Student Supervisor Training

Agenda

- Funding
- Posting
- Interviewing
- Hiring
- Supervising
  - Working conditions
  - Timesheets

Funding

The College of Idaho has four (4) different types of student employment:

- Federal/Idaho Work Study (FWS or IWS) is a financially need-based award for students that met the FASFA requirements and is awarded by the Student Financial Aid Service Department.

- Institutional Work Study (also referred to as The College Work-Study Program (CWP)) is awarded by the Student Financial Aid Department typically to Davis Scholars.

- Student Wage Positions (SWP) refers to positions that are paid by The College's departmental budgets. Such positions are not awarded by the Student Financial Aid Service Department.

- Grant-Funded Positions (GFP) refers to position that are funded by grants, donations or other award/scholarship funding.

Position Description

- https://www.collegeofidaho.edu/sites/default/files/inline-files/Job%20Description%20Template.pdf

- If the position has already been established but you need the hourly pay info, please contact Sarah Crenshaw, screnshaw@collegeofidaho.edu

- If the position is new, send the description to HR (Sarah) for approval and rate of pay assignment

- Once approved post the position on Handshake https://collegeofidaho.joinhandshake.com/login?ref=app-domain

- If the position is funded by Work-study/Work-program- the posting title should read: The College of Idaho-Department- Job Title-Work-study

Application Review and Interviews

- Students are encouraged to use Handshake to apply for open positions. However, if you are rehiring students for the same position from the prior year, it is not a requirement to make them reapply each academic year.
  - If you ask one student reapply for the same position year to year, ALL of your rehires must reapply.

- Be sure to treat student applicants with respect. If you do not intend to interview them, send them an email notifying them as such.

- Once the position has been filled, you need to notify all the applicants as such.

Application Review and Interviews

- Invite candidates to interview for the position.
  - It isn't necessary to have a hiring committee. However, you may want one other from your department or division to join you during interviews.

- Be sure to ask relevant questions to the position and the candidates qualifications- Student candidates are NOT any different than Staff/Faculty candidates, the same employment regulations apply.

- If you are only able to hire students with Work Award funding, make sure you confirm with the student candidate that they do indeed have Work Award (Federal Work-study/Idaho Work-study, Work-program).

- Confirm with the student candidate if they have other on campus employment; if the employment is being paid through Work Award funds and how many hours a week does the other position require.

Hiring

- Making an employment offer- a written offer is recommended (email is fine). It is recommended the written offer confirms work hours, pay rate and any other position specific information.

- Complete the Student Hire Notification (SHN) form for each student hire.
  - <mark>This is an official employment document; completing fully and accurately is imperative!</mark>
  - https://www.collegeofidaho.edu/about/offices/human-resources/hiring-students/student-supervisor-resources Find New Hire Form

  - Be sure your email address is accurate on the SHN form otherwise HR will not receive the document.
  - Make sure the Position Title used matches the position title on the Tiered Pay Scale document

Hiring

- Type of Student Employment Position
  - It is extremely important to select the correct position type = funding
- Position Start and End Dates
  - Please keep in mind payroll dates when hiring 24th start of the pay period, 23rd end of the payroll period.
  - ALL student academic year hires will be termed May 23rd
  - All summer hires will be termed Aug 23rd
- Hourly Rate of Pay
  - Refer to the Tiered Pay Scale
    - Any other rates of pay must be communicated to HR (Sarah) before hiring and completing SHN
- Stipend Pay-
  - This type of pay typically applies to Grant Funded-searcher positions
- We follow the Fair Labor Standards Act (FLSA)- there are only a couple student positions that meet an exempt/stipend status.

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Working Conditions

- Training
  - Training MUST be paid; it is not volunteering or we will compensate you later!

  - NO student is ever allowed to work over a combined 20 hours a week when classes are in session –

  - Arrival and departure expectations

  - Who and how to contact if unable to report to work

  - Self Service Timesheet completion/submission

  - Dress Code

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Working Conditions

- College closures- students should not work during the July and December closures – pre approval from HR is required

- Inclement Weather – if the college closes or allows employees to leave early, students cannot work and are not compensated

- Work injuries- students are covered under our Workers Compensation policy- all work related injuries MUST be immediately reported by the student or student and supervisor to Campus Safety.

- Department/position specific training

Supervising

Set expectations from the beginning

- We are providing students an experience and giving them the opportunity to build skills that can be added to their resume.

- There has been some misunderstanding by students and supervisors- Work-study/Work-program positions are NOT positions that allow students to study while being paid.
    - There are some positions that are required to manage a front desk/welcome area- and if a supervisor allows them to read or work on class work once any other projects have been completed and the student does welcome visitors, answer phones, etc. There are VERY few positions on campus that this applies

Supervising

- Supervisors are never obligated to keep a student employed
  - If a student employee is not meeting expectations meet with them and explain
  - After the meeting follow up with an email summarizing the conversation
  - If the student does not or is not able to make the required changes you may need to release them from their employment
    - It is a good idea to notify HR (Sarah) before you release a student from employment

Student employees should always be supervised

- Work Award students must be supervised or have a C of I employee near by that they have access too- Federal/State-Work-study regulations require this
- Student Wage and Work-program positions have a bit more leniency; please check with HR (Sarah) if you have questions

Supervising

Timesheets

- Supervisor Timesheet Approval instructions are located on Canvas, HR Course

- Payroll timesheet approval deadlines are **NOT** optional
  - If you are not going to have internet access to meet the payroll timesheet deadline make sure to setup a Proxy supervisor
- Timesheets are legal documents. Reporting/Approving falsified hours is a **criminal offense**.

- If the Payroll timesheet deadline is missed you and the student need to immediately contact Kevin Kadel, Payroll Senior Accountant kkadel@collegeofidaho.edu

- Any timesheet questions can be address to HR (Sarah) and/or Kevin Kadel

Supervising

Timesheets

- HR educates students to complete their timesheets daily, and submit it weekly
- 0 weekly hour timesheets do not need to be submitted or approved
- Pay period deadline- students are educated to submit on or before the 20th giving plenty of time for review and adjustments before the 23rd.
- Supervisors need to review daily entries. Do not blanket approve weeks or the entire month
- If a student works over 20 hours in a week, the overage will be charged to the departments budget

Questions