hours per week will be dismissed from employment, even on the first offense. Exchange students finishing their last semester can only work through the last day of the semester.

Eligibility to work is contingent upon being a full-time student, maintaining a valid I-20 or DS-2019, not working illegally (i.e. not exceeding the 20/40 hour per week rule or working off-campus without authorization) or breaking any of the ICE rules and regulations by which international student workers must abide.

## Special Accommodations for Individuals with Disabilities

If an applicant or current employee is a qualified individual with a disability, the College will, upon request, evaluate and provide "reasonable accommodations" that are designed to allow the employee to perform the essential functions of the job. The employee is responsible for requesting an accommodation and for providing medical and other documentation to assist the College in understanding the nature of the employee's disability and the accommodations sought. A request for an accommodation should be made to the employee's direct supervisor, in consultation with the Director of Human Resources.

The College has the ability to consider a range of options for accommodations that will reasonably accommodate the employee or applicant's needs. The process of determining the need for and the form of reasonable accommodation is intended to be interactive and cooperative in nature with the employee or applicant.

An accommodation that would impose an "undue hardship" on the College (as defined by Federal law), or if provided, would not resolve the issue, or pose a *significant risk of substantial harm* to the health or safety of the individual or others, may not be considered a "reasonable accommodation." In either of these situations, the College may not be able to provide an accommodation.

## Job Classification and Wage Rates

Most student positions are non-exempt, meaning they must be paid an hourly rate of pay and are eligible for overtime if working more than 40 hours per week. The Fair Labor Standards Act (FLSA) only allows for two types of student jobs to be paid by salary, which we call a stipend: Resident Assistants and Research Assistants. Please verify that a Research Assistant position qualifies to be paid a salary/stipend by contacting Human Resources before offering a position. At this time, the college is

opting to follow the Virginia Minimum Wage law for all hourly paid students, although we are not required to do so since certain groups of students (like Federal Work Study) are exempt from the Virginia minimum wage. Currently, the Virginia minimum wage is \$9.50 per hour and is set to move to \$11.00 per hour in January 2022. Due to these steep increases in wages, the college will be taking an in-depth look at student employment on campus, evaluating our pay position for the future, and ensuring all positions are of high value for both the student and college. Generally speaking, the wage rate for each position should depend on:

- The department's budget for paying students.
- The skills and abilities needed to perform the job.
- The rate at which other students doing similar work are being paid.

For any student position paid by salary/stipend, the supervisor will be required to report the amount of hours that will be worked under that position for Affordable Care Act (ACA) hours tracking. The total pay divided by the total amount of hours must at least equal \$9.50 per hour.

Students who continue with the same campus employment position from semester to semester may be awarded a raise at the end of the year if warranted by their performance, approved by a department budget manager, and allowed by the College's annual budget. Increases in pay are not guaranteed. The supervisor must submit the request for a pay change to Human Resources at least one week prior to the effective date of the pay change. Pay changes will not be granted retroactively.

## Payroll Schedule

Students are paid bi-weekly, every other Monday, with a one-week delay in pay. Supervisors must approve time electronically in Employee Self Service (ESS) in order for employees to be paid. If your area uses a time clock for students, follow those procedures to submit time. Self Service tutorials for reviewing time, approving time and setting up a timecard proxy approver can be found on the [Payroll homepage](#). Students submitting unapproved time may not be paid timely. Bear in mind that student workers are often living paycheck to paycheck. As a supervisor, it is important to verify weekly hours worked and to approve the time for payment. If an approval deadline is missed, contact Payroll immediately. Please also remember to communicate payroll deadlines to student employees.

## Student Record Maintenance

The Office of Human Resources maintains student records. Supervisors are responsible for notifying Human Resources at [HR@roanoke.edu](mailto:HR@roanoke.edu) when a student withdraws from the College, leaves the department, or has a change in supervisor, position, general ledger (GL) account for payroll, or job title. Pay increases will also be submitted to HR at [HR@roanoke.edu](mailto:HR@roanoke.edu) after obtaining approval from the supervisor's budget manager.

In the event of employment ending, please ensure that the student submits all time for the position during the applicable pay period and before the termination date of the student. Accurate records of the termination are crucial so that the student's job record can be updated. This date is used in later employment verifications from potential outside employers.

## Student Employment Record Retention

The length of time that student employment records must be retained is determined by two factors: federal employment law and FWS regulations. Documents that must be retained include employment applications, performance evaluations, payroll time documents, tax forms, and I-9 forms. FWS regulations stipulate that employment records be retained for five years after the student graduates, and employment law stipulates the records be kept for three years following termination from employment. Supervisors should maintain all records listed above for a five-year period following graduation, for ease in complying with both these requirements.

## Inclement Weather

Please ensure that the student worker understands what to do in the event of a campus closure, late opening, or other modified day when inclement weather dictates a change in our campus operations. Campus closures and operational changes due to weather are sent through Maroon Alerts, posted on the College webpage and streamed through local media outlets. Student employees are not eligible for inclement weather pay. If required to work on an inclement weather day, the student will receive their regular wages for all hours worked. Students required to work should be supervised.

## Responsibilities of Campus Employers

Hiring managers have overall supervisory responsibility for student employees. The supervisor hires, terminates and reviews student employees, and electronically approves student time sheets. When necessary, a supervisor may assign another person in the department to be the student's immediate supervisor. Supervisor proxies should be set up in ESS for time review and approval purposes. The supervisor's responsibilities are as follows:

- Never allow a student to begin work until Human Resources has confirmed that the student has met all the legal requirements to become an employee.
- Understand the content of the Student Handbook and educate student employees on its contents.
- Understand and follow this supervisor's handbook.
- Train the student employees in the skills and procedures necessary to perform the position.
- Establish and communicate job responsibilities, expectations, the work schedule, dress code, attendance expectations, and call out procedures. Provide a safe work space free from hazards.
- Ensure that the student has work. If there is not enough work for the student, modify their work schedule. Student workers should not be sitting idle attending to personal matters or studying.
- Evaluate the student's work annually and provide constructive and positive feedback regarding student performance.
- Notify the student promptly if their performance is substandard and document these conversations.
- Each pay period, review the student's electronic timesheet in ESS to ensure accuracy and that the student submitted their timecard electronically by the deadline. Approve timecards by the deadline.

- Contact Financial Aid to determine if a student has an FWS award or have the student provide FWS information. Ask the student if they are also working in other departments. If so, it should be determined which department is using the FWS dollars. In collaboration with the student employee, and the FWS report from Financial Aid sent to supervisors after each pay period, monitor the student's FWS award balance.
- Set a good example and treat students in accord with all applicable state, federal, and College policies.

## Performance Issues

If a student's performance is substandard, supervisors should proceed as follows:

- Communicate with the student promptly and privately. Specify which behavioral aspects are unacceptable and detail what the student must do to meet expectations. Document the date and time of the conversation, a summary of performance deficiencies and expectations for correction. Always maintain accurate student files.
- If misconduct continues and is severe enough to justify a written warning, the supervisor should have another conversation with the student employee and record the conversation on a [Corrective Action Form](#) (found under HR forms; the same form is used for all employees).
- If misconduct persists and termination is warranted, the supervisor should discuss the situation with their manager and a human resources representative to ensure we have considered all perspectives and followed our policies. Only then may termination occur.

## Workers' Compensation

Student employees are covered by Virginia Workers' Compensation statutes. Injured students must report accidents to their supervisor immediately. It is the supervisor's responsibility to assist the injured student with basic first aid or obtain emergency care. Contain the scene, using Campus Safety if needed, so that others are not injured. Once emergency care has been provided and the scene is contained, contact Human Resources so that accident reports can be completed.

Human Resources will guide the supervisor and employee in completing the First Report of Injury forms. Injured employees must pick their caregiver from a Panel of Physicians, except in emergencies. Following completion of the emergency care, the employee must choose a doctor from the Panel of Physicians for continued care. Medical expenses may be awarded when proper forms are completed prior to treatment and in accordance with the Workers' Compensation Laws of the Commonwealth of Virginia.

Employees of Roanoke College MAY NOT transport an injured student to a medical facility. Our liability insurance prohibits this. The injured student may be transported by a friend, family member, ambulance, or public transport.

## Consensual Relations

Central to the College's educational mission is the preservation of an atmosphere of trust, freedom of expression, academic freedom, and respect for the dignity of each member of the College community. Actions by faculty, staff or students that harm these standards of expected conduct undermine the mission of the College.



The College considers any relationship of a sexual nature between a faculty or staff member and a student to be inappropriate. All faculty and staff should understand that they would bear the principle burden of responsibility in any action based on harassment that may arise from engaging in such a relationship. Faculty and staff should also bear in mind that the initial consent to such relationships does not preclude a charge of sexual harassment or misconduct in the future.

Accordingly, the College discourages faculty and staff members from engaging in romantic or sexual relations with individuals over whom they exercise evaluative or supervisory power, including recommending them for fellowships, awards or employment. Such relationships may place in doubt the supervisor's fairness or professional judgement, or give the appearance of favoritism. The College serves notice that such faculty or staff will be held responsible in all actions related to sexual harassment or misconduct that may result from such relationships.

## Summary and Closing Word

Supervising student employees is an important job and these responsibilities should be taken very seriously. The College needs your help to minimize legal liabilities in hiring and employment by following the policies of the College. This job might be the student's first experience in the world of work. It is important that you guide them in their understanding and application of College and department policies and regulations, as well as helping them navigate interpersonal relationships with other students, faculty and staff. In summary, you are responsible for their selection, authorizing their pay, ensuring they are fully utilized when scheduled, monitoring your budget, and the overall performance management of your student worker.

Changes in business and academic conditions will undoubtedly require changes in the Handbook, which may be made with or without notice. Be sure to keep any notification of policy changes that you receive.

If you need assistance with student workers, please contact the following:

PLACE

**Purpose, Life And Career Exploration**

Amy W. Foster, Assistant Director of Career Services

540-375-2084

[foster@roanoke.edu](mailto:foster@roanoke.edu)

The Office of Human Resources

Derre Ingram, Human Resources Generalist

540-375-4920

[dingram@roanoke.edu](mailto:dingram@roanoke.edu)