

Introduction

This book, the *Student Employment Policy Manual*, is a guide to jobs and internships for student employees at the University of Nebraska - Lincoln.

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UNL's Policy and Procedures on Unlawful Discrimination, including sexual and other prohibited harassment can be found at <http://bf.unl.edu/hrpolicy/OtherPolicies.shtml>

Chapter 1

Position Listing and the Hiring Process

Objectives

Learn the process to hire student employees.

Understand the conditions and documentation required for hiring student interns.

View an example of a student job description, sample application, sample Memorandum of Understanding for interns and sample evaluation forms for interns.

Student Position Listings

All undergraduate and graduate student employee positions may be advertised through Career Services.

A request to advertise a job opening may be submitted by via Husker Hire Link at www.unl.edu/careers; by email to careerservices@unl.edu; by fax to (402) 472-3552; or mail to 230 Nebraska Union, 0451.

Career Services advertises student employment opportunities on:

- Career Services' website at www.unl.edu/careers
- The Student Job Boards in both the Nebraska Union and the East Campus Union

Requests to advertise a student employment opportunity must include a department contact and how students are to apply for the position. Job descriptions may include:

- Job title
- Responsibilities/activities
- Requirements and preferred qualifications
- Work schedule and/or hours
- Rate of pay

Sample Position Description for Office Assistant

Office Assistant - UNL Career Services: Maintain Job Board listings and records. Contact employers regarding status of jobs. Assist students and employers with Job Board listings. Assist with promotional activities and bulletin board displays. Typing and computer experience required. Must be accurate and have effective communication skills.

\$7.25 per hour 10-15 hours week, Monday thru Friday
Apply in person to 230 NE Union or call Emily at 472-XXXX

Student Hiring Process

Interested students will apply directly to employers as indicated in the job description. Departments are encouraged to require all students to complete an employment application. A sample application form is available in SAPPHIRE Downloads.

When the position has been filled, please contact Career Services to have the job listing removed.

For initial new hires and rehires, departments must forward the following paperwork:

- Personnel Action form (PAF) (Note: Not required for those submitted via EPAF)
- Personal Data form (PDF) (Note: Not required for those submitted via EPAF)
- I-9 and supporting documentation as defined by I-9
- W-4
- Direct Deposit form or Direct Deposit Nonparticipation form
- Copy of employee's signed social security card
- Work-Study Authorization form (if applicable)

This paperwork is to be forwarded to one of two offices as follows:

- IANR student appointments to IANR Finance & Personnel, 313 Agriculture Hall, 0705
- UNL City Campus student appointments to Payroll Services 406 Canfield Administration, 0436

Special Documentation for Student Interns

To establish a student employee as an intern, and be eligible for the appropriate wage as defined in Chapter 3, an Internship Memorandum of Understanding must be completed, signed and submitted with the PAF and other required appointment documentation. The Internship Memorandum of Understanding identifies clear student learning objectives, which are the basis of such an experiential appointment, as well as the activities of the intern and the training to be provided. Internships must be primarily learning experiences in the student's intended career field.

A copy of the completed Internship Memorandum of Understanding should be sent to UNL Career Services (230 NE Union, 0451). A performance evaluation and an internship evaluation should be completed by the supervisor and the intern, respectively. Copies of both should be sent to Career Services (230 NE Union, 0451).

Refer to SAPPHIRE Downloads for the Internship Memorandum of Understanding and the Supervisor and Student Evaluation Forms.

Student Academic Credit

The special documentation described above does not address academic credit. While it may be possible for a student to earn academic credit in conjunction with an internship, this is done through a separate arrangement between the student and a faculty member in an academic department. On request, Career Services will assist students seeking credit arrangements. Appointments with a Career Counselor may be scheduled by calling (402) 472-3745. Walk-in appointments are available Monday through Friday, 10:00 a.m. to 4:00 p.m..

Chapter 2

Eligibility for Student Employment

Objectives

- Learn the conditions of employment to be classified as a student employee.
- Learn the restrictions on number of hours worked.
- Learn the impact of student graduation or withdrawal.
- Learn the restrictions for hiring non-UNL students.

General Conditions of Employment & Definitions of a Student Employee

All student employees of the University of Nebraska-Lincoln are subject to basic conditions and guidelines of employment. These conditions apply to each student employee regardless of the department in which she or he is employed. Questions regarding graduate teaching or research assistantships should be directed to the Office of Graduate Studies (402) 472-8669.

Regardless of the source of funding, a student employee is typically a temporary part-time hourly worker, enrolled for one credit hour or more, whose primary purpose for being at the University is education. The individual's employment is temporary and secondary to the pursuit of a degree. Someone seeking employment during the summer is considered to be a student if he or she is pre-registered or has been admitted for the fall term.

Unique circumstances related to each student's job cannot be outlined in a general policy manual. At the date of hire, therefore, the employing department or supervisor is responsible for ensuring that the student understands all the conditions of employment. These conditions should be stated in writing and include information such as: job description, starting pay rate, work hours (including maximum hours per week), rights, responsibilities, and any additional departmental personnel policies. A sample position description can be found in Chapter 1 under "Student Position Listings".

Eligibility for Student Employment

An employee may be designated as a student employee when the following conditions are met:

- the person is 16 years of age or older
- the person is registered for at least one credit hour in the University of Nebraska system (i.e., UNL, UNO, UNK, or UNMC)
- the pay rate for the position fits the Student Employee Wage Scale

In addition, incoming students may work during the summer before their freshman year if they are admitted for fall semester.

As long as the student employee remains enrolled in the University of Nebraska system, eligibility for appointment as a student employee continues. **The number of credit hours for which a student is currently enrolled must be provided on PAFs initiating any action.** To acquire access to the Student Information System (SIS) complete the forms at www.unl.edu/sisteam/reqonline.pdf and forward as indicated.

Students enrolled only in correspondence courses or intensive English courses may not be appointed under the student employee classification. Similarly, students enrolled only through Extended Education and Outreach may not be appointed under the student employee classification.

Being a student does not preclude that person being appointed to an on-call, temporary, or a regular position established through the Department of Human Resources. Social security tax issues, as well as accrual, insured benefits and leave accrual issues, however, make it impossible for a student to be employed simultaneously in a student appointment and an office/service, managerial/professional, or academic/administrative appointment. Any such conflicts should be resolved between the hiring departments, with the result that both appointments being categorized as either staff or student.

Restrictions on Number of Hours Worked

When students are attending classes, departments are encouraged to employ students for no more than 20 hours per week (.50 FTE). While it is not encouraged, departments may employ students who hold a graduate assistantship in a student employee classification as long as the combined FTE (i.e., graduate assistant appointment plus student employee appointment) does not exceed .49 during the academic year. For these purposes, the academic year begins one week before fall semester begins and ends one week after spring semester ends. Contact the Office of Graduate Studies at (402) 472-8669 for more information on graduate assistantships.

Work-study employees should not exceed .50 FTE during the academic year, but may be increased up to 1.00 FTE during the summer term. International student employees are restricted to .50 FTE during the academic year, but may work up to full-time during scheduled school breaks (i.e. holiday break, spring break, summer).

Student Employee Graduation or Withdrawal

Graduating student employees may continue working in a student appointment through the end of the pay period in which graduation falls, but not beyond. Graduating students pre-registered or admitted for classes in the University of Nebraska system (e.g., graduate school) may remain a student employee during the intervening summer.

If a student employee withdraws from the University, the student appointment must end by the end of the pay period during which the student withdrew. If the student drops all classes and continues working, the position must be changed to a temporary or an on-call appointment. For more information on these options, contact Human Resources.

Refer to the UNL Payroll Services website (<http://payroll.unl.edu/>) for tax implication information.

Employment of Non-UNL Students

Students of UNO, UNK, or UNMC may be hired as a student employee. **The PAF and appropriate documentation is initiated as required for UNL students; however, in the Comments section of the PAF, the institution where the student is enrolled must be noted.**

Students registered at institutions other than UNL, UNO, UNK, or UNMC also may be hired as a student employee (Other Hourly Worker). These student employees are subject to Social Security and Medicare withholding. **In the Comments section of the PAF, the institution where the student is enrolled must be noted. The work period must be defined on the PAF.** The student wage scale should be applied to all student employees based on their duties and responsibilities.

Chapter 3

Procedures & Guidelines for UNL's Student Employee Wage Scale

Objectives

- Learn how to determine student employee wages.
- Learn how to promote student employees.
- Learn the restrictions of overtime pay and pay other than hourly wages for student employees.
- Learn the eligibility requirements for paid time off and benefits for student employees.

As an Affirmative Action/Equal Employment Opportunity institution, UNL provides the following procedures and guidelines for the student wage classification system.

Determination of Student Employee Wages

All student employees, across both UNL campuses, with the exception of undergraduate and graduate teaching assistants, graduate research assistants, health aides, and residence hall student assistants, should be hired in accordance with the Student Employee Wage Scale (below) and paid accordingly, regardless of the source of funds involved. The department must consider the nature of the work and the level of responsibility in the position. The department is responsible for paying students equitably. No worker in a student worker appointment may be paid above the respective wage scale maximum.

Appointment Type	Title (Job Class) Code	Wage Range
Student Temporary Appointments	49095500	\$5.15 – \$11.00
Work Study Appointments	49019550	\$5.15 – \$11.00
Other Student Hourly Appointments	49095560	\$5.15 – \$11.00
Undergraduate Internships	49095506	\$7.00 -- \$15.30
Graduate Internships	49095507	\$8.50 -- \$19.60

A student employee performing entry level, professional work that relates directly to the student's career goals and is primarily a learning experience may be qualified as an intern. A formal agreement, documented by the Internship Memorandum of Understanding (as referenced in Chapter 1) must be provided with the PAF and other required appointment documentation to establish a student employee as an intern. A copy of this form should be sent to Career Services 230 Nebraska Union, 0451. Subsequent actions on internship appointments must be made within the duration of the internship as defined in the Internship Memorandum of Understanding, excluding separations.

UNL must ensure that students are not compensated at an hourly rate which exceeds that rate paid to regular, temporary, or on-call employees doing equivalent work. The hourly rate of compensation -- not the total amount to be earned -- is the key factor for comparison here. Being a student does not preclude a person from being appointed to an on-call, temporary, or a regular position established through the Department of Human Resources. Social security tax issues, as well as accrual, insured benefits and leave accrual issues, however, make it impossible for a student to be employed simultaneously in a student appointment and an office/service, managerial/professional, or academic/administrative appointment. Any such conflicts should be resolved between the hiring departments.

Wage Increases and Promotions for Student Employees

Departments may increase student employee hourly rate based on qualifications, tenure, additional training or promotion to a position of greater responsibility to any rate within the student employee wage scale.

Raises for student employees may not be retroactive.

Overtime Pay for Student Employees

To be eligible for overtime pay an employee must work more than 40 hours in a work week. Few student employees work over 40 hours in a work week; however, a student employee who does must be compensated at one-and-one-half times the regular rate of pay for all hours worked above 40 in one work week. Student employees are not eligible for compensatory time.

Student employees who hold a .50 appointment and sometimes work more than 20 hours in one week will be paid for extra hours worked at the regular rate of pay and are not eligible for overtime unless they work more than 40 hours. When overtime occurs where the student is working in multiple departments, either or both departments may be subject to the overtime pay rate. Employing departments should work together to coordinate the student's work schedules so as to preclude the possibility of overtime.

Pay Other than Hourly Wage for Student Employees

Most students must be paid hourly. Exceptions include graduate assistants, health aides, and student assistants in the residence halls who are paid monthly. The UNL payroll system will accommodate hourly time cards submitted monthly.

Eligibility for Paid Time Off for Student Employees

Student employees are not entitled to paid vacation or paid sick leave. Supervisors may not offer paid time off to student employees, nor are student employees paid for hours that would normally have been worked on a UNL holiday. In accordance with federal and state directives, however, student employees are entitled to military leave. They should be paid for the number of hours they would have normally been scheduled to work. Student employees are also entitled to paid leave for jury duty.

Eligibility for Insurance Benefits for Student Employees

Student employees are not entitled to health or life insurance benefits; however, they are covered under University insurance for on-the-job injuries. Students who are injured in the course of carrying out their regular job responsibilities are entitled to workers' compensation benefits.

Chapter 4

Federal Work-Study (FWS) Program

Objectives

Learn the guidelines for the federal work-study program.

Learn the restrictions on hours worked under the federal work-study program.

Federal Work-Study (FWS) Program

UNL participates in the Federal Work-Study (FWS) program which allows awarded students to receive financial assistance in the form of biweekly wages in exchange for work. The FWS program benefits participating departments as well as the student, as the student's wages are paid at the current ratio of 70% federal funds (FWS) to 30% employer funds. UNL departments actually pay 20% of the student's wages, with the University covering the remaining 10%. Off-campus non-university employers pay the entire 30%. Determination of student and employer eligibility is made by the Office of Scholarships & Financial Aid. Students may be employed in work-study appointments when:

- the student has been awarded Federal Work-Study (employer must verify student eligibility at <http://workstudy.nebraska.edu> – you will sign into the website using the your mynulook id & password); and
- the employing organization is a UNL department or a non-profit/community service agency that has applied and been approved by the Office of Scholarships & Financial Aid as a UNL work-study employer.

Who is Eligible for Work-Study Employment?

A student must have been awarded federal work-study as part of their financial aid package to be eligible for work-study employment. The employer needs to verify student eligibility at <http://workstudy.nebraska.edu>. Students gain eligibility for federal work-study by completing the Free Application for Federal Student Aid (FAFSA) as soon after January 1 as possible (for the upcoming award year that will begin the following fall). Federal work-study funds are awarded on a first-come, first complete basis to students with exceptional financial need.

Restrictions on Hours Worked for Student Employee

The University recommends that FWS student not work more than 20 hours per week (.50 FTE) during the academic year. FWS students can be employed in temporary student employee appointments simultaneously with FWS appointments, which together may not exceed 100% FTE; however, earnings outside of the FWS program may affect the student's eligibility for financial aid the following year.

Students must notify the department they have been awarded FWS. Departments should not hire students with the assumption that they will be awarded FWS. Departments are responsible for paying 100% of a student's wages until the student has actually been awarded FWS.

A student's earnings limit, indicated on the website, is the maximum amount of FWS wages the student may earn during the award period, based on the student's financial need. Once the student's earnings have reached this limit, the payroll system automatically changes the student's wage type from FWS to temporary student employee, wherein the department incurs 100% of the wage expense. The student and employer should work together to ensure that the number of hours per week allow the student to reach the earnings limit very near the end of the award period. If for some reason a student has reached the earnings limit early in the year, and the department would like to retain the student employee, the Office of Scholarships & Financial Aid should be contacted to determine what adverse impact this may have on the student's other financial aid.

Advertising Work-Study Positions

Work-Study positions are to be advertised through UNL Career Services as described in Chapter 1. Students awarded Work-Study are directed to Career Services' listings to identify Work-Study employment opportunities.

Chapter 5

Hiring International Students

Objectives

Learn the conditions and documentation required to hire international student employees.

Hiring International Student Employees

All student employment considerations herein apply to hiring international students. In addition, federal Department of Homeland Security visa regulations pertain. For more specific information about regulations governing employment of international students -- or for questions regarding visa status or employment eligibility of a specific student -- contact the [UNL International Affairs Office](#) (472-5358).

Immigration regulations place certain restrictions on hiring Non Resident Alien (NRA) enrolled as students in U.S. educational institutions. They may work a maximum of 20 hours per week (.50 FTE) during the regular school year except during semester/spring breaks and holidays when they may work up to 40 hours per week. During the summer, international students may work up to 40 hours per week even if they are not enrolled, as long as they are pre-registered or admitted for fall classes.

International students must be enrolled full-time (12 hours undergraduate, 9 hours graduate) except when the student needs a smaller course load to complete the course of study during the current term. In this case, a copy of the advisor form from International Affairs must accompany the PAF.

When an international student is hired, the student's visa type, country, visa expiration date and signature must be included on the PDF. In addition, a copy of the visa, page 3 of the I-20, and the INS stamped I-94, must be attached to the I-9, in addition to the documentation provided to establish identity as prescribed by the I-9 ([Sample I-9](#)) and the Foreign National Data Form (found in SAPPHIRE). International students must have a permanent social security number to be hired. If a student does not have a permanent number, he/she must apply for one. The student must go to the International Affairs Office to obtain a work authorization form and then take the form to the Lincoln Social Security Office. The NRA must give a copy of the receipt issued by SSA indicating that they have applied for a SSN to the department which must attach it to the PAF paperwork that it sent to Payroll. In an effort to avoid a delay in starting work, the Payroll Services Office when assign a temporary payroll number to enter the NRA employee into the SAP payroll system. A signed copy of the permanent social security card must be sent to the Payroll Services Office or IANR Finance and Personnel immediately upon receipt by the NRA.

Wages paid to F-1 or J-1 visa holders are exempt from social security withholdings except for those aliens who are in resident status for tax purposes. However, wages paid to student employees who are in resident status for tax purposes remain exempt from social security withholding if they are registered and attending classes -- provided they meet the credit hour requirements. International students may also be exempt from income tax withholding. The Payroll Policies & Procedures Manual for Aliens has a current listing of countries having tax treaties with the United States. To claim exemption, international students must complete IRS Form 8233, University of Nebraska Tax Treaty Affidavit Form and the Foreign National Data Form (available in SAPPHIRE or from the Payroll Services Office or IANR Finance and Personnel Office).

Students with refugee or immigrant status have the same status as U.S. citizens, and are therefore permitted to work under the same conditions as U.S. citizens.

Chapter 6

Payroll Information

Objectives

Learn the guidelines for social security tax exemption for student employees.
Learn the income tax and tax treaties for student employees.

Social Security Tax Exemption for Student Employees

In accordance with federal tax laws, the University of Nebraska shall grant an exemption from social security (FICA) tax withholding on wages paid to a student during an academic semester or summer session in which the student is enrolled and regularly attending classes. A student will be deemed to be enrolled and regularly attending classes if he/she is enrolled at least half-time, i.e. 50% of the minimum number of hours required for full-time enrollment certification purposes. Minimum exemption thresholds are:

Undergraduate Students:

Fall, Spring Semesters Six (6) credit hours per semester
All Summer Sessions Combined Three (3) credit hours per session

Graduate Students:

Fall, Spring Semesters Four (4) credit hours per semester
All Summer Sessions Combined Four (4) credit hours per session
Doctoral candidates or students writing a master's thesis in final semester One (1) credit hour per semester must be certified full time

Between Semesters:

Students who are enrolled and regularly attending classes in a given academic semester/session will be entitled to the exemption from FICA tax withholding for any brief period of time between the end of one semester/session and the start of the succeeding semester/session if they qualified for the exemption in the immediately preceding semester/session. For example, a student who is enrolled during the second summer session would retain the exemption during the period between the end of the second summer session and the start of the fall semester and also during Christmas break.

In all circumstances, it is the responsibility of the student worker to register, maintain his/her student status and complete any required forms to be eligible for FICA exempt status. If a student fails to maintain exempt status during the fall and spring semester or summer sessions by dropping credit hours or terminating his/her student status, all of the wages paid to him/her after that shall be FICA taxable.

Chapter 7

Processing Student Employee PAFs for Action Other than Initial Hire

Objectives

Learn how to change employment status for a student employee.

Learn how to separate a student employee.

Learn how to re-hire a former student employee.

Changes & Separations of Student Employees

All changes to student employees' PAF's which include, but are not limited to, reappointments, wage increases, changes or additions to appointment information, error corrections, and other data changes must be sent through:

IANR student employees to IANR Finance & Personnel (313 AgH, 0705)

All other student employees to Payroll Services (408 Canfield Adm, 0436)

The number of credit hours for which a student is currently enrolled must be provided on PAF's initiating any actions on a student appointment.

Student employees should be "separated" immediately after their last day of employment. Student employees who graduate, leave school, or drop below the required credit hours lose student status immediately. Their appointment as a student employee must be terminated. They may be converted to a university position other than that of a student employee.

Rehiring of Former Student Employees

To hire a former student employee, first confirm the student's enrollment in the University of Nebraska system. Update and appropriately route the PAF and any necessary documentation. If the student employee has been separated, use Action Code 02 (Reappointment) on the PAF. All the initial eligibility employment documentation including a new W-4 and notation that the direct deposit banking account has been verified to be the same as previously indicated by the rehired student must accompany the PAF. Where the separation has been over a year, an updated PAF is required. If the student has not been separated, use Action Code 11 (Appointment Information Add/Change). New documentation may not be needed in this case.

Chapter 8

Supervising Student Employees

Objectives

- Learn how to successfully supervise student employees.
- Learn how to orient student employees.
- Learn how to evaluate a student's job performance.
- Learn guidelines for termination of a student employee.
- Learn requirements for maintaining student employee records.
- Learn what information is considered confidential.
- Learn student employee grievance procedure.

Supervising Student Employees

Student employees should be accorded the same respect and dignity as regular employees.

When considering responsibilities in supervising student employees, remember that students perform assignments most satisfactorily where:

- Job responsibilities are clearly defined by their supervisor
- Mutual trust and respect are developed between supervisor and student
- Evaluation and recognition of performance is constructive and continuous

Student employees should be taken through a scheduled orientation period to familiarize them with your department and their specific activities and responsibilities. A sample orientation checklist is shown below. In most instances, it will be necessary to allow student employees more flexibility due to class schedules and other factors related to their student status. Students are not to use employment for study time unless specifically permitted to do so by their supervisors.

Because the student employee's primary purpose is the pursuit of an education, employment should not interfere with the student's educational goals. Generally, students will work no more than 20 hours per week. The total number of hours worked will be determined by the employing department and the student. Students on academic probation may work no more than 20 hours per week. It is the employing department's responsibility to monitor the number of hours worked by its student employees.

Student employees may be given one paid 15 minute break for each continuous four-hour period. Half-hour breaks without compensation should be provided for those working any continuous six hour period.

New Student Employee Orientation Checklist

The following checklist may be helpful in orienting new student employees to your department.

Of Immediate Concern

Working Hours

- scheduled hours
- department's policy on attendance and tardiness
- lunch and break schedules

Pay

- how much the student will be paid
- when and how the first payroll will be made
- how often the employee will be paid
- period covered by the first and subsequent paychecks (refer to SAPPHIRE Downloads for payroll schedules and deadlines).
- payroll deductions

Privacy/Confidentiality

- collecting information
- records maintained
- employee access to records, student access to records

Security

- access controls, passwords
- standards of behavior, ethics, consequences of breaches

The Organization

UNL Structure

- your division within UNL
- the department
- the specific unit and job

Introductions

- co-workers
- department management staff
- people in other departments with whom the employee will interact

Department Objectives

- responsibilities of each unit
- how units interact to meet departmental goals
- how the student employee's job fits within the organization
- the student employee's role within the department

Communication

- importance of ongoing communication between employee and supervisor
- orientation manual (available in some departments)

Departmental Policies

- use of telephones, computers, forms, office equipment, and supplies
- special procedures, such as filing or safety
- work flow

The Job

The Student Employee's Job

- what it means to the mission of the department
- how it relates to others in the department
- who their supervisor is

Responsibilities

- responsibilities listed in the job description
- expected results and how they will be evaluated

Career Development

- how and where job opportunities are posted
- eligibility requirements
- opportunities within the department
- opportunities elsewhere at UNL

Pay Policies

Raises

- frequency of reviews
- how pay increase decisions will be made

Performance Evaluation

- purpose
- frequency
- relation to pay raises
- promotions to positions of greater responsibility

Holidays & Time Off

- holidays observed by the university
- staffing and pay during holidays
- excused time off

Illness

- who to notify and how, scheduling substitutes (if appropriate)
- what to do if the supervisor is absent

Evaluation of Student Employees

While employed with UNL, satisfactory work performance is expected of student employees. If a department determines that a student is not fulfilling job duties as explained at the date of hire, the situation should be discussed with the student as soon as it is recognized to ensure that the student fully understands the work responsibilities.

Because student employees are not accorded the same considerations as are regular UNL employees, a probation period is not necessary. It makes sense to closely scrutinize the student employee's work, however, in the first few weeks of employment to determine if this is the right person for the job. Calling the student employee's attention to areas where expectations are not being met makes sense as does giving the student employee time to respond before the department makes a decision to dismiss. Some departments look at this as an informal probation.

A student employee's work performance should be evaluated periodically (see SAPPHIRE downloads for an evaluation form). The use of an evaluation has several advantages. An evaluation form provides a starting point for the discussion of work performance, provides a written record of that performance, and ensures the department consistency in the evaluation process. Supervisors are encouraged to give the student a blank copy of the evaluation form and ask the student to self-evaluate their job performance prior to the performance evaluation meeting. The student employee who knows how expectations are or are not being met can change behavior and/or the way the work is being accomplished.

Termination of Student Employees

A student employee who is hired may voluntarily leave employment upon proper notice. As student employees are temporary employees, they may be terminated by the employer at any time for any reason except illegal discrimination or exercise of rights protected by constitutional or statutory law.

If a student employee's performance does not meet performance standards, departments may find it helpful to take the following steps:

1. In private, the student employee may be told in explicit terms how the job requirements are not being met. Evaluation of performance should be based on job-related criteria and must not discriminate on the basis of race, national origin, religion, sex, or other factors that cannot lawfully be the basis for employment decisions.
2. If the student employee's performance continues to fall below required standards, the student may be informed in writing of these deficiencies.
3. If, after at least one written warning, the student's work performance continues to be unsatisfactory, the student may be terminated from the position.

These are only guidelines. Departments will decide when and if they are appropriate to use.

Although formal documentation is not mandatory, departments are strongly encouraged to carefully document circumstances leading to a student employee's termination. This may protect the department, should the student file a grievance or allege that the dismissal was for an illegal reason (e.g., discrimination against a member of a protected class). Thorough documentation will enable the department to respond reasonably to such allegations. Remember that, even though you do not have to establish cause to dismiss a student employee, you must be prepared to say why the student was dismissed if a charge of discrimination is brought.

In situations where a student employee has been found to falsify a time sheet, the student should be dismissed. They must be paid, however, for hours actually worked. The supervisor is responsible for monitoring hours worked/reported and should never sign a time sheet that misrepresents time worked. If a student was overpaid due to a falsified time sheet, it is the responsibility of the Department to notify the Payroll Office immediately. It is also the Department's responsibility to pursue collection of the net overpayment. Payroll Services or IANR Finance and Personnel will assist in calculating the net pay due back to the University.

Retention / Destruction of Records

It is the department's responsibility to retain employee payroll records for a period of seven years and Work-Study student records for a period of seven years. Grant funded positions, records must be retained for two years beyond the completion of the audit.

Confidentiality of Records of Student Records

Except for directory information, information in student employee records at UNL must be secured in strict conformity with laws, regulations, and Board of Regents policy governing the confidentiality of such information. The following is considered directory information and may be released in response to job reference checks or to other requests for such information:

- Name
- Department of Employment
- Position Title
- Wage at End of Appointment
- Date of Hire
- Date of Separation

Information other than directory information is accessible only to the student employee, the department administrative personnel and other University offices with a need to know. Non-directory information should be released to others **only with signed authorization from the student employee** or in response to a request with a legal mandate.

Student Employee Grievance Procedure

Student employees are encouraged to communicate with their direct supervisor should they encounter difficulties on the job. While most difficulties can be resolved through open, direct discussion among the parties involved, student employees have the following resources available to help resolve work related grievances.

The Office of Equity, Access and Diversity Programs (Administration 128, (402) 472-3417) will address concerns based on alleged discrimination or sexual harassment.

The appropriate Dean, Director, and/or Department Head will address concerns not based on alleged discrimination or sexual harassment. If a satisfactory resolution cannot be reached with the assistance of these parties, designated staff of the Office of the Vice Chancellor for Student Affairs (Administration 106, (402) 472-3755) will meet with and/or contact those individuals involved as appropriate and will produce a decision which will be final in all cases.

Work related grievances of UNL regular staff will be addressed by UNL Human Resources (Administration 407, (402) 472-3101).