

STUDENT EMPLOYMENT PROGRAM POLICIES

Student Employment Objectives

The University of North Carolina at Asheville offers its students opportunities for employment based on the following objectives:

1. To furnish valuable work experience for qualified students through the performance of necessary jobs on campus.
2. Provide students opportunities to develop skills and identify interests that will later support their candidacy for internships and job searches.
3. To provide financial assistance to students to help fund their academic studies.
4. To ensure that student employment policies and procedures are in compliance with federal, state, and local laws.

Criteria for Student Employment Eligibility

- A student's primary purpose for being at UNCA is to **receive an education**.
- UNC Asheville students are eligible for temporary wage employment if they are degree-seeking and currently enrolled at least half-time at UNCA, carrying a minimum of 6 hours.
- No student temporary wage employee may work more than 20 hours a week during an academic semester without approval from her/his academic advisor and the appropriate division's Associate Vice Chancellor. A student employee may work no more than 40 hours during the summer and academic semester breaks.
- To work during the summer intersession, a student must be pre-registered for the following fall semester.

- Student employees are not eligible to work overtime or earn comp time.
- Student employees are required to be in good academic standing at UNCA. Individual departments have the discretion of determining a minimum GPA for their employees.
- Student employees must complete a Student Employment Contract, Employment Eligibility Verification (I-9 Form), federal and state tax Employee Withholding Allowance Certificate (Federal W-4 Form and State NC-4 Form), and required identity documentation before starting their positions.

“Student Employee” Defined

The IRS definition of an eligible student employee is an individual who is currently enrolled at least half time and whose primary purpose is to receive an education. A full-time student is enrolled in 12 or more hours per semester. To be eligible for student employment classification, a student must be enrolled in 6 or more credit hours per semester.

Student employees fall into one of three wage-earning types:

1. Work Study Student Employees

Any student awarded work-study through the Federal Financial Aid program, enrolled in at least 6 hours and employed in a designated work-study position. **During periods of enrollment, a work-study student may work no more than a total of 20 hours per week.** During evaluation and vacation periods between fall and

winter and again between winter and spring, students may work up to 40 hours per week but never more than 40 hours. Students cannot work overtime or earn comp time.

2. Student Institutional Employees

Any student who is *currently* enrolled in at least 6 hours in the fall or spring semester or 3 hours in the summer semester and who does not have a work-study award. These students (and their employers) qualify for social security tax exemptions. During periods of enrollment, **Institutional students may work no more than a total of 20 hours per week. Exceptions require permission from their advisor and the Associate Vice Chancellor. Students are never to work more than 40 hours per week during the summer or academic semester breaks. Students cannot work overtime or earn comp time.**

3. Part-Time Student Institutional Employees

Any student enrolled for less than 6 credit hours during fall or spring semester or less than 3 credit hours during the summer semester and does not have a work-study award. The student will pay social security taxes and the employer budgets will be charged for the required employer match for social security taxes. **Part-Time student institutional employees are also restricted to working no more than a total of 20 hours per week during periods of campus enrollment.**

IMPORTANT: When students change their registration status, withdraw from classes, or are dropped from classes, **it is their responsibility to inform their supervisor immediately.**

Equal Employment Opportunity/Affirmative Action Policy Statement

The University of North Carolina at Asheville is committed to equality of educational experiences for students and is an equal employment opportunity employer. UNC Asheville will not discriminate against students, applicants, or employees on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation, or any other legally protected status with respect to all terms, conditions, or privileges of University – sponsored activities, employment and the use of University facilities.

Required Hiring Documents

The I-9 Form

UNC Asheville is required by federal law to verify each student's eligibility to work in the United States. This is part of the Federal Immigration & Reform Act of 1986 and authority for collecting this information is in Title 8, United States Code, Section 1324A. The U.S. Department of Homeland Security oversees the employment work verification regulations. ***Verification must be completed at the UNC Asheville Human Resources Office.*** Student employees are required to report directly to the Human Resources Office on or before your first day of work to provide the required documentation, and complete my I-9 paperwork and BASIC employment verification. *The I-9 paperwork is active for three years.* Along with a photo ID, the most commonly used form to verify employment eligibility is the **Social Security Card**. International students seeking employment should have a valid Social Security number or work authorization number (See **Required Documents for On-Campus Employment** form for more information). **I-9 Forms are submitted to the Human Resources Office (228 Phillips Hall - 828-251-6605).**

The W-4 Form (federal tax) and NC-4 Form (state tax)

The W-4 and NC-4 forms (Employee's Withholding Allowance Certificate) is used to stipulate marital status and number of dependents in order to correctly withhold those taxes for the employee's pay. The W-4 and NC-4 Forms are also be completed and returned to the UNC Asheville Human Resources office – 228 Phillips Hall.

Student Employment Contract

This is a University form that is needed to establish the employment and payroll account. Each department may also use an optional student application as a recruiting tool (available online at www.unca.edu/career).

Student Employment Job Classifications and Pay Ranges

Supervisors are responsible for assigning student positions to a job classification and pay rate. The assignment is to be based upon the skills and experience required for adequate performance of the job. Students performing the same type of work with the same degree of competency should receive the same rate of pay; all students are to be equitably and fairly compensated in relation to other student employees on campus.

The level and pay rate are to be specified by the employer when submitting the position description to the Career Center at working@unca.edu.

Student Worker I Pay Range: up to \$8.00 per hour (*Minimum wage is \$7.25 p/hour*)

Work in this category is generally routine and well defined; it requires little or no previous experience or special educational preparation, and may be closely supervised.

Examples: filing, reception, sorting/routing mail, lab helper, greenhouse assistant, front desk attendant

Student Worker II Pay Range: up to \$9.00 per hour

Some specific skills, training, and/or related experience are required for work in this category, which carries a moderate level of responsibility and judgment. Employees often perform tasks which require the use of special equipment or tools. The work in this category is not closely supervised and may involve supervision of other student employees.

Examples: weight room attendant, library technician, laboratory aide, lifeguard

Student Worker III Pay Range: up to \$10.00 per hour

Work in this category requires a considerable level of technical skills, training, academic preparation, and/or job related experience. Employees receive minimal direction from a supervisor and exercise independent judgment. The work involves a high level of responsibility.

Examples: web consultant, academic tutor, student building manager, student programming intern

Any compensation above \$10.00 per hour must be approved by the Associate Vice Chancellor of the supervisor's division and submitted to the Career Center through an updated Student Employment Contract.

Pay Raises

Pay increases can be granted when a student worker gains job experience, when work is performed in an exceptional manner, or when additional duties and responsibilities are assumed by the student. The decision to raise an employee's rate of pay is at the discretion of the employer, as long as the pay remains within the range appropriate to the level of the designated position.

Note: Campus Supervisors must submit a new Student Employment Contract indicating the pay raise to the Career Center, BEFORE the new pay rate takes effect.

Department Responsibilities

- Inform Career Center of **ALL** positions, inclusive of supervisor, department, qualifications and duties, hourly wage or stipend/honorarium, work hours, position and start and end date via working@unca.edu or the *Student Employment Job Posting Card* (available online at www.unca.edu/career).

- Indicate to the Career Center about all student employment position openings whether or not the Career Center advertises these opportunities (Departments may recruit students independently or utilize our student worker position advertising services). *Student employment includes hourly workers, grant-funded positions, tutors, honorarium or stipend funded positions, and on-campus internships, etc.*
- Assume responsibility for screening applicants, interviewing, hiring and dismissals. Optional application forms are available online at www.unca.edu/career.
- Appropriately budget for student wage and regularly monitor student wage budget.
- Explain duties and responsibilities of position and provide adequate employee training.
- Provide student with a complete written job description.
- For all student hires, co-sign with the student worker a Student Employment Contract and submit a copy to the Career Center (259 Highsmith University Union or CPO#1240). The supervisor and student will also keep a copy for their records.
- Determine a fair and appropriate work schedule with the student. Closely monitor student employee hours. Students should not work more than 20 hours per week for the university without written approval from their academic advisor and the appropriate Associate Vice Chancellor. Under no circumstances should a student work more than 40 hours per week for the university.
- Sign and send the monthly student worker timesheets and payroll request forms in one packet to the Payroll Office (Phillips 104 or Payroll CPO# 1426) by 3:00 PM on the 17th of each month. (if the 17th is a Saturday or Sunday, then Monday is the due date).
- Please note that the student pay period runs from the 15th of one month through the 14th of the next month, paid on the 15th of the following month (Example - January 15th through February 14th will be paid March 15th).
- Provide continuous evaluation of work performance while giving the student regular feedback.
- Communicate changes and new information with students as necessary.
- Use a predetermined discipline system that is explained to the student. Discipline system should be based on a 3 strike system involving a verbal warning followed by a written warning, followed by dismissal. Some violations may require immediate dismissal.
- Do not allow inappropriate or substandard behavior to destroy morale and/or impede the office functions.
- Report all student employee job related injuries or illness to Human Resources.
- **In adherence with federal, state, and campus regulations, students may NOT start working on-campus until he/she completes the I-9, W-4, and Student Employment Contract.**

Student Employee Responsibilities

- Complete all necessary employment paperwork and provide required documentation to the appropriate offices:
 - Human Resources (228 Phillips Hall): I-9 Identification Identity, W-4 forms, NC-4 forms, Direct Deposit enrollment forms and Employment Eligibility documents
 - Department Supervisor: Student Employment Contract and Monthly Timesheets (hourly wages) or Payroll Request Forms (honorariums and stipends).
- Be enrolled for at least 6 credit hours and remain in good academic standing.
- Contact the Career Center to identify open positions and contact departments directly to apply and interview for positions. The departments may require an optional student employment application (available online at www.unca.edu/career). The departments make all final student worker hiring decisions.
- Attend all training sessions and meetings related to employment.
- Work hours agreed upon with supervisor and report on time to work.
- Perform all duties and responsibilities outlined in job description.
- Notify supervisor in advance of any absences and follow all procedures for finding a substitute.

Student Employee Responsibilities (continued)

- Work no more than 20 hours per week on-campus. Additional work hours require approval from the student's academic advisor and appropriate Associate Vice Chancellor.
- Never work more than 40 hours per week on-campus.
- Sign and submit a timesheet at the conclusion of each pay period to the work supervisor. A paycheck will be issued for my work hours on the 15th of the following month. Student timesheets are available at www.unca.edu/controller/forms/Student%20Time%20Sheet.xls.
- Know all emergency procedures related to employment and know what to do in case of inclement weather.
- Report all job related injuries or illnesses to your supervisor.
- Maintain confidentiality of job related information.
- If you have problems or grievances with your work, talk with your supervisor. If it cannot be resolved, discuss it with the department head.
- Inform supervisor immediately if registration status changes, or if you withdraw from or drop classes.
- **In adherence with federal, state, and campus regulations, students may NOT start working on-campus until he/she completes the I-9, W-4, and Student Employment Contract.**

Career Center Responsibilities

- Career Center will facilitate Student Employment Orientations and trainings for all incoming students and student temporary worker supervisors.
- Career Center will educate the UNC Asheville community about the Student Employment Program (policies, updates/changes/ paperwork, positions, and processes).
- Career Center will house all position descriptions for campus jobs (part-time, internship, and grant funded student temporary positions; excluding federally-funded work-study positions).
- Career Center will market open positions to the UNC Asheville students via posters, e-mail blasts, and on the newly developed website www.UNCAcareercenterpostings.com; linked to the Career Center website at www.unca.edu/career (Supervisors must submit position descriptions to the Career Center, but have the option to recruit students independently or utilize the Career Center's student worker position advertising services).

NOTES:

- **Students** will peruse the Career Center website to review vacant positions and will directly contact the hiring departments for employment interviews.
- **Supervisors** will select interview candidates and hires.
- The Career Center will be the clearinghouse for positions, questions, and issues regarding student employment.
- The Career Center will receive copies of the completed Student Employment Contracts from the department supervisors and keep records of postings, wages, job titles, hours, etc. for institutional research and compliance purposes.
- The Career Center will send to the Payroll Office a revised student worker pay rate as indicated on updated student worker contracts.
- The Career Center will serve as a gatekeeper for viewing contracts and working with the Payroll Office to ensure students only work twenty-hours per week during the academic semester terms and no more than 40 hours during the summer and academic semester breaks.
- The Career Center will plan an annual Student Employment Fair at the beginning of the fall semester.
- The Career Center will facilitate meetings with Human Resources, Business/Payroll Office, Academic and Student Affairs, and selected department supervisors to address student development, compliance, and payroll issues to ensure the student program is student-centered, operationally organized, and implemented within the context of federal/state laws and campus policy.

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