



## Student Employment Handbook

Revised: January 2025

### About us:

A student's learning experience extends beyond the classroom. The campus employment program is intended to offer students the opportunity to master new skills and proficiencies while gaining beneficial work experience during their time at Utica University. Through part-time campus employment, students will enrich and enhance their academic experiences by applying learned skills in a practical setting, while earning income to assist with expenses.

On campus departments/offices and off campus community service agencies hire students to work throughout the academic year. Each year approximately 800 students are employed through the student employment program.

Office of Student Employment  
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(315) 792-3411

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## 1. ABOUT THIS HANDBOOK

The policies referenced in this handbook apply to all Utica University Student Employees and Student Employee Supervisors. The policies may be modified, supplemented, or revoked at any time at the University's discretion. In particular, these policies do not constitute a contract, nor should they be rendered as a guarantee of employment for any specific duration or express or imply contractual terms or commitments.

No processes mentioned in this handbook are intended to alter the at-will employment relationship between the University and its student employees. The University reserves the right to terminate a student's employment at any time when it is in the University's best interests to do so, as determined by the supervisor in consultation with the Office of Student Employment. Student Employment will provide ample notice of any changes to our policies. No prior policies supersede this document, as we reserve the right to routinely update procedures. Please visit the Student Employment webpage for the most recent version of this Handbook. If you have any questions regarding these policies, please contact the Student Employment Coordinator at 315-792-3411.

## 2. NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY

The U.S Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee. Utica University is an equal opportunity, affirmative action institution, and accepts students and employs individuals without regard to race, creed, color, sex, pregnancy, ethnic or national origin, religion, marital status, age, sexual orientation, gender identity, gender expression, veteran status, disability, AIDS, citizenship status, genetic predisposition, domestic violence victim status, or protected status under applicable local, state, or federal law. This policy applies to all terms and conditions of employment including, but not limited to, recruiting, hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation, benefits, training, and social and recreational programs.

## 3. STUDENTS' WORK ELIGIBILITY

Student Employment is defined as an approved position, through which an enrolled student of a degree-granting program at Utica University is compensated with a paycheck issued by the Utica University Payroll Office. Students who are currently enrolled full-time at Utica University

are eligible to apply for opportunities via the Student Employment Portal if they meet the following criteria:

- Minimum 2.0 GPA
- Must be enrolled in a minimum of 12 credits (undergraduate)

Eligibility will be determined based on Federal Work-Study (FWS) with limited opportunities for non-Federal Work-Study (NFWS) students. A Federal Work-Study award can only be earned through the academic year, any unused funds will be forfeited. Students may be hired for multiple positions as long as they stay within their award. The Student Employment Office follows applicable legal requirements for work authorization. If you have questions regarding your award eligibility, please contact the Center for Student Success at [studentsuccess@utica.edu](mailto:studentsuccess@utica.edu).

### 3. FEDERAL EMPLOYMENT ELIGIBILITY

By federal law, Utica University is required to verify the employment eligibility and identity of newly hired students. Therefore, upon acceptance of an offer to work on campus, a student must complete the mandatory I9 form on or before your first day of work. **Failure to complete this step will result in the termination of student employment.** Please visit the U.S Citizenship and Immigration Services webpage to review the I-9 Employment Eligibility Verification form (link below).

LINK: <https://www.uscis.gov/i-9>

### 4. FAIR LABOR STANDARDS

The Fair Labor Standards Act of 1928, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under Federal Work-Study (FWS) must be paid for all hours worked. A student employee with an FWS job and receiving academic credit for that job may not be:

- Paid less than a student that would be if no academic credit were given
- Paid for receiving instruction in a classroom, laboratory, or other academic setting; and
- Paid unless the employer would normally pay an individual for the same job

All student employees are considered non-exempt, temporary employees for the purposes of the FLSA. Federal law requires that students working in non-exempt positions be paid an hourly rate no less than the federal or state minimum hourly wage and they must be paid for each and

every hour worked. Students and supervisors cannot under-report or inaccurately report hours worked in order to manage budget constraints or missed timesheet submissions.

Underreporting or inaccurate reporting of hours is a violation of the applicable law. Time keeping and timely payments of students' work hours is required. Student employees and their supervisors are required to record and track ALL hours worked each day in the NextGen/TimeX system in order to ensure they are compensated accurately for all hours worked. Failure to comply may result in corrective action up to and including termination of student Employment.

## 5. DURATION OF POSITION

The approximate start and end date of a student employee record should be established at the time of hire. The first day worked for student employees will be the date, discussed and agreed upon between the supervisor and student at time of hire, and the student is required to complete all the required paperwork prior to the start of work. In the absence of an established end date, it will be assumed to be the end of the current academic year. It is the supervisor's responsibility to report changes of employment to the Student Employment Coordinator immediately. Supervisors are under no obligation to rehire a student for subsequent academic terms, but may guide the student to re-apply for the same position and be selected once all qualified candidates are considered.

## 6. MAXIMUM HOURS

Student employees are categorized in a part-time status, which means students should not work more than 20 hours per pay period. Student's should be encouraged to limit their work week to 10-12 hours per week during an academic semester as determined by their award and agreed upon schedule. Please note, it is the supervisor's sole responsibility to assure that their students are steadily earning their award not to exceed the maximum amount per semester.

## 7. PAID & UNPAID BREAKS

In accordance with New York State regulations, an employee who works more than six hours in a given day is required to take the scheduled meal period. An employee is not allowed to work through the meal period to make up for lost work time or to leave work early unless approved by their supervisor on an exception only basis. In addition, the meal period may not be taken at the end of a student employee's work day in order to leave work before the end of their scheduled shift unless the need to leave early is a reply of an extenuating circumstance. In short, paid breaks may be taken during the students' scheduled shift to accommodate a need

for periods of rest, to obtain beverages or snacks, to make personal phone calls or for other personal reasons. An excessive number of breaks or breaks of an extended length of time are not allowed.

## 8. EMERGENCY CLOSINGS

Student Employment will follow Utica University notifications in regards to emergency closings, inclement weather, or suspension of operations. In accordance with these updates, Supervisors are responsible for communicating changes to their student employment staff and providing guidance based on the safety and interest of the student.

## 9. On The Job Injury

Workers compensation is insurance that provides eligible employees injured on the job with wage reimbursement and payment for medical care related to illness and injury. If a student is injured while working, they must report the injury to their manager or other non-student member of the department immediately. If medical attention is necessary, the student should go to the Health Center after reporting the injury. Supervisors are responsible for reporting an accident within 24 hours to the Office of Campus Safety. To the extent provided by law, student employees are covered by New York State Workers Compensation Law for work-related injuries.

Voluntary, Off-Duty Conduct - neither Utica University or its insurance carrier is liable for the payment of workers' compensation benefits injuries that occur during a student employee's voluntary participation in any off- duty recreational, social, or athletic activity sponsored by Utica University.

## 10. WORKPLACE SAFETY

Utica University is committed to maximizing workplace safety, furnishing instructions covering safe working methods and making readily available equipment to protect student employees against known hazards. Supervisors are cautioned against hiring students to perform work for which they do not have sufficient training or skills to perform safely. Student employees are required to carry out all safety requirements applicable to their positions, to adopt safety as the guiding principle and first priority in their work, and to practice safety at all times in the workplace. This includes using all safety equipment provided by the University and inspecting the safety equipment to be sure that it is in good working order. Students are also required to assist the University in determining and omitting unsafe conditions by reporting them to their

supervisors. Student Employees are encouraged to attend safety meetings and/or safety-training sessions as part of their job responsibilities and to demonstrate that they can perform certain job duties in a safe manner. Student Employees who violate safety regulations may be subject to corrective action up to and including termination of employment.

## 12. DIVERSITY & FAIR TREATMENT

Utica University recognizes the rich diversity of its employees and the varying cultures, backgrounds, and experiences they each bring to the workplace. While adhering to the principles of freedom of expression, the University is committed to maintaining and promoting a diverse, equitable, and inclusive work environment where employees' similarities and differences are respected and valued. Employees are expected to treat co-workers, students, vendors, suppliers, and other non-employees and affiliates that they come in contact with on the job with fairness, dignity, and respect, as articulated in the University's Statement of Principles Regarding Expression on Campus. For more information on the Statement of Principles, visit

<https://www.utica.edu/instdvance/marketingcomm/about/expression.cfm>.

The University prohibits employees from engaging in any form of discrimination, harassment, bias, bullying, or other offensive behavior targeted towards another individuals. The University also prohibits employees, students, vendors, suppliers, visitors, business affiliates, and any other individual that employees come in contact with during the course of employment from harassing or discriminating against Utica University employees based on any protected class or status. Any employee who witnesses or is a victim of such behavior may contact the Office of Human Resources for assistance. Utica University's Bias Incident Reporting System (<https://www.utica.edu/bias-incident-reporting>) to report such behavior.

### Americans with Disabilities Act

In compliance with the Americans with Disabilities Act (ADA), other applicable federal laws and regulations, and New York State Human Rights regulation, Utica University provides an equal employment opportunity to applicants and employees with disabilities in regards to all terms and conditions of employment. In addition, the University does not discriminate based on a person's relationship or association with an individual with a disability.

Reasonable Accommodation- A student employee who believes an accommodation is needed to perform the essential functions of an on-campus position should immediately contact the Office of Human Resources at [hr@utica.edu](mailto:hr@utica.edu). Utica University will provide a reasonable

accommodation to an employee with a disability, unless it imposes an undue hardship on the University. The University reserves the right to assess all requests for accommodation for reasonableness, and will do so in a fair and equitable manner. If the need for accommodation is not obvious, the University may require medical documentation verifying the existence of a disability and the reason(s) why the requested accommodation is needed. Medical documentation must be signed by a medical doctor. When more than one accommodation would benefit an employee, the University reserves the right to choose the accommodation that is less costly or that is easier to provide.

### 13. CODE OF CONDUCT

Students, staff and faculty follow integral components of Utica University's community committed principles of civility and fairness in pursuit of a purposeful academic and student employment experience. The Code of Student Conduct articulates the connection between student behavior and these norms and expectations of the Utica University community.

Conflicts of interest-Students currently playing on a Utica University team (on the playing roster) are not permitted to work directly for their coaches. Working in Athletics for a coach in a non-related sport is allowed.

Employment of relatives- An individual may not be hired if they would be directly or indirectly supervised by an immediate family member. If it becomes known that an employee is somehow related to their supervisor, a change in supervisor will take place. The University reserves the right to review potential conflicts of interest based on reporting relationships. No advantage or disadvantage. For the purposes of this section, "immediate family member" is defined as a parent (biological or legal guardian), child (biological, adopted, foster child, step child, a legal ward, or a child under the employee's legal guardianship), sibling (biological or step), grandchild (biological, adopted, step-grandchild, a legal ward, or a child under the employee's legal guardianship), spouse (wife, husband, or domestic partner as defined by the University), grandparent (biological or legal guardian), or next of kin (an individual's nearest blood relative). will be given to anyone because of the employment of any immediate family member.

### 14. STUDENT EMPLOYEE PAY

Utica University has a set hourly minimum wage rate of pay. There are specific positions that receive special authorization to pay students a different wage rate based on the position type. All wage rates are reviewed by the Student Employment Office in conjunction with the Human



Resources Office. The law requires employers to provide notice of wage rates to each new hire. Student Employees are notified of their pay rate as part of their job description and also as part of their Notice and Acknowledgment of Pay Rate and Payday form. This form will be provided to each student employee as part of the required paperwork prior to working.

Sick Leave- There is no pay for vacations or holidays but all employees are eligible to receive New York State Sick Leave. Student employees will accrue sick leave at a rate of one hour for every 30 hours worked. Sick leave should be used during periods of illness, injury, for incidents of domestic violence, or for medical disability. Sick leave may also be used for doctor's appointments. Sick leave must be recorded on the student timesheet.

Prenatal Leave- All employees working in New York State can take up to 20 hours of paid leave for pregnancy-related health care services in a 52-week period. Pregnancy-related health care includes: Physical examinations, Medical procedures, Monitoring, Testing, Discussions with a healthcare provider needed to ensure a healthy pregnancy, Fertility treatment, and End-of-pregnancy care.

Only the employee directly receiving prenatal health care may use Paid Prenatal Leave. A spouse, partner, or another support person attending prenatal appointments with a pregnant person is not entitled to Paid Prenatal Leave. Healthcare appointments after pregnancy are not covered by Paid Prenatal Leave.

Overtime - student employees must receive overtime pay for any time worked in one workweek that exceeds 40 hours. Supervisors are responsible for validating student employee work shifts to assure that students are staying within the maximum-hour guidelines listed in Section 5. If it is approved for a student to work in more than one position, by the Student Employment Coordinator, the student and supervisors are responsible to discuss the available balance and hours worked to assure that the student is staying within the maximum-hour guidelines listed in Section 5. Secondary positions will not be created without this confirmation.

Taxes and Withholding-Every student employed by Utica University is required to complete a W-4 Federal Tax Withholding Form and a New York State Tax Withholding Form as part of the new hire paperwork. Once on the University payroll, student employees do not have to file new forms while they continue as student employees unless they wish to make a change— either in exemptions, name or address. An exemption certificate is good for the calendar year. Any employee who claims "Exempt" from withholding is required to complete a new W-4 form by February 16th of each year to continue being exempt for the following year. Otherwise the

exemption will become single with 0. All international students will also need to have tax information re-verified annually (this will be managed by the payroll department).

All changes must be made at the Office of Student Employment. Student employees will receive a W-2 Statement of Earnings form at the end of each calendar year. This information is reported to the IRS and New York State. International students should contact the payroll department for information regarding tax issues relating to them.

## 15. TIMESHEETS, PAYCHECKS & DIRECT DEPOSIT

Each academic year, a Student Employment Timesheet Tool will be created and posted on the Student Employment webpage. It will include instructions on Timesheet Entry and will contain crucial pay period information such as pay period dates, timesheet submission dates and pay days. Payroll will send out automated reminders to both students and supervisors to assist with timely submissions.

Please note:

- Student timesheets are due by 11:59 PM
- Supervisor approval is due by 10:00am the following day

Missed timesheet - Students, it is your responsibility to track the hours you have worked for NextGen/TimeX entry and email your supervisor if you have questions regarding your shift. You will be able to enter time records for prior pay periods and submit for supervisor approval to be paid in the upcoming payroll cycle. As stated previously, in Section 3 of the Fair Labor Standards, underreporting or inaccurate reporting of hours is a violation of the applicable law.

Paychecks - Students can pick up their paychecks in the University Mail Room in Gordon Science Center on the first floor. Identification will be required when you arrive. Students should notify their supervisor immediately, if an error of payment has occurred. Please email [payroll@utica.edu](mailto:payroll@utica.edu) for any concerns regarding incorrect payments.

Federal Insurance Contributions Act (FICA)- Social Security and Medicare taxes do not apply to services performed by a school, college or university where the student is pursuing a course of study.

Direct Deposit - It is strongly recommended and is the preferred method of payment, providing the student employee access to their earnings in a readily available manner. Proof of bank account and routing numbers are required to set up your account. For your safety, Payroll

operates on a prenote system to verify your account information first. This means, once you have provided all of the necessary documentation, the next paycheck will still be a paper check. The following pay period, an email will be sent to student employees once their paystub is available for review.

## 16. EARNINGS REPORT

Earning Reports are a crucial part of budget maintenance. It is the sole responsibility of the supervisor to retrieve, review and reconcile student employment spending as often as possible. The NextGen portal will now house student employment earnings reports. Supervisors will be able to retrieve past earnings reports and review current student award amounts to note any reconciliation that is required. Please note: earning reports run on a previous pay period basis. The earned amount for a student award does not take into consideration any hours worked after the last day of the previous pay period. It is important to tally student employee hours while monitoring their available awards.

- Example:

Earning Report (ST #3) cover pay period dates: 1/21/21 - 2/3/21 will be available after payroll runs 2/9/21. This Earnings Report would not include any hours already worked between 2/4/21 and the current date.

The Student Employment Coordinator can assist supervisors with Earning Report questions. Please feel free to email [studentemployment@utica.edu](mailto:studentemployment@utica.edu).

## 17. PERFORMANCE IMPROVEMENT

Performance Improvement is a method of discipline that uses gradual steps for dealing with concerns related to student employee conduct or performance that do not meet the defined standards and policies. The objective of progressive discipline is to assist student employees to correct conduct concerns and resolve performance issues at the earliest stages.

Student Employment offers steps and communication strategies for supervisors to address issues of unsatisfactory performance or conduct. The disciplinary process is progressive, and may begin at any stage (see steps below), taking into consideration the severity of the issues and maintaining consistent and fair documentation regarding these actions. All sides of an issue should be heard prior to completing these steps for disciplinary action.

Steps for addressing unsatisfactory job performance:

- Stage 1. Verbal intervention: issued for minor infractions such as poor task performance, excessive absences, safety violations, etc. Includes a two-week probationary period from the date of form completion.
- Stage 2. Written intervention: issued after previously delivered infraction of a serious nature. Includes a two-week probationary period from the date of form completion.
- Stage 3. Final intervention: issued if verbal and written intervention: have been distributed within six weeks from the date of form completion. Final intervention: can result in termination of student employment.

Please contact the Student Employment Coordinator to discuss any performance issues at (315) 792-3411.

## 18. STUDENT EMPLOYEE SPECIFIC PROCEDURES

It is at the discretion of the Student Employment Coordinator to terminate a student employee's account if they do not furnish the legal documentation, following the Federal guidelines, within three days from their first day worked.

Justification – prior to the end of the academic year, supervisors begin their student employment planning for the Fall.

Position Approval and Postings - position decisions are made and supervisors are notified of position approval or rejections. The Student Employment Coordinator begins to collaborate with the supervisor for guidance to provide direction and instruction on the next steps.

Job Descriptions - are mandatory for all positions across the Utica University campus. There is a specific template for the supervisor to follow and submit for review prior to posting. This will help ensure that the position is one that qualifies under the Campus Employment regulations. In addition, it provides the students with the information they need to determine whether they qualify for the job, whether the job is related to their educational or career objectives, and whether the job is of interest to them. Finally, it establishes a record to which all parties can refer. It will help avoid disagreements and provide reference in such cases. Please note: students should not perform any duties or responsibilities that are not listed in the approved job description, or fall within the scope of the job duties, that is on file with the Student Employment Office.

Position Search - Campus Employment will send out student and supervisor notifications each academic year upon the opening of the Student Employment Portal. Students that wish to

secure an on-campus job are encouraged to begin your search right away. Positions are not guaranteed and are limited based on availability. Posted positions can be found in the NextGen portal.

Position Application - the application process was built to provide you with real world work experience. In part, students are required to submit a resume for each position of interest. This will sharpen and grow your search skills. Upon graduation, you will be prepared and ready with your Student Employee portfolio to reference. The practice develops confidence to be successful in securing an employment opportunity. Please visit the Center for Career Readiness webpage to connect with your Career Coach for resume and cover letter assistance.

Interview - as part of every job search process, an interview is a conversation between an applicant and a Utica University supervisor to assess who is the most qualified applicant (and best fit) for the position. In addition, specific details about the job responsibilities and duties can be discussed.

Supervisor Selection - when all qualified applicants have been interviewed, supervisors will make their hiring decisions. If you are selected for an on-campus position, you will be notified and must accept your position and then complete paperwork. If not, you are encouraged to apply for a different position.

Required paperwork - Newly hired student employees will complete all onboarding paperwork virtually via the NextGen portal and must bring their original, unexpired identification for the I-9 in person to the Office of Student Employment. Copies will not be accepted. Rehired students do not require the onboarding packet again, but will have required paperwork to complete.

Student Employee Responsibilities -Once you begin work, you should again discuss what is expected of you with your supervisor. Each office has the right to set standards for its student employees. Student employees are expected to fulfill the following responsibilities:

- Read the Student Employee Handbook
- Complete all required paperwork as instructed by this Handbook
- Enter your hours worked into NextGen via TimeX in a timely manner
- Coordinate your work schedule with your supervisor
- Comply with department protocols and procedures
- Act professionally at all times
- Dress appropriately for your position
- Ensure that personal and non-work-related devices do not interfere with work operations
- Respect the rights and property of Utica University Faculty & Staff

- Treat all customers and team members with courtesy and respect
- Notify your supervisor immediately, in written form, if you choose to resign
- Comply with all applicable Student Employment policies and procedures

Work Schedule- It is very important to work the agreed-upon days and hours and to arrive promptly. **Establish a work schedule that does not interfere with your class schedule. You may not, under any circumstance, work during a scheduled class, lab, workshop, or recitation even if it has been canceled. This is a federal and University guideline that applies to ALL students.**

If students need time off, they should arrange that with the supervisor in advance. In the case of illness, students should notify their supervisor as early in the day as possible. Supervisors understand that school is a student's top priority, but they are also responsible for seeing that the work of the department gets done. Student's should discuss with their supervisor if there are any specific procedures to follow if absent or tardy.

Dress-Students employees should dress neatly and appropriate to the area in which you work. Since each office may set its own dress code, students should ask their supervisor if there is a dress code to follow when coming to work. Neat school clothes are usually acceptable when no special instructions are given.

University equipment--including telephones, computers, and copying machines--is provided for university business and not personal use. For example, students should not make personal telephone calls, use the copy machine for non-University business (such as for course work), or surf the internet for shopping or to check your personal email account.

Employment Verification - information provided to third party vendors is limited. A signed authorization is mandatory, along with a formal request form prior to the release of such details. The information may only include: position title, rate of pay and dates of employment. Please email your request to the Utica University Payroll Office at [payroll@utica.edu](mailto:payroll@utica.edu).

Reference Requests - supervisors are eligible to provide professional references with a written release from the student employee.

Student Resignation - when a student finds it necessary to resign or in other words terminate their position of employment, the student should notify the supervisor immediately, in written form. Upon receipt of this, the supervisor must send an email to the Student Employment Coordinator with the last date worked. This email will prompt an exit interview to be emailed to

the student to gain feedback on the student's experience. Student responses become part of their Student Employee file, under the Student Employment Office, to serve only as a process of improvement.

#### 19. NON-FEDERAL WORK-STUDY (NFWS)

Students that are not eligible for Federal Work-Study can also take part in on-campus opportunities for specific positions listed as such. All students are encouraged to apply and will follow the Student Employment policies and procedures. Should a position that you are interested in not be available, please visit Handshake to review off-campus employment opportunities.

International Students - if you are interested in applying for on-campus employment you must obtain a Social Security Number and complete the International Employment and Tax Information Form. Please connect with the Office of International Education at [internationaled@utica.edu](mailto:internationaled@utica.edu). They will assist you with both of these requirements.

Any individual allowed to work in the United States according to their immigration status is eligible to apply for an SSN. J-1 status individuals are automatically eligible to apply. F-1 Students with an offer of student employment are eligible to apply.

Generally, this Social Security application process can take approximately 3-6 weeks from the date of application. I-9 requirements and New Hire Orientation cannot be scheduled until this has been received and completed.

International student employees are responsible for following the proper Visa program guidelines in regards to general restrictions such as maintaining a full-time enrollment status, cannot work remotely out of state and:

- While class is in session, international student employees cannot work more than 20 hours per week
- When class is not in session, international student employees cannot work more than 40 hours per week
- FICA will not be deducted out of wages
- Employment authorization ends on the day the international student employee completes all requirements for the course of study

## 20. SUPERVISOR SPECIFIC PROCEDURES

Supervisors play an essential role in the accomplishments of their student employees. Supervisors should ensure that student employees have what they need to succeed, including clear expectations. Incorporating the following items into the work routine can enhance supervisory effectiveness:

- Provide timely updates using the NextGen portal. Timely = 1-3 days of notification
- There is no Student Employee processing between 6pm Friday evening and 9am Monday morning
- Determine an alternate supervisor in the event that you are out. This can be assigned in the NextGen portal.
- Inform your student employees about time-tracking responsibilities
- Set ground rules regarding work schedules, job duties, professional attire and performance
- Model good work habits such as punctuality, dependability, and fairness, equity, inclusion, honesty and efficiency
- Develop additional confidentiality agreements (if appropriate)
- Record all student employee terminations with documentation and email updates to the Student Employment Coordinator within the same pay period of the effective date
- Supervisors are expected to review and be familiar with this policy and its entirety
- Continue to be creative with job duties and mentoring opportunities

You are considered to be a student employee supervisor once a budget and position has been authorized to you by the Office of Student Employment. Justification and training will be required each academic year to stay current with all Student Employment changes. Budgets are not guaranteed and are based on availability.

Each Supervisor is responsible for managing their own supervisor portfolio. Items to be considered are: Budget Amounts, Job Descriptions, Postings, Student Recruitment, Interviewing Notes, Timesheets, and disciplinary actions or documentation. The Student Employment Coordinator will provide communication on State and Federal employment policy updates and program guidelines.

Student Employment will provide a robust level of engagement events and activities in which you are strongly encouraged to take part in. All communications shared by the Student Employment Coordinator should be discussed by you with your student employees. Our students are looking forward to this experience and we are excited to provide it!



The University pays 25% of a student's hourly wage, while Federal Work-Study funds will offset 75% of a student's hourly wage, with the exception of grant and Non-Federal Work-Study positions, until the student exhausts their Federal Work-Study award. An award is a specific amount, based on eligibility, that is included in a student's packaging, determined by the Financial Aid Office. If a student has questions about their package, they can contact the Center for Student Success at [studentsuccess@utica.edu](mailto:studentsuccess@utica.edu).

Any school receiving federal funds is bound by the Family Education Rights & Privacy Act (FERPA), this protects student education records. Student Employment records are covered under this. The Campus Employment Coordinator works collaboratively with the Human Resources, Payroll, Financial Aid and Registrars Offices. If you have any questions regarding the release of information for student employment matters, please contact [studentemployment@utica.edu](mailto:studentemployment@utica.edu). All Federal Work-Study students should be encouraged to earn their full award, without exceeding their maximum award limit.

You will find many tools and resources to utilize by visiting the Student Employment webpage.

A few items to check out:

- Campus Employment Calendar - important dates will be easily accessible
- NextGen Portal - the link and instructions will be located under campus employment resources
- Instagram - follow us on our social media page to receive reminders, shout outs and capture our student employment interests: @uc\_campus\_employment
- Recruiting - templates, with QR codes, are available to assist you in notifying students that you are hiring and learn more about you as a supervisor
- Interview - appropriate, sample interviewing questions should be used to screen applicants and identify those who appear most closely to match the qualifications

## 21. SUMMER EMPLOYMENT

Summer Employment follows different guidelines pertaining to budgets, applicant eligibility, maximum hours and application process. Summer Employment is opened to all Utica Community individuals. Should you receive summer funding approval or are a Utica University student provided a summer employment opportunity, the same application procedure and expectation guidelines apply. Federal Work-Study funds cannot be applied to the Summer Employment session.

Summer Employment begins the first day after spring semester ends and the session will run

until the first day before fall semester begins, unless other circumstances prevail, at which time Campus Employment will communicate accordingly.

The process is as follows:

1. Budgets are decided by Utica University Leadership
2. Decisions are shared with the Student Employment Coordinator
3. Student Employment Coordinator will email approval budget amounts with a worksheet to the designated area lead
4. The leads will share the area worksheet to the direct supervisors as notification that they have been approved for a summer position
5. Each supervisor is required to email the Student Employment Coordinator with the following information:
  - Approved (T) position job description (not E/Z/EG)
  - Number of summer employee positions recruiting for
  - Position post date
6. Summer employment is still processed by our Payroll Office and will follow the bi-weekly (BW) pay period instead of regular student employment payroll (ST). All time entries will remain in the NextGen/TimeX portal. All paychecks are mailed to the address on file unless otherwise requested in writing. Please call the Payroll Coordinator at 315-792-3161 should you have any questions pertaining to your check pick up.

For summer employees who are still enrolled in high school, state law restricts not only the total number of hours per week but also the time of day and total number of hours per day. These non-UC students also need to submit a Statement of Age (“working papers”) prior to beginning work. Contact the Office of Student Employment for more information.

University Retirement Plan Elective Deferral- Summer student employees who work for Utica University during the summer are eligible to make pre-tax contributions from their summer pay into the voluntary portion of the University’s 403(B) Plan.. This form will be provided upon hire for a summer position to either opt in or opt out.

## 22. GRADUATE ASSISTANTS (GA’s)

Utica University provides students actively pursuing graduate degrees at the University the opportunity to engage in meaningful, career-related academic activities, while also providing the University with opportunities to fill staffing gaps in creative and cost-saving ways. Campus Employment receives approval from the President to invite departments to apply for a graduate assistant in their respective areas after the Board of Trustees has approved the operating budget for the next academic year (typically in May) GA’s are determined each year

and are not guaranteed. Positions are limited and must be accompanied by justification for a level of expertise beyond what an undergraduate student employee can provide. All department approvals are not finalized until they are approved by the President. Process information will be forthcoming each academic year and is subject to change.

### 23. NEW SUPERVISORS

If you wish to become a Utica University Student Employee Supervisor, please contact the Student Employment Coordinator at 315-792-3411 or [studentemployment@utica.edu](mailto:studentemployment@utica.edu)

### 24. Handbook Acknowledgement

#### Student Employment Handbook Acknowledgement:

This handbook contains an overview of the policies, procedures, and rules related to student employment at the University. The University reserves the right to interpret, add, modify, or revoke any provision found in this Handbook and will update the document accordingly when changes are implemented. Please note that you may print-out a copy of the student employee handbook at any time.

By accessing this handbook, you acknowledge that you have read its contents and that you understand your obligation to comply with the policies contained therein. Any student employee policies, procedures, and rules in this employee handbook will remain in effect until notified otherwise by the University. Since employment at Utica University is at-will, this handbook is not considered to be a contract of employment.

We hope you find the information contained in the Utica University Student Employee Handbook helpful. If you have any question about its contents, please contact the Office of Student Employment at (315) 792-3411 or [studentemployment@utica.edu](mailto:studentemployment@utica.edu).

#### **Supervisor**

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[PRINT NAME and SIGN]

DATE

#### **Student**

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[PRINT NAME and SIGN]

DATE