

Off-Campus Federal Work-Study Manual

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ASU Student Employment Process Off-Campus FWS Check List

Post Your Job

1. Go to the Student Employment Web site at: students.asu.edu/employment.
2. Go to For Employers » Post On-Campus Part-time Job.
First time users: Click on the “Register Here” link. Enter your department/agency information in the appropriate spaces. Make sure you list the campus location as “ASU Tempe”. **Keep your ID# and password for future use.**
Return Users: enter your Employer ID# and password.
3. Enter your job information by completing all fields.
4. Choose “Off-campus FWS” as the job type.
5. Students will contact you directly following your “How to Respond” instructions.
6. Click the “Submit” button once – **Keep the assigned job# for future reference.**
7. ASU Student Employment will review all jobs before making them accessible for students.

Making the Hiring Decision

1. You may close your position after 48 hours or if you have interviewed three applicants.
2. Review applications/resumes and/or schedule interviews.
3. Make your hiring decision.
4. **Keep all application material for non-hired students for two years.**
5. To close your job posting: Log in, click on “Updated/Re-post Existing Job” and open the specific job#.
6. Scroll to the end of the job posting and click on “Close Job” – this will remove your posting from the open jobs and will show the status of “closed”.

Hiring/Payroll Process

1. Complete the Hiring Authorization form.
2. Have student hand deliver the form to Student Employment at the Tempe campus.
3. Student cannot begin working under the FWS program until all necessary ASU Human Resources (HR) forms have been completed.
4. Submit hours worked for bi-weekly payroll by faxing the time sheet to (480) 965-9816 by the due date.
5. Mail or have student hand deliver the original time sheet.
6. Paycheck will be available in the Cashier’s Office at the Tempe campus after 10 a.m. on paydays or students may sign up for direct deposit through My ASU (my.asu.edu) on the Faculty/Employee Info tab, under Human Resources Info » Paycheck and Benefits.

Thank you for offering valuable work experience for ASU students!

Your Role as an Employer: Student Development

ASU employs more than 7,000 students each year. Your role as a supervisor is central to the management and development of this very important resource. We hope the following information will give you a general structure and some helpful ideas to follow when hiring and supervising student employees according to ASU policies and procedures.

The basic principle of the Student Employment program is the philosophy of student development. Student employment is intended to be a learning experience and a productive activity that supplements a student’s academic career. The employment experience is more than just a paycheck and is valuable to students in many ways. It provides students with the opportunity to establish a work record and learn fundamental employment skills, such as punctuality, communication, cooperation, time management, etc. Students also gain preparation for the world of work through interviewing, hiring, training, supervision, meeting expectations and goal achievement. It is our responsibility to encourage this type of growth and development in students.

Off-Campus Work-Study Program Overview

The Federal Work-Study (FWS) program is a federally funded program, which provides job opportunities for students who are eligible to participate in need-based financial aid programs. In addition, it provides an opportunity for employers to hire valuable employees at a reduced rate. It is important to note that the FWS program is designed to create additional employment opportunities for students. Displacement of either a non work-study employee or full-time staff member in order to reduce cost is viewed as a violation of the laws governing the FWS program.

The Off-Campus FWS program provides employment opportunities for ASU students in federal, state or local public agencies and private, nonprofit organizations. ASU will enter into a written agreement with an off-campus agency after determining that the organization is a reliable agency with professional direction and staff and that the work to be performed is adequately supervised. When a student is employed off campus by a nonprofit or government agency, providing jobs related to the student’s academic or vocational goals is encouraged, but not required. However, the work performed must be in the public interest. Work in the public interest is defined as work performed for the welfare of the nation or community, rather than work performed for a particular interest or group.

Once your agency hires a student under the FWS program, the student must come to the Student Employment Office at the Tempe campus with the completed Hiring Authorization form. At that time we will check the student’s FWS eligibility and have him/her complete the required payroll forms. Hours

already worked will not be covered under the FWS program, but must still be paid by the agency in full.

Students working under the off-campus FWS program will be set up on ASU's payroll system for purposes of paying the student and being liable for any on-the-job injuries to the student. The agency's responsibilities include the hiring of students, supervising them at the work site, regulating their hours of work, submitting their time cards, and generally ensuring that they perform their duties properly. The agency may also terminate a student's employment by following the guidelines of ASU's disciplinary system. Ultimately, however, it is ASU's responsibility to ensure that each student's work is properly supervised and we reserve the right to periodically visit with each off-campus agency. The agency's share of the FWS wages for the students employed under this program is 50%. The student will receive bi-weekly paychecks from ASU for all hours worked and the agency will be billed once a month for their portion of the student's FWS earnings.

General FWS Limitations & Requirements

- Newly hired students, who have not worked for ASU within the last 12 months, must complete employment and tax forms and verify their eligibility to work by submitting their Social Security card, Birth Certificate or Passport within 72 hours of hire.
- All students must be US citizens or eligible non-citizens. Proof of citizenship or eligible visa status must be submitted within 72 hours of hire.
- Students must have applied for financial aid, have a completed document file and been awarded Federal Work-Study as part of their financial aid package.
- Students must be registered at least half-time (Undergraduate = 6 credit hours, Graduates = 5 credit hours)
- Students must be admitted to a degree-seeking program (Bachelor/ Master/ Ph.D.) and must be making satisfactory progress.
- When a student graduates, the FWS employment ends on the day of graduation.
- FWS award amounts may be subject to change (i.e. budget/financial aid adjustments).
- FWS students can work up to 40 hours per week until the earning limitation is reached.
- The supervisor is responsible for monitoring the amount of money the FWS student employee has earned. If a FWS student exceeds the award amount, the agency must pay 100% of the excess amount owed from their own budget.
- FWS is awarded to the student (not agency) for a specific job. Awards are not transferable. If the student terminates the FWS job with the agency, any unearned portion of the FWS award converts back to work-eligibility in the student's financial aid budget.
- FWS earnings are taxable income for the IRS.

- FWS earnings do not count as "income" on the student's financial aid application for the following year when calculating the Expected Family Contribution (EFC).
- Students may not work during times when they are scheduled to be in class. As a supervisor, you may not require them to attend staff meetings or training sessions during scheduled class times.

Student Compensation

ASU Student Employment administers and monitors the student classification and compensation plan and its policies. This includes the regulation of hiring rates, wage changes and position classification. It is the agency's responsibility to determine the pay rate for any specific student worker position using the parameters outlined in the ASU Student Employment Wage Scale below. We will approve a pay rate above the maximum of the wage scale on an exception basis, but require a written justification.

The difference between each level is the amount of required experience or skill, the level of responsibility, the type of supervision, the complexity of the job and the degree of judgment used by the employee. The appropriate wage level and pay rate is determined by the duties and responsibilities of the job, not by what you can afford to pay. When posting a job, it might help to first write the job description and then compare it with the generic description of each wage level on the wage scale. The job level assigned will be the one which most closely describes the requirements of your job. Our office will review your description to make sure the appropriate level and pay rate has been assigned.

Each level has a range of pay rates - you do not need to start at the minimum, but you may not pay above the maximum of the level. When hiring a student, you may pay them more than the advertised rate of pay, up to the maximum pay rate of the advertised level. However, you may not pay less than the advertised rate of pay.

You can view the latest wage scale at students.asu.edu/employment/employers.

Monitoring Earnings

It is the supervisor's responsibility to monitor the amount of money the FWS student has earned. The payroll schedule, which you will receive in your student's new hire packet, can be a helpful tool for your record keeping. Federal Work-Study students may not exceed the earning limitation given to them by ASU Student Employment. If you need help determining the amount of FWS your student has remaining, please call (480) 965-5186 or (480) 965-3198.

If the FWS student continues working after reaching their earning limitation, the hiring agency must pay the student 100% from their own budget.

Posting Your Job

ASU uses a web-based process for employers to enter their job information directly into an online form. When the form is completed it must be reviewed by ASU Student Employment. Once a posting is approved, we will make it available to students online within 48 hours. This system allows employers to submit, edit, close and re-post student job postings online.

1. Go to our web site: students.asu.edu/employment.
2. Go to the "For Employers" section and click on "Post an On-Campus Part-Time Job". Read the instructions carefully or print out the tutorial material.
3. Enter your organization information, choose your password and submit.
4. Please make sure that you register as an "ASU Tempe Campus Employer."

The system will assign you an Employer ID number. Keep this ID number for future reference.

How to Enter Your Job Information

Field	Description
Job Type	Select "Off-Campus Work-Study"
Category	Select the appropriate category describing your job posting.
Job Title	Enter the appropriate job title. You may select any job title, which you feel is descriptive of the job. Job titles should reflect the work the student will perform and will likely be used by the student on future resumes. Please do not use "Student Worker" as a job title.
Description	Enter the job duties and responsibilities.
Qualifications	Enter any required training and experience.
Pay Rate	The complexity of the job determines the pay rate for the position. You may advertise your job at a rate, which is between the minimum and the maximum of the range. At the time of hire you may raise the pay rate up to the maximum of the posted wage level, but you may not pay below the advertised pay rate. If you want to pay above the maximum amount of the wage scale, a note of justification must be e-mailed to seo@asu.edu or faxed to (480) 965-9816.
Location	Choose your actual job location.
Level	Choose the appropriate wage level that corresponds with your pay rate.
How to Respond	Enter the contact instructions for students to follow. Example: Call for appointment/ Fax resume/ Apply in person/ Send e-mail.

Click the "Submit" button only once; otherwise the system will duplicate your job. The system will assign a job number to your posting. Keep this job number for future reference.

When Posting Requirements May Be Waived

Posting requirements may be waived in a rehire situation only under one of the following conditions:

- The former employee returns to the same job and agency within the same semester;
- The student is continued in the same job from fall to spring, spring to summer, spring to fall, or summer to fall in the same agency.

In all other cases, you must post your job with ASU Student Employment prior to hiring or rehiring a student.

Application Process

We strongly encourage the use of employment applications or resumes to help screen the applicants before the interview process begins.

Purpose

- Completing an application/submitted a resume provides an opportunity for students to learn job-seeking skills.
- You will not feel pressured to do on-the-spot interviews.
- Reviewing all applications/resumes at the same time will give you a better perspective of your choices and allows you to make an informed decision.
- The application/resume provides the personnel information you may want for your student employee's file.

Process

1. Tell applicants that you will review all applications/resumes, but that only the top candidates will be contacted for an interview.
2. Rate the applications/resumes based on the qualifications listed on the job description you posted.
3. Select the applicants with the top scores for an interview.
4. If desired, notify those applicants who were not selected.
5. Keep the applications/resumes of non-hired applicants for 2 years.
6. The applications/resumes of hired employees should go into the student's file with a copy of the Hiring form.

Interview

The interview is a time to gather information about the applicants, which may not have been on the application/resume. Some examples include: Do they have good communication skills? How do they respond to hypothetical situations which would commonly occur in your office? Use this time to find out how the candidate would fit into your office structure.

We suggest the following:

- Make up a list of questions to ask the interviewee.
- Avoid “yes” or “no” questions. Ask your applicants open-ended questions that will tell you something about themselves.
- Do not ask questions about age, marital status, children, religion or any other questions that could be perceived as discriminatory. Questions of this nature are prohibited by Equal Employment Opportunity guidelines.
- You may require English language proficiency only if English language skills are necessary to perform that specific job.
- Ask all the applicants the same questions in basically the same way.
- Give the applicant the opportunity to elaborate on any skills or experience he/she may have that was not brought out in the interview.
- Tell the applicant when you will make a decision and when he/she can expect to hear from you.
- After the applicant has left, rate the interview. Do this before the next applicant is interviewed.
- Offer the position to the selected applicant.
- Contact the applicants who were interviewed, but not selected.
- Keep documentation on each interview for at least 2 years.
- If you are checking on references - be consistent, check on the references of all top candidates.

Making the Hiring Decision

All applicants being considered for the position have to meet the minimum requirements posted in your job advertisement. List the minimum requirements you are seeking in order to ensure a fair and equitable hiring process.

The purpose of the application process is to screen out applicants who do not have the qualifications you requested. The purpose of the interview is to gather information about how well each applicant meets these requirements.

When making the hiring decision, you may select the candidate from those interviewed who you believe to be the best qualified and best suited for your office environment. Observe ASU's policy on nepotism. Arizona law prohibits an employee to hire, appoint, review, supervise, direct, promote or participate in decisions involving hire, renewal, promotion and evaluation of any relative or member of the employee's household. You should not consider an applicant who does not meet the

minimum requirements even if they have interesting qualifications that were not included in the job advertisement.

Keep all application and interview material of non-hired applicants for at least two years.

After Making the Hiring Decision

Complete the Student Hiring Authorization form and have the hired student hand deliver it to Student Employment at the Tempe campus. Please call ahead to make sure that we will be available to see the student. At that time we will complete the hiring process and set the student up on ASU's payroll system. We will then mail you a package, which includes a copy of the student's Hiring form and all necessary payroll forms.

Closing Your Job

Your job will remain posted on our Web site until you close it. Your job must be advertised for a minimum of 2 working days or until you interviewed 3 applicants. To close your job, bring up your job posting and click on the “Close Job” button at the end of your job posting. This will remove the job posting from our Web site.

Re-posting Your Job

To re-post your job for a new applicant pool, again bring up your old job posting and click on the “Re-post Job” button at the end of the job posting. Make sure that the job information has been updated. This will upload your job posting again to the pending file for review.

Orientation

After the student has completed all necessary forms with ASU Student Employment, it's time to welcome and introduce your new student employee to your office. This does not need to be a lengthy process, but do take enough time to be thorough. An orientation is a time for the supervisor and the new employee to spend one on one time together and should consist of two parts.

Two Parts of an Orientation

1. A brief overview of the office structure and organization.
2. The specifics of the student's job, office rules and regulations.

The first part should be spent covering general information about the student's job, an overview of the office, and other general information they will need to know to feel comfortable in their new work environment. For example, show them where the rest room, water fountain, soda machine and lunchroom are located. Show them where to put their personal belongings and where their workstation is. Be sure to introduce them to the other employees and tell them briefly what every person does. The purpose of this portion of the orientation is to familiarize the new employee with the structure and function of the office. Students are much more likely to be enthusiastic

about their jobs, and take pride in their work, if they understand how their job performance affects the office.

The second part of the orientation should be spent outlining what you expect of them as employees.

Examples of Topics to Discuss

- Outline their duties and responsibilities.
- Discuss office rules and regulations.
- Disciplinary action.
- Discuss dress code, if any.
- Tell them how to arrange for time off.
- Tell them who to call if they are sick.
- Tell them when and how their performance will be evaluated.
- Make up a work schedule for the student.
- Tell the student what procedure to follow if their schedule needs to be changed.
- Confirm hourly rate of pay and duration of employment.

Dress Code

Although no formal dress code has been established for students employed by ASU, students are expected to dress appropriately for the positions they hold. The supervisor may establish the specific dress code they think is appropriate to the activities conducted by their office.

Breaks and Time Off

We encourage employers to be understanding during exam periods and allow for reasonable time off for studying. The supervisor should also allow for reasonable breaks/rest periods. Students are paid only for the time actually worked. Arrangements for unpaid lunch breaks should be made between the student and employer. All time off should be requested in advance and have the supervisor's permission.

Recommended Breaks

- For a four-hour block of time, allow a 15-minute paid break.
- For a six-hour block of time, allow a lunch break (half-hour unpaid) or a 15-minute paid break.
- For an eight-hour day, allow a lunch break and two 15-minute paid breaks.

FWS students can work up to 40 hours per week until the FWS award amount has been earned.

Fraud

Fraud is a serious offense and warrants special mention in this section. It is the employer's responsibility to explain the consequence of fraud to each student employee. Fraud is defined as intentional deception to cause a person to give up property or some lawful right. Incidences of fraud include theft, criminal offenses, falsely reporting and/or forging or altering

information on time worked. Allegations of any kind of fraud must be reported to ASU Student Employment.

This office will usually refer alleged cases of fraud to the Dean of Student Life for investigation and determination of the course of action. Employers should not investigate a misappropriation on their own or enter into any kind of discussion regarding settlement or restitution.

Optional Counseling Procedure

Student employment can be terminated at any time without cause. However, for educational purposes we recommend the optional counseling procedure (see Termination section) in order to clarify expectations and give the student employee opportunity to correct any infractions.

Training

It is often difficult to find sufficient time due to the flexibility of student schedules to provide an adequate period for training student employees. Yet every new worker must be trained in the skills necessary to perform his or her duties. Most training occurs on the job with the supervisor demonstrating and describing the correct methods and skills to be utilized. The fact that you take time away from your own busy schedule suggests to the student that their job is important to the office.

- Many employers rely heavily on experienced student workers in training newcomers.
- In addition, the use of printed materials which explain skills, procedures and processes necessary to the job performance is helpful for the student to read, keep and refer to as background information.
- Work settings in which training can be undertaken as a one-time operation are rare. Each week presents situations and assignments, which require new instruction for the student employee. Training requires frequent re-assessment and must be planned as an ongoing activity. Ongoing training/ staff meetings are essential to review operating principles and discuss changes and problems.
- It is important to train students in work skills, attitudes and habits, such as perseverance, time management, phone skills, customer service, quality service practices and handling difficult situations. These are the skills they learn for life and transfer to other jobs.
- Students must learn to develop a positive attitude about their abilities. When employees are well trained, they are more confident of their work performance and tend to be more efficient and productive.

FWS students may not work and may not be required to attend training sessions or staff meetings during hours they are scheduled to be in class.

Evaluations

We recommend evaluating your student staff, as the evaluation process adds accountability to the student's jobs. You can download a sample evaluation form from our Web site at students.asu.edu/forms/employment. Evaluating students' performance in their jobs and basing any raises in pay on these evaluations rewards students who do their job well, encourages improvement in students who do not, and provides an opportunity for students and supervisors to communicate about the job in question. There should be no surprises for the student.

Evaluation generally takes the form of praise or criticism – both deserve equal attention. Although criticism is never pleasant to give or to receive, these guidelines may help:

- Be constructive and specific. Bring up examples of poor performance, discuss ways for improvement.
- Maintain privacy. Critical remarks should never be made in front of staff or peers.
- Be positive. Start on a positive note. Tell the student what you like about his/her work. Then explain what areas need improvement. When presented in a friendly and positive way, students usually realize we're trying to help them.
- Don't feel guilty. Students usually know when they need to improve their work performance. Ignoring unacceptable work may lose you the respect of all workers in the department.
- Be sensitive. Don't expect everybody to perform at the same level of proficiency. Differences in abilities and aptitudes should be taken into consideration.

The long-range goal of the student evaluation is not simply to grade work, but to assist the student in his/her development and to broaden the work experience. The procedure and criteria for the evaluations should be explained to the student during orientation and training. Completed evaluation forms should be kept in the student's file and used as comparison with future evaluations to measure areas of growth. Evaluations are also a helpful tool for future requests for character references.

Documenting Work Performance

Keep a file for each student, and document both good and poor work performances. You should be prepared to give a future employer a recommendation based on the documentation you have in your files. Keep track of the positive qualities the student has. You may not get a call until next year, so write them down as you see them.

In the event it is necessary to terminate a student's employment for poor performance, we recommend that you keep documentation to support your action – a record of specific incidences of poor performance, and documentation of your attempt to help the student improve.

You need the consent of the student to provide a reference or discuss anything about the student's work performance, except

verifying dates of employment. You can download the consent form from our web site. For more information see ASU policies USI 304-14 and USI 107-01 in the University Student Initiatives Manual on the ASU Web site at www.asu.edu/aad/manuals/usi.

All documentation should be kept on file for at least three years after the end of the student's employment. FERPA (Family Educational Rights and Privacy Act) regulations apply to all student employment records.

Continuation of Employment

Students will continue with their employment in your agency in the same job from spring to summer, spring to fall and/or summer to fall and you do not have to repeat the hiring process. We will check the student's eligibility, inform you of the new FWS award amount for the student and continue the student's job assignment, unless otherwise notified by the agency. The agency will need to notify Student Employment Office via email or phone if they wish to discontinue a student's employment.

Pay Increases

Employers are allowed to provide pay increases within the current wage level for student employees who, by virtue of increased job knowledge, motivation, initiative and abilities, are regularly assigned more complex projects and tasks.

This allows for pay adjustments after completed training periods, to reward seniority and to compensate a student's dependability, initiative and competency in accordance with department guidelines. Each hiring unit must develop their own evaluation guidelines in order for supervisors to follow a fair process. Factors to consider in determining a student's pay rate include experience in the position, mastery of job elements and length of service.

The amount of the pay increase must be justified and reasonable when compared to other positions within the unit and may not exceed the maximum pay rate of the student's current wage level.

Please contact ASU Student Employment if you wish to initiate a pay rate change within a student's current wage level. We will make the necessary change on the job assignment in the ASU payroll system. If the student's job duties and responsibilities have permanently increased above the current wage level, a Reclassification Request form must be submitted.

Reclassifications

Once students become more experienced in their jobs, they are able to take on increased duties and responsibilities. In order to justly compensate the student at a higher wage level, you may submit a Student Level Reclassification Request form to ASU Student Employment for review.

- Fill out the form completely.
- Describe how the job has changed and indicate the new job responsibilities. Use the student wage scale as a guide (students.asu.edu/employment/employers).
- Request a higher wage level.
- Request a pay rate that is between the minimum and the maximum of the range in the new wage level.
- Include the supervisor's phone number, in case more information is needed.
- Submit the form to ASU Student Employment.

ASU Student Employment will review your request within a week. Once the request has been approved you will receive a copy for your records. We will also make the appropriate changes in the payroll system. If the request was denied, it will be returned to you stating the reason.

Time Sheets

Student time sheets must be submitted to ASU Student Employment by the due date. The time sheet may be faxed to (480) 965-9816, but you must also provide us with the original. The original time sheet should be mailed or hand delivered to our office in a timely manner. Our office will provide you with pre-printed time sheets after each payroll run. The student and the Supervisor must sign the time sheets. If your students are not available, you may sign for them and write your initials next to it. On the time sheet, students will record their time in and time out and total the number of hours worked for each day.

Please observe the deadline. Time sheets must be in our office by 9 a.m. on the due date.

Additional Payments

ASU Student Employment will complete an Additional Payment form if you have to submit hours from a previous pay period or hours to pay an hourly employee overtime (in excess of 40 hours per week). Please submit these hours separately to our office for processing.

Paychecks

Students participating in the Off-Campus Work-Study program will be paid every other Friday (every 2 weeks) through the ASU Payroll Office. The ninth article of the terms of agreement specifically states the payment policy regarding the percentage and time frame of reimbursement to the university. ASU will pay the student in full for all hours worked and bill the employing agency monthly for their 50% match. Paychecks can only be processed if time sheets are submitted by the due

date. The student's paycheck will be available for pick-up at the ASU Cashier's Office at the Tempe campus (Student Services Building, 2nd floor, Room B 244) on paydays after 10:00 am. The student also has the option to sign up for direct deposit through My ASU (my.asu.edu) on the Faculty/Employee Info tab, under Human Resources Info » Paycheck and Benefits.

FICA Deduction

A 7.65 % FICA tax will be deducted from the student's paycheck and matched by the employer. The employer's portion of the FICA will be included in the 50% match.

Termination

Students have the status of temporary employees, and as such, are not guaranteed continuous employment and can be terminated without cause or advance notice. The student must be provided with written notification of the termination and their grievance rights. You might want to make it known during the orientation, that only performance that meets or exceeds expectations will warrant rehire for future semesters.

However the decision to continue a student's employment from one semester to the next is solely the decision and responsibility of the supervisor.

Optional Counseling Procedure

The university recognizes that student employment has an education purpose and is an opportunity for the student to develop effective work habits and skills. Therefore it is recommended that an employer that has a student employee with performance deficiencies, counsel the student, in an attempt to change the behavior and/or performance.

However, lack of counseling does not preclude the employer from terminating the student's employment at any time.

When appropriate, we recommend the following coaching procedures:

Documentation

Keep records of counseling and coaching attempts and specifically what you have asked the student to do to correct the unsatisfactory performance/behavior.

Verbal Counseling

Meet in private and discuss the problem. Be sure that the student understands the job expectations or the expected behavior. Give the student employee opportunity to correct the problem. If additional training is needed, arrange a schedule. Follow a fair process and keep the developmental aspect of student employment in mind.

Written Counseling

If the problem continues after initial discussion, the employer gives the student employee a written counseling. Refer to previous discussions and address reoccurring problems and

expectations. Let it be known that failure to comply will result in termination. The student can be dismissed for the day. The written counseling should:

1. State the problem
2. State the remedy
3. Be dated
4. Have both employer and employee signature

Termination

In situations where you are going through the counseling process, if the issues continue after the verbal and/or written counseling, the employee may be terminated. Advance notice is not required.

Not Continuing a Student

Students have the status of temporary employees, and as such, are not guaranteed continuous employment.

If the performance is not satisfactory, but you do not want to terminate the employment, you may choose to not continue the student into the next semester. The decision to continue a student's employment from one semester to the next is solely the responsibility of the employer.

The period of employment is considered to be that which was agreed upon at the time of hire, as long as it is within the current academic year and the student has met the eligibility requirements established by ASU Student Employment.

Please contact ASU Student Employment when the student's employment needs to be stopped.

Other Concerns

While a student can be terminated at any time without cause, we have provided an optional coaching process in the previous section. Following is a list of infractions that can be reason for immediate termination and other issues that might influence the decision to terminate a student employee:

- Being under the influence of drugs or alcohol while working.
- Theft or gross negligence resulting in serious injury to property and people.
- Physical violence or obscene language when dealing with the public or other staff members.
- Misuse of confidential information.
- Incidences of fraud.
- Excessive tardiness.
- Absence without legitimate excuse.
- Sloppy or unclean appearance.
- Carelessness or lack of attention which results in injury to property or person.
- Conduct inappropriate to a representative of ASU.
- Discourtesy and/or failure to work harmoniously with fellow employees.
- Failure to serve the public with courtesy.
- Sleeping on duty.

Additional non-performance issues that could lead to termination of student employees include:

- Budget constraints
- Completion of project
- Lack of work

Grievances

The student may appeal a termination within two working days to the agency head, who will render a final decision within seven days after receipt of the appeal. See ASU policies USI 304-12 in the University Student Initiatives Manual on the ASU Web site at www.asu.edu/aad/manuals/usi.

Students Also Have the Right to File a Grievance

Based on employment related issues – Situations, which are related to job performance, personality disputes, wages, hours worked, etc, should be settled within the hiring agency. The first step the student should take is to bring the situation to the attention of their supervisor. If the situation still persists, the student should contact the agency's hiring authority. The decision of the agency's hiring authority will be final. Please consult with ASU Student Employment.

Based on Discrimination/Sexual Harassment – Grievances of this nature must be submitted to the Office of Diversity, P.O. Box 875612 Tempe, AZ 85287-5612, phone number (480) 965-5057. Discrimination and/or sexual harassment should not be tolerated by either students or staff. It is the supervisor's responsibility to see that this does not occur in your office.

Injury on the Job

If your student employee has been hurt on the job during work hours, please contact our office immediately. We will forward you the necessary forms as required for the following procedure:

Report the Claim in a Timely Manner

Step	Responsibility	Action
1	Employee	Notify supervisor of injury, if necessary seek medical attention immediately.
2	Employee or Supervisor	Contact State of Arizona Worker's Compensation Early Claims Reporting Service at (602) 542-WORK or 1-800-837-8583. This number is available 24 hours/7 days a week. This must be done within the first 48 hours.
3	Supervisor	Complete the Employer's Report of Industrial Injury, Supervisor's Accident Investigation Report and have injured employee sign & date the State Risk Management Authorization form.
4	Supervisor	Forward completed forms to Human Resources/Customer Service Center at the Tempe campus within five days from the date of injury.
5	Human Resources	May contact employee or supervisor for additional information.

Human Resources must file the claim with State Risk Management within 10 calendar days to avoid penalties. If the injured employee's department is untimely reporting the claim, the State of AZ Risk Management assesses a fine to the employee's department, which is 20% of the cost of the claim up to \$10,000. In accordance with the Arizona Worker's Compensation Act, the university provides specific benefits to student employees injured while performing work-related duties or incur work-related illnesses (the way to and from work is not covered!). These benefits include:

1. medical attention;
2. hospital care; and,
3. compensation for temporary and/ or permanent disability in relationship to the salary received at the time of injury. If the student is not able to work for a longer period of time, Workmen's Compensation will start paying 66 2/3 of the student's pay after seven days.

In accordance with the provisions of the Social Security Act, student employees are not entitled to Social Security benefits, disability insurance, or unemployment compensation.

Helpful Tips for Successful

Supervision

Communicate

Department goals, job standards & work expectations

Reinforce Instructions

Add demonstrations or visual information

Follow Up

On work assignments

Correct Unsatisfactory Behavior or Performance

In privacy, right away

Reinforce a Job Well Done

Give recognition/acknowledgement in front of staff & peers

Use Advancement Possibilities and Added Responsibilities

As motivational elements

Let Students Know Their Jobs Are Important

Plan assigned work in advance

Teach By Example

Good work habits & attitudes

Develop Rapport & Listening Skills

Show interest and respect for the other person's ideas and thoughts

Be Flexible

Accommodate academic obligations

Show Appreciation

Luncheons, birthday parties, prizes and certificates

Contact Us

Student Employment

Student Financial Assistance

students.asu.edu/employment

Tempe Campus

Student Services Building, 2nd Floor

Questions: (480) 965-5186

Fax: (480) 965-9816

E-mail: seo@asu.edu

Mailing Address:

PO Box 870412

Tempe, AZ 85287-0412

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