GALLAUDET UNIVERSITY

ON-CAMPUS
UNDERGRADUATE AND GRADUATE
STUDENT EMPLOYMENT:

A GUIDE FOR SUPERVISORS

Coordinated by: The Career Center
A Unit of Student Affairs and Academic Support

2016-2017
INTRODUCTION

Many jobs at the university (including the Clerc Center) are filled each year by Gallaudet students. Gallaudet student employment serves as an excellent recruitment and retention tool by helping students meet the financial demands of a higher education and by enabling them to acquire the skills, training, and employment recommendations they may need for meaningful and rewarding careers after graduation.

Gallaudet student employment is coordinated by the Career Center, a unit of Student Affairs and Academic Support (SAAS). The Career Center serves as a clearinghouse for student employment by posting all job opportunities and by developing and administering guidelines which promote fair employment practices. Several of the guidelines are intended to assure compliance with the Fair Labor Standards Act (FLSA) and income tax regulations. The Career Center also develops and distributes pay scales for student employment. The Career Center assists in reviewing job descriptions and determining, in consultation with the hiring department, the appropriate pay level for each position to provide for internal pay equity.

This handbook provides information regarding student employment. It may not cover every aspect, and procedures may change from time to time. The Career Center will make every effort to keep you apprised of changes.

RECRUITMENT/BISON CAREERLINK (BCL)

If you have a job or internship opportunity for a student, you should register to use Bison CareerLink (BCL). When you become a registered user, you will be able to post any available jobs your unit may have for students on BCL. To register for BCL, go to the Career Center website, http://careercenter.gallaudet.edu, and click on the “Employer Log-In” link for BCL. Under “Register”, click on “Register and Post Local Job.” You will be sent a login and password when your registration is approved. Once you receive that information, you will be able to login to your BCL account. This will allow you to post jobs whenever your department has on-campus opportunities for students. Please make sure that you enter any pertinent information related to your available position when posting jobs. This information should include: description of the position, minimum qualifications required to perform the job satisfactorily, name of the immediate supervisor, work days and hours, start and end dates, and the hourly rate. You should also list the closing date for acceptance of applications. By using BCL, you have the flexibility to make additions or revisions to your job announcement at any time. You also can post as many job announcements as you want throughout the school year, any time of the day or night.

All Gallaudet students have access to BCL which allows them to check for on and off campus employment, internships, and full-time employment. The Career Center recommends that departments use BCL to post their on-campus job opportunities. This gives students a centralized location when looking for on-campus employment.
ELIGIBILITY FOR STUDENT EMPLOYMENT

Gallaudet students classified as either full-time or part-time can apply for a student position. (Note that any student under 18 years of age must obtain the appropriate work permit.) **Non-Gallaudet students may not hold student positions.** Continuing students who are registered to return the following semester may work during semester breaks (including summer) as a student employee. New, returning and transfer students may not begin work as a student employee until the semester begins.

Students who are on academic probation (AP) are not specifically prohibited from working on campus. Your job opening may, however, have bona fide minimum academic requirements that would preclude the candidacy of an AP student. Students who are on academic suspension or who withdraw are not considered students and are **ineligible for student employment.**

VISITING/EXCHANGE STUDENTS

Visiting/Exchange students from another school or country can obtain student employment if they are registered as a student. Please check the records before hiring visiting students.

If the student is from another country please refer to the section in this handbook “International (F-1/J-1) Students” for additional information.

APPLICATIONS

Students interested in your job opening will complete either the job application form that you have posted to BCL or come to the Career Library and pick up a Student Employment Application form. Students should bring the completed application form directly to your office. You may ask the student to provide additional applicant information, such as a resume, cover letter, and/or sample of writing, if necessary and job related. Your role is to review the applications and select candidates to be interviewed.

**Please inform those students who are not selected for an interview by e-mail, letter, VP, or telephone.**

FEDERAL WORK STUDY (FWS) (American and Green Card only)

Federal Work Study (FWS) is a Federal financial aid program which helps to create part-time employment for undergraduate and graduate students with financial need. This program enhances on-campus job opportunities for students who must earn money to help pay educational costs. FWS pays 70 percent of the total earnings and the hiring department pays 30 percent.

If your applicant indicates that he/she is eligible for or has a FWS award for Federal Work-Study (FWS) you should receive a FWS Referral Form and other documentation confirming their status. For additional information about FWS, contact the Office of Financial Aid. FWS students are not permitted to work more than 39 hours each week or 78 hours during a two-week pay period.
INTERVIEWS

It is suggested that departments hold interviews in order to select the best qualified candidate(s) for your position. Students have an array of skills and talents to offer. An interview gives the department an opportunity to obtain information about a student prior to hiring them.

After you have selected the students to be interviewed, you may contact them by e-mail, letter, VP, or telephone. As with interviewing for faculty, teacher, or staff openings, you should develop your questions in advance and be sure to ask each student the same questions. Follow-up questions may vary. All questions must, of course be job related. If you need guidance with interview questions, specifically what you cannot ask, contact the EEO Office or the Personnel Office. If you elect to use a committee, it should be represented by deaf or hard of hearing individuals, members of traditionally underrepresented groups, and women whenever possible.

SELECTION

When you have completed your interviews and you have made your hiring decision, make the offer to the student with an hourly rate that conforms to the pay level established by the Career Center. Please inform those students who have not been selected for the position by e-mail, letter, VP, or telephone. Also remember to inform the Career Center when your position has been filled so that the vacancy can be removed from BCL.

ORIENTATION/PAYROLL

When your student begins work, be sure to give him or her a general orientation to the office and describe exactly what the work involves and what you expect him or her to accomplish. It is equally important that you inform the student of procedures for reporting absences, late arrivals, and early departures.

A Student Personnel Action Form must be completed for all newly hired students and given to the Payroll Office. Additionally, an I-9 form and tax forms are required for all student workers. It is your responsibility to work with the students to ensure that they complete these forms and that the forms are on file in the Payroll and Personnel Offices. AnI-9 form must be on file within three working days of the student’s starting date or the student may not continue working. Tax forms must be completed before a student begins receiving a paycheck.

ETime/TIME CARDS

Students are required to log-in to ETime upon arrival to work. They must also log-out of ETime when they have completed their work hours. Each time that a student reports for work within a day, they must log-in and log-out of E-Time. If a student works for more than one department, they must make sure that they designate the appropriate department code when they log-in. Supervisors should check to make sure that the hours recorded are the hours that the student worked for the supervisor’s department before approving the student’s work schedule. Supervisors use their own discretion in having students fill out time cards in conjunction with using ETime. The benefit of having students continue to use
timecards with ETime is that if there is any discrepancy with students’ time or if there is a malfunction with ETime, the timecard serves as a back-up. Work hours are recorded in Etime on a bi-weekly basis. Students are paid only for the hours they work; they are not eligible for holiday pay, nor may they accrue annual leave or sick leave or receive other University benefits unless specifically prescribed by law. Also, remember that lunch breaks are not paid. Tuition, food, etc. cannot be exchanged for wages.

If you have students use timecards, they are coded in this manner:

- **White Time Card**: American and Green Card
- **Blue Time Card**: For Federal Work Study only, American and Green Card
- **Yellow Time Card**: International

**OVERTIME/HOLIDAYS**

Often students accept more than one part-time position on campus in order to maximize their earnings. Students are instructed not to accept a second position that would result in their working more than 40 hours in one week. If, however, you require the student to work over 40 hours, you will be responsible for overtime payments (time and one half). Also, any department allowing a student to work overtime will be responsible for overtime payments for the day the overtime was worked. If a student is asked to work on a University holiday, the hours on the timecard for that day must be initialed by the supervisor to indicate the work was approved.

**SUMMER EMPLOYMENT**

During the summer, if a student is not registered for summer classes, he/she will be classified as object code 5136 (Taxable Summer Student Compensation). The student will be required to pay Social Security and Medicare taxes (FICA). Once summer classes are over, all students are classified as object 5136. Your department budget will be charged for benefits for all 5136 students. When classes resume in the fall, students will be classified as object code 5135 (Student Compensation). Departments are not charged for benefits for 5135 students during the regular academic year.

NOTE: Payroll deductions are available to allow students to pay off their student accounts. Students can contact Student Accounts for more information.

**International (F-1/J-1) students** are permitted to work on-campus without the United States Citizenship and Immigration (USCIS) if they:

1. are currently enrolled as a full-time student
2. are in good academic standing
3. have the appropriate immigration papers (Valid I-20 or DS-2019, I-94, Passport, Visa)

International students are allowed to work up to 20 hours per week while school is in session, and 40 hours or more during vacations and holidays. Any on-campus employment while school is in session that exceeds the maximum of 20 hours per week will immediately invalidate the student’s immigration status. Each international student will be required to fill out an Employment Eligibility Form (Form I-9) in the Office of Research Support and International Affairs (RSIA). The supervisor will not aid the student in filling out the Form I-9. This must be done in RSIA.
Note: Full-time student status means that the international student is enrolled for 12 credit hours or more of course work if an undergraduate, and 9 credit hours or more if a graduate student. Also, Gallaudet student employment is employment that is performed on Kendall Green (departments and units of Gallaudet University). Employment at the Kellogg Conference Center that does not directly benefit the students (e.g., the cafeteria, front desk, conferences, and workshops) is not considered on-campus employment.

International students who are on academic suspension or who withdraw are not considered students and are ineligible for student employment.

Important Note: Staying in the United States with an EXPIRED STUDENT VISA is OKAY!

If the visa stamp in the student’s passport has expired, it is not necessary to renew it if student wants to stay in the U.S. However, if it has expired and student wishes to travel outside the U.S., then it will need to be renewed at a U.S. consulate or embassy outside the U.S. It cannot be renewed within the U.S.

TRAINING

Once a student has been hired, training time must be considered work time unless the following three conditions can be met:

1. Attendance is clearly voluntary.
2. The student does not perform any productive work while attending the training session.
3. The training session is not directly related to the student’s job.

Occasionally training will occur before the semester begins and may involve housing and meals. If you need to make special arrangements for student housing during your training, please contact the Residence Life office. In this matter, a department can use their own discretion in deciding if they will pay for the student’s housing and meals during training or if this will be the student’s responsibility.

PROBATIONARY PERIOD

In order to provide a meaningful work experience, students should be counseled regarding appropriate work habits. Expectations regarding productivity, quality of work, initiative, human relations skills, time and attendance, etc., should be made clear. The first three months of a student’s employment are considered a probationary period. If at any time during the probationary period you believe, after counseling, that the student is not suitable for the position, you may terminate the student’s employment. You should meet with the student and explain the reason(s) for termination. Students are not eligible to file an appeal for a termination that occurs during the probationary period.

INvoluntary Separations

After the probationary period, the student should receive at least one letter of warning before employment is terminated for reasons related to performance. The letter of warning should describe the unacceptable performance, your expectations for improvement, and a statement that indicates failure to improve will result in termination of employment.
Student employment may be terminated without a letter of warning at the end of an appointment period, for budgetary reasons, for reasons related to program needs, or if the individual is no longer considered a student. In these situations, student should be given two weeks notice so that they can attempt to find other employment. Student employment may be terminated immediately and without warning for acts of gross misconduct.

STUDENT PAY SCHEDULE
Student employees are paid according to a level and step system.

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Note: Level A, Step 1 is equivalent to Gallaudet University’s minimum wage rate for students effective July 1, 2016. The entire student schedule may be revised periodically to assure compliance with minimum wage laws and to maintain market comparable pay rates.

The levels are based on the complexity of the job and the qualifications required.

Positions on **Level A** require little or no specialized training or experience. Tasks are generally the same, are guided by instruction and/or an established routine, and do not require significant problem solving. Examples: file clerk, office assistant, receptionist, accounting clerk, library assistant (processing and circulation), groundskeeper, postal/mail clerk, bus monitor, data entry clerk, classroom aide.

Positions on **Level B** require some related skill, training, and/or experience. Tasks are similar (but more complex than Level A), require some independent thinking and problem solving, and may involve the use of specialized equipment. Accountability, program impact, and/or the need for a high level of human relations skills may warrant a placement higher than Level A. Examples: cashier, library assistant (reference), program assistant, secretary, receptionist (e.g., President’s or VP’s office).

Positions on **Level C** require the application of knowledge gained through related coursework, specialized training, or experience, and usually require leadership capability. Tasks are more abstractly defined and require independent thinking, initiative, and problem solving. Accountability and impact are considerations. Examples: tutor, teaching assistant, lab assistant, shuttle bus driver, group leader, student advisor, resident advisor, tour guide, aerobics instructor.

Positions on **Level D** require proficiency in and a thorough knowledge of a particular area acquired through coursework, training, or experience. Tasks are guided by general program goals and require analytical thinking, complex problem solving, independent action, and decision making. Accountability and impact are clearly important considerations. Little supervision is provided. Examples: job developer, program planner, peer health advocate, telecommunications technician, network technician, conference planner, judicial hearing coordinator, high level program assistants.
PAY GUIDELINES

Undergraduate students who meet the minimum qualifications should start at Step 1 of the appropriate level. Students with added qualifications may start on a higher step. Except in highly unusual circumstances, undergraduate students should start no higher than step 5. The pay schedule should never be compromised to intentionally enable a student to qualify for SSI.

No student may have an hourly wage higher than the maximum pay rate on the pay schedule except in highly unusual circumstances. Exceptions should be reviewed with the Career Center before a salary is offered. Graduate students may be offered a pay rate on any step of the appropriate level; however, departments should consider skills, experience, internal equity, and the departmental budget in making a salary offer.

If a student remains in your department for a full year, regardless of the number of hours work, the student should receive a formal written performance evaluation. Based on the student’s overall performance, the student may be eligible for a merit increase. Merit increases are awarded as follows:

- Outstanding Evaluation: 1-2 Steps
- Above Average Evaluation: 1 Step

*Unless the position is an exception, a student may not receive an increase taking him or her above step 15 of the appropriate level. Students with a Satisfactory, Needs Improvement, or Unsatisfactory evaluation are ineligible for a merit increase. Students may be reevaluated in three months and may receive a merit increase if performance has improved to above average or outstanding. Students with a Needs Improvement or Unsatisfactory evaluation are warned on the evaluation form that, unless there is immediate and sustained improvement, employment will be terminated. Evaluations and recommendations for merit increases must be approved by the budget unit head.

Students who work in more than one position, even if in the same budget unit may receive different rates of pay.

ROOM IN EXCHANGE FOR SERVICES

Payment of minimum wages and overtime for full-time graduate students as graduate assistants may be made by furnishing living accommodations. However, this arrangement must be for the convenience of the University, and residing in the dormitory or other facility must clearly be a condition of employment. Announcements on file with the Career Center must state this requirement and indicate that living accommodations will be offered instead of pay. Students are generally expected to be on-call. The value of the accommodation (i.e., the equivalent of the weekly fee normally charged for the accommodation) must meet minimum wage and overtime regulations for the hours worked. Accordingly, a time card must be kept in the department for record keeping purposes.
EXTRACURRICULAR ACTIVITIES

As part of the students’ overall education programs, the University provides opportunities for students to participate in activities such as theater productions, student publications, SBG, etc. These types of activities are for the enjoyment and benefit of the students and are not covered by minimum wage and overtime regulations. Students may receive a nominal sum for participating in these programs, if appropriate.

Students performing services on behalf of and for the benefit of the University, e.g., selling programs or tickets, are entitled to receive payment unless clearly volunteering their services.

STUDENT VOLUNTEERS

Students may volunteer to work on campus as part of their organization’s community service commitments or for humanitarian reasons. It must be clear to the student that there is no eligibility for pay. However, students who are hired for a particular position may not volunteer to work overtime (over 40 hours) in that position and thereby waive their right to overtime compensation.

RESIGNATIONS

Students are asked to inform their supervisor if they must resign from a position and to give at least two weeks notice.

SCHOLARSHIPS, STIPENDS, GRADUATE ASSISTANTSHIPS

Scholarships are offered to help defray the cost of student tuition. Scholarships, in general, are tax-free to recipients only if the scholarship is used by a degree candidate for “qualified tuition and related expenses.” Qualified expenses are limited to: (1) tuition and fees for enrollment in a qualified school; (2) tuition and fees, books, supplies and equipment required for the course of study. Students are not expected to work in exchange for a scholarship. Scholarships are paid by check request or, if offered by the Office of Financial Aid, by a credit to the student’s account.

Stipends, assistantships, or other forms of financial assistance given to a student without the expectation of working should be processed on a check request.

Although nearly all student employment should be processed in accordance with the section in this handbook entitled “Orientation/Payroll,” occasionally a student may receive a lump sum payment at the beginning of a semester or several smaller lump sum payments (sometimes referred to as stipends or assistantships) during the course of the semester to help with expenses and is expected to work a number of hours each week or pay period in exchange for the payment. These types of payments must be processed on a Special Personnel Action Form (SPAF), and a time card must be kept in the department to assure that the overall payment meets minimum wage and overtime regulations.
PRACTICUMS AND INTERNSHIPS
Students are regularly placed in work assignments as part of their academic program, intended for their benefit, and designed to provide them with professional experience in the furtherance of their education and training. Practicum and internship experiences of this nature are not paid by the University unless the student is hired and paid as a regular student worker.

STUDENT GRIEVANCE PROCEDURES FOR EMPLOYMENT RELATED MATTERS
Students are encouraged to resolve problems directly with their supervisor. However, if a student has a problem or complaint he or she cannot resolve with the immediate supervisor and the student believes an employment-related action is inappropriate, unfair, or in violation of the institution’s policies or procedures, the student may file a formal complaint. The first step is for the student to bring his or her concern to the attention of the department head within five weekdays of the incident. The department head has five weekdays to respond. If the student disagrees with the response of the department head, the student may present an appeal in writing to the unit administrator (e.g., directors, managers) from the department head’s response. The unit administrator must respond within five weekdays. If the student disagrees with the response of the unit administrator, the student may appeal to the senior administrator (e.g., associate dean, executive director) within five days of the senior administrator’s response. Unless there are extenuating circumstances, the senior administrator must respond within ten weekdays. The decision of the senior administrator is usually final and binding. The student may submit a final appeal to the EEO officer if he or she believes an act is in violation of any law or regulation governing employment. Students are not eligible to file an appeal for a termination that occurs during probationary period.

RECORDS OF STUDENT EMPLOYMENT
You may be contacted later as a reference for your student, or you may be asked to verify your former student’s employment. Records regarding student employment should be kept for a minimum of five years following graduation and should include: (1) dates of employment; (2) position(s) held; (3) start and end pay rates; and (4) performance evaluation ratings.

If you have any questions, contact the Career Center.
Email: Career.Center@gallaudet.edu
Phone: 202-651-5240
Fax: 202-651-5736

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