



University of Massachusetts Amherst

STUDENT EMPLOYEE HANDBOOK

Financial Aid Services
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INTRODUCTION

The Student Employment Office (SEO) is a division of Financial Aid Services and is responsible for managing a campus work program, both on and off campus, for the part-time employment of matriculated undergraduate students at the University of Massachusetts Amherst. The Student Employment Office lists job opportunities for both work-study and non work-study positions.

- A student employee position is defined as:
- Part-time
- Temporary
- Non-classified
- Paid an hourly basis with a weekly time card or contractual system.
- Not eligible for any fringe benefits or overtime, holiday, or compensatory pay.

This handbook is intended as a reference tool for student employees at the University of Massachusetts Amherst. It addresses the key issues of student employment. If you have further questions, or would like clarification of any of the items covered by this guide, please call our office for assistance at (413) 545-1530.

NOTE: The University of Massachusetts Amherst reserves the right to modify or change these policies as needed based on Federal regulations or institutional guidelines. UMass Amherst will attempt to notify students of policy changes. Students, however, are expected to keep up-to-date with all policy changes that might be made with or without notice.

*** Employers should be aware that federal work-study awards are not guaranteed. If a student's financial eligibility changes at ANY time through the academic year, the work-study award can be terminated. The Financial Aid Office reserves the right to terminate a work-study contract at our discretion. Work-study awards cancelled for any reason will be charged back to the department at 100% of the total compensation.

FEDERAL WORK-STUDY (FWS) ELIGIBILITY

Federal Work-Study (FWS) is awarded by Financial Aid Services, as part of your financial aid award package.

To determine if you are eligible for FWS:

- Complete a Free Application for Federal Student Aid (FAFSA) for the current academic year. This can be done online at www.fafsa.ed.gov.
- Financial need must be demonstrated. This is determined based on the financial information provided on your FAFSA
- Students must be enrolled in a degree program, at least half-time (six credits).
- If applicable, additional paperwork requested by Financial Aid Services must be completed.

The money you earn through FWS is paid to you in the form of a bi-weekly paycheck. The amount of the check is calculated by multiplying the number of hours you worked during the previous two weeks by your current rate of pay. This money does *not credit* your Bursar's Account. Please review *Paycheck Distribution* on pg. 8 to determine where your check can be picked up.

Once your FWS award has been earned, you may not continue to work under this funding source. You may be eligible to work, or to be hired for non work-study employment, provided your employer has sufficient funds to keep you on payroll.

JOB LISTINGS

The Student Employment Office maintains an active job listing on the Financial Aid website for Work-Study and Non-Work Study jobs, both On-Campus and Off-Campus at www.umass.edu/umfa. These job postings are also listed on the bulletin board outside of the Student Employment Office - 243 Whitmore Administration Building. Jobs are maintained and updated on a regular basis. You are responsible for securing your own job.

BEGINNING EMPLOYMENT

REQUIRED PAPERWORK

Prior to beginning employment, both work-study and non-work-study student employees are required to complete payroll paperwork. Required Paperwork Includes:

- Federal Withholding Statement (W-4)
- Massachusetts Withholding Statement (M-4)
- I-9 Form (complete Part I of the I-9 Form if you have never worked at the University)
- Conditions of Employment

Failure to comply with these formalities will result in Human Resource's inability to compensate you for your time worked.

If you need to complete the I-9 Form, you will need to present **one** of the following documents when returning the form:

- United States Passport (Current or Expired)
- Certificate of Naturalization
- Unexpired Foreign Passport with Employment Authorization

If the above documents are unavailable, please bring one piece of identification from each of the following lists:

- | A | AND | B |
|--|-----|--|
| <ul style="list-style-type: none">• Driver's License with Picture• U.S. Military Card• Student I.D.• Other Picture I.D. | | <ul style="list-style-type: none">• Original Social Security Card• Original Birth Certificate• Un-Expired INS Employment Authorization |

OFF-CAMPUS WORK-STUDY

You may earn FWS at an **authorized** off-campus work-site. If you plan to work off-campus, you must pick up an Off-Campus Work-Study Authorization Form at the Student Employment Office. Work **can not** begin until the Student Employment Office receives the completed Authorization Form and payroll paperwork. Off-campus job listings are available on our website, or on the boards outside the Student Employment Office.

When dropping off your paperwork, please be sure that you bring acceptable forms of ID required for your I-9 Form (see above).

LIMITATIONS ON HOURS WORKED

As a student employee, you are not allowed to work more than eight (8) hours per day, and no more than twenty (20) hours per week when classes are in session. When classes are *not* in session, you are limited to working eight (8) hours per day and no more than forty (40) hours per week.

WORK-STUDY INCREASES

Increases in your FWS award are contingent on your individual unmet financial need and the availability of funds. If you are close to earning the total amount of FWS originally awarded to you, please contact the Student Employment Office to determine your eligibility for additional FWS funds.

SUMMER WORK-STUDY

Summer FWS funding is available for eligible students. To be considered:

- You must be currently enrolled in the University
- You must be planning to return the following fall semester.

* Students do not need to be enrolled in summer courses to receive summer work-study funding. Graduating seniors that plan to return in the fall for graduate studies are **not** eligible. Summer work-study is considered part of your financial aid award for the upcoming academic year.

To determine your eligibility, the following items must be completed:

- UMass Summer Financial Aid Application. This form is available online at www.umass.edu/umfa or may be picked up in the Student Employment Office. Please be sure to complete and return all required tax documentation.
- Free Application for Federal Student Aid (FAFSA). This form can be completed online at www.fafsa.ed.gov and needs to be completed for the upcoming academic year.

HOLDING MULTIPLE WORK-STUDY JOBS

You may hold more than one work-study position, provided you do not exceed the daily and weekly limitations (please review *Limitations on Hours Worked*.) If you hold more than one job, please inform your employers and the Student Employment Office. Your FWS award will then be shared by both employers. **The total combined earnings can not exceed your FWS award.**

RECOMMENDED RATES OF PAY

Minimum wage as of January 1, 2008 is \$8.00 per hour. The rates of pay below are only provided as a guide. Hourly rates should be based on the level of skill required for the particular position and are ultimately determined by the hiring department.

SKILL LEVEL I *\$8.00 - \$8.95 / hour*

Entry level positions requiring the performance of routine duties according to standard procedures. Duties require only a limited degree of decision-making, based on common sense judgements, and/or instruction and training.

SKILL LEVEL II *\$8.96 - \$10.25 / hour*

Positions requiring the performance of moderately complex duties based on some degree of experience, skill, training and/or responsibility. Duties require a moderate degree of decision-making and a general knowledge of the functions of the department or section.

SKILL LEVEL III *\$10.26 / hour and up*

Skilled positions requiring a moderate level of knowledge, skill, experience, training, and/or responsibility. Duties require a high level of dependability and self-sufficiency with little or no immediate supervision.

OTHER

Departments wishing to hire students at an hourly rate greater than \$13.00 must submit a complete job description and Personnel Action Form (PAF) with the proposed hourly fee to the Student Employment Office for approval.

PAYCHECKS

DISTRIBUTION

Paychecks are distributed by the Human Resource Payroll Office located at 325 Whitmore. Human Resources will distribute your paycheck to your most recent employer. It is the responsibility of your supervisor or their designee to be sure that you receive your check(s). If you know that you will be unable to pick up your paycheck(s), arrangements can be made with your employer to have them mailed to you.

Students employed at more than one office will receive only one paycheck for their combined earnings. This paycheck will be sent to your most recent employer.

For FWS students employed at off-campus agencies, your paychecks will be available at the Student Employment Office, 243 Whitmore Building.

DIRECT DEPOSIT

If you would like your check to be deposited directly to your bank account, please go to the Human Resource Student Payroll Office, 325 Whitmore. You will need to have a blank check (please remember to write "void" on the check). For more information call (413) 545-6120.

LOST and/or STOLEN CHECK

If you believe that your check has been lost or stolen, you must report it to the Human Resource Student Payroll Office, 325 Whitmore. A stop payment request will be made on the original check and a new check will be issued.

IF YOU THINK AN ERROR WAS MADE

For On-Campus Work-Study or Non Work-Study

If you believe that there is an error with your pay, first check with your employer. If the problem cannot be resolved there, contact the Human Resource Student Payroll Office, 325 Whitmore.

For Off-Campus Work-Study

If you believe that an error was made with your paycheck, first check with the employer, then contact the Student Employment Office, 243 Whitmore.

WORK BREAK POLICY

Student Employees are entitled to time off from job duties for rest and/or meal breaks according to a schedule based on the length of your daily work shift as follows:

TOTAL # HOURS WORKED (Per shift)	REST BREAK IN MINUTES (On payroll)	MEAL BREAK IN MINUTES (Off payroll)
Under 4	0	0
4 - 5	15	0
5 - 6	15	0
6 - 7	15	30
7 - 8	2 @ 15 (One break every 3-4 hrs)	30

1. All breaks are to be taken only at the direction of and/or with the approval of your immediate job supervisor or designee.
2. Meal breaks are not paid and are therefore taken "off payroll."
3. Rest breaks are paid times taken on payroll and may not be used to shorten the work period or to make up lost time.

STUDENT EMPLOYEE RIGHTS AND RESPONSIBILITIES

- ◆ The student employee must provide their employer with a work schedule including hours and days to be worked.
- ◆ The student employee is solely responsible for maintaining his/her work schedule and for informing the employer in a timely and appropriate manner of his/her inability to maintain such schedule for any reason.
- ◆ The student employee shall not be absent during working hours without first seeking permission from his/her immediate supervisor or other appropriate person to be excused.
- ◆ If the student employee is absent from his/her job for two (2) consecutive work shifts without notifying the supervisor or other appropriate person in the department, the student is subject to termination.
- ◆ There is no formal grievance procedure for student employees. Usually good management practices will avoid complaints on the part of the employee and the employer. If complaints do arise, depending upon the seriousness of the misunderstanding or disagreement, the student's employer may contact the Student Employment Office for information or referral.

EXPIRATION / TERMINATION OF STUDENT EMPLOYMENT

If you wish to leave a job, you must give your employer a two (2) week written notice. Some on-campus departments, including the Library, Food Services, and Campus Security, have their own contracts that you must sign.

FIRING

The student employee, like any other employee must earn his/her pay, whether work-study or non work-study. You may be terminated for unsatisfactory work performance.

Firing a student employee is, however, a last resort, following every effort to correct the behavior.

Before firing a student employee the supervisor must:

- Speak to the student at the time of the incident or the next time the employee reports to work.
- Issue a written warning at the time of the incident or at the first recurrence of the undesired behavior. Warnings should state that the student employee will be terminated should the undesired event reoccur.

THE GERALD F. SCANLON STUDENT EMPLOYEE OF THE YEAR AWARD

As part of the University's continuing effort to encourage and reward exemplary employees, the *Gerald F. Scanlon Student Employee of the Year Award* was instituted in the 1987-88 academic year. The intent of the award is to recognize and honor students who have demonstrated outstanding performance by contributing their time and/or skill to help the University achieve its goals and objectives.

A departmental supervisor may nominate any matriculated student who has been employed by the University for at least six months and is a junior or senior in good academic standing.

NOMINATION CRITERIA: The student nominee should have demonstrated performance that is considered “**above and beyond**” in most, if not all of the following performance qualities:

- Regular attendance, high dependability
- Successful completion of all assigned tasks
- High quality of assigned tasks
- Ability to work well with other employees
- Original contributions to the workplace
- Demonstrated initiative/professionalism
- Ability to work without constant supervision

A reception and award ceremony is held at the end of the academic year to honor the winners. A certificate and monetary award are presented to the ten students chosen.

For more information on Gerald F. Scanlon Award, please visit the Financial Aid Services Website at: www.umass.edu/umfa, or call (413) 545-1530.