

OSU Newark and COTC Student Employment Supervisor Handbook

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Introduction

Purpose

This Student Employment Handbook is designed for supervisors of student employees at the Newark Campus of The Ohio State University and Central Ohio Technical College. It contains an overview of the Student Employment Program and explains the rights and responsibilities of a supervisor. Any questions should be directed to the Office of Financial Aid.

The Student Employment program is committed to promoting the employment of students on campus.

Student Employment:

- ◆ Enhances the education and personal growth of students by providing work-related learning experiences.
- ◆ Equips students with professional and practical training in their area of academic pursuit.
- ◆ Supplies students, who for financial reasons may not have been otherwise able to attend, with additional funds to afford college.
- ◆ Provides valuable job references for future employment.
- ◆ Provides departments with additional help to better meet departmental goals.
- ◆ Furnishes departments with unique one-on-one experiences with students.
- ◆ Brings students with fresh perspectives and innovation to an assignment.

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Types of Student Employment Funding

The Student Employment Program includes both Federal Work Study (FWS) and Student Wage funding. The hiring process is the same for all students.

COTC FWS: This fund is for COTC students who have been awarded Federal Work Study. They may work in COTC or cost-shared departments. Students and supervisors will be notified when the student is close to depleting his/her Federal Work-Study award.

COTC Wages: This fund is for COTC students who have not been awarded Federal Work Study. The Unit Budget Manager of each department will receive a yearly allocation as a line item within the department budget. It is the responsibility of the Unit Budget Manager, in conjunction with the supervisor, to monitor this item.

OSU FWS: This fund is for OSU students who have been awarded Federal Work Study. They may work in an OSU or cost-shared department. Students and supervisors will be notified when the student is close to depleting his/her Federal Work-Study award.

OSU Wages: This fund is for OSU students who have not been awarded Federal Work Study. They may work in an OSU or cost-shared department. The Unit Budget Manager of each department will receive a yearly allocation as a line item within the department budget. It is the responsibility of the Unit Budget Manager, in conjunction with the supervisor, to monitor this item.

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Starting the Student Employment Process

Creating and Posting a Job

1. The supervisor requests a Job Description Template from the [Student Employment Coordinator](#) or accesses it from the Student Employment website, completes it and returns it electronically. The description should give in-depth information regarding the level of responsibility, range and complexity of duties and training and/or experience required.
2. The job description will be assigned a job # and pay rate by the Office of Financial Aid using the Classification Guidelines for Student Employment Positions.
3. The job description is posted on the web at the supervisor's request. This allows all interested students to view the available positions and submit an application. The job posting will be removed at the supervisor's request.

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The Hiring Process

1. Copies of all applications submitted to the Office of Financial Aid are forwarded to the appropriate supervisor(s) for their review. The supervisor contacts the students for an interview or notice of non-selection. Once a decision has been made, it is noted on the back of the copied application and returned to the Office of Financial Aid. Please make a copy of the application for the students that you have hired for your records.

Students with FWS should be given preference in the hiring process, as the campus is committed to employing students who demonstrate need. However, hiring a student with FWS is not mandatory.

2. The supervisor directs the student to the Office of Financial Aid for a tax packet.

A Placement Record and Payroll Authorization is sent to the supervisor via e-mail once the student completes the request form (part of the tax packet).

NOTE: *A new Placement Record and Payroll Authorization is required each academic year and when a student changes source of funding, pay, job # or department #.*

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Requirements Before Allowing a Student to Work

Before a student may begin working they are required to complete an application and the entire tax packet AND supervisors must complete a Placement Record and Payroll Authorization (see [The Hiring Process](#)).

An OSU student may begin working when their eTimesheet is available. Refer to [Timesheets](#)

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Participating in the Student Employment Program

General guidelines

OSU students may work in OSU and cost-shared departments.

COTC students may work in COTC and cost-shared departments.

Campus e-mail is the primary tool for Student Employment communications. Be sure to read your e-mail frequently. You are responsible for all information provided to you.

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Orientation/Training

Supervisors should discuss details, such as the work schedule, job requirements and terms of employment with the students at the beginning of the students' employment. Supervisors should introduce them to the regular staff, and explain the role the department plays. This orientation provides student employees with an opportunity to understand their role within the department so they may better meet the department's goals. It may be beneficial to give the student a copy of their job description at this time. Students should be given at least a verbal list of the expectations the supervisor and the department will have for them. Students should also be informed to whom they directly report.

It is important each student understands the significance of her/his position. Students should arrive on time, complete assigned tasks, and stay until they are scheduled to leave. If they are ill or unable to come in as scheduled, students should inform their supervisor prior to their scheduled time. Supervisors may vary on how they deal with their own employees but should be consistent with students on the same task. Supervisors should address expectations such as confidentiality, dependability, dress code, office etiquette, work ethic, and job requirements and explain the relative weight of each.

Student employees are employed at will and serve at the discretion of the employing unit. Accordingly, their employment may be ended at any time by either the student or the university/college.

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Class Schedule

Federal regulations prohibit students from working during scheduled class times. Students should provide a copy of their class schedule to their supervisor each term and arrange a work schedule which does not conflict with their classes.

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Work During Term Breaks

As each break between terms approach, the Office of Financial Aid will notify departments of specific guidelines applicable during the break. The guidelines may vary from one break to another so it is important that no action is taken until the guideline for each specific break is announced.

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Timesheets

Students must submit a time card each pay period. The supervisor will instruct the employee on completion procedures. *Tutorials are located on the Student Employment website.*

OSU students use eTimesheet located @ <https://etimesheet.osu.edu>

COTC students use an Excel formatted timecard located on the Student Employment website.

Refer to the [Payroll Schedule and Calendar](#) for pay period dates, timecard due dates and paydays.

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Maximum Hours

28 hours/week during academic terms in which enrolled

38 hours/week during “off” academic term and official school breaks

Student employee status may be retained for one additional academic session (not semester) following graduation or withdrawal from enrollment.

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Enrollment Requirements

- Enrollment of at least 6 hours is required to earn FWS.
- One term of non-enrollment “off-term” is permitted per academic year to earn wages.

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Evaluations

Although evaluations of student workers are not required, supervisors may wish to give written evaluations to student employees. These evaluations not only serve to give positive reinforcement to students but are also valuable when preparing letters of recommendation for student employees.

In the event a student does not perform satisfactorily, supervisors should maintain documentation of this for future reference should the supervisor decide to discontinue the student’s employment. Supervisors should notify the Office of Financial Aid if a student’s employment terminates, whether it is voluntary or involuntary.

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Merit Raises

Merit raises may be given to student employees as long as adequate funding is available. Supervisors may request a merit raise under the following guidelines:

1. Merit raises are neither retroactive nor automatic. Only the Office of Financial Aid can grant a merit raise. Do not promise any student a raise until you have approval for the increase from the Office of Financial Aid.
2. Merit raises are given on the basis of job performance. Supervisors must request a merit raise for specific students in writing.
3. The Office of Financial Aid will notify department payroll contacts when action has been taken on a request for a merit raise and the effective date of the increase. In the event of a merit raise for a student, a new Placement Record and Payroll Authorization will be generated to note the change in pay.
4. The Office of Financial Aid will inform you of the student’s new pay rate via an updated Placement and Payroll Authorization. A merit raise will increase the student’s wage by .30/hour.
5. Merit raises can only be granted when adequate funding exists in the Federal Work Study and Student Wage accounts; therefore, there may be times when the Office of Financial Aid may not be able to entertain requests for merit raises.

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Work Permit Guidelines

- Student and Supervisor will be notified if a Work Permit is required at the time a Payroll Authorization & Placement Record is generated.
- Students meeting the definition of a minor, as defined below, may not begin working until a Work Permit is on file. The supervisor will be notified when the Work Permit has been received
- Supervisors must ensure that all restrictions and requirements are enforced.

Minor" Any person less than 18 years of age who has not obtained a high school diploma or its equivalence and/or individuals subject to the exemptions contained within section 4109.06.

"Break Requirement" All minors are required to have a 30 minute uninterrupted break when working more than 5 consecutive hours which must be documented.

"Employment Hours"

Minors 14 and 15

When school is IN session minors 14 & 15 cannot be employed before 7:00 a.m. or after 7:00 p.m.; work more than 3 hours on any School Day; work more than 18 hours in any School Week; work during school hours, unless employment is incidental to bona fide vocational training program.

When school is NOT in session minors 14 & 15 cannot be employed before 7:00 a.m. or after 9:00 p.m.; work more than 8 hours per day; work more than 40 hours per week.

Minors 16 and 17

When school is IN session minors 16 & 17 cannot be employed before 7:00 a.m. or 6:00 a.m. if not employed after 8:00 p.m. the previous night; or after 11:00 p.m. Sunday through Thursday. There is no limitation in hours per day or week.

When school is NOT in session, minors 16 & 17 have no limitation as to the starting and ending time and no limitation in hours per day or week.

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