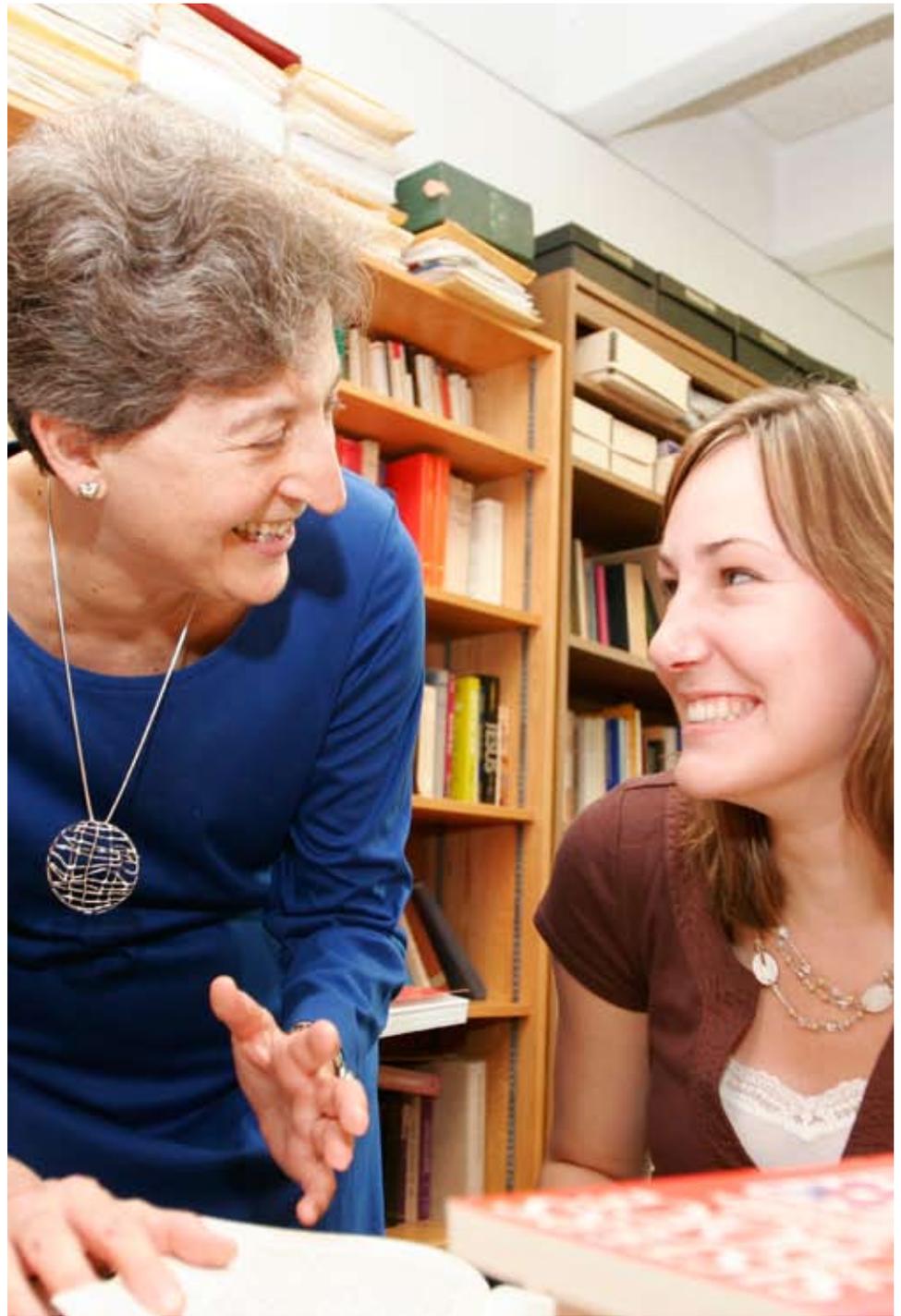


# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

*For Supervisors*



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# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

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# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

Dear Supervisors:

---

The Brandeis University Student Employment Program offers a wonderful opportunity for students to defray the cost of their college education while also gaining valuable work experience and marketable skills. In order to maximize the benefits of this experience, it is important that you familiarize yourself with the policies and procedures by which this program operates, as well as the federal and state laws to which it is subject.

The Student Employment Handbook contains nearly all of the information that you need to know about the Brandeis University Student Employment Program. It explains the requirements, responsibilities, and rights that you have as a supervisor of student employees. Should you have any questions, concerns, or problems please contact the Office of Student Financial Services.

Sincerely,

*Kristyn Burke*

Kristyn Burke

Assistant Director of Student Employment

**This handbook was last updated August 2015.**

## Who We Are and Where We Are Located

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Student Employment is located within the Office of Student Financial Services (SFS). We assist supervisors and students in all aspects of on-campus student employment and off-campus Federal Work-Study employment. We are located on the second floor of the Usdan Student Center. Our office is open Monday through Friday from 9 a.m.- 5 p.m.

## Immigration Reform and Control Act of 1986

---

The Immigration Reform and Control Act requires that employers verify the identity and work eligibility of every employee hired after November 6, 1986, whether a citizen or non-citizen.

In order to comply with this Federal regulation, all students who intend to work on campus will be required to present identification to the Office of Student Financial Services. International Students will be asked to show their I-94 and their I-20 in addition to their passport.

You cannot begin to work until you have completed the Form I-9 (Employment Eligibility Verification) and have presented the appropriate identifying documents to the Office of Student Financial Services.

## On-Campus Employment

---

### Who is eligible for on-campus employment?

- Both domestic and international undergraduate and graduate students.

*Students must be:*

- Matriculated in a Brandeis degree program.
- Enrolled in and attending courses at least half-time.
- Be able to provide appropriate documentation to satisfy the requirements of Form I-9 (Federal Employment Eligibility Verification) and have a valid Social Security Number in order to work on campus.
- Ph.D. candidates who have completed coursework but are enrolled full-time while completing their dissertations may continue to work on-campus.

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

- Undergraduate students who have completed their Brandeis BA or BS program and are matriculated in a Brandeis MA or Ph.D. program for the subsequent semester may continue to work on campus during summer break. (*However, please note that additional paperwork may be required.*)
- Students who are matriculated in the MAT program may work on campus during the summer semester while enrolled in classes, but may not work on campus while performing the required internship during the regular academic year.

### Who is NOT eligible for on-campus employment?

Students who have graduated, withdrawn, or taken a leave of absence; students who are studying abroad or are enrolled in Graduate Professional Studies, BOLLI, or another continuing education program; students who are enrolled in a non-degree program.

### What are Federal Work-Study (FWS) and University Employment?

There are two main types of employment on campus: Federal Work-Study (FWS) and University Employment. Although any student with a valid Social Security Number may seek employment on campus, students who are awarded an FWS or University Employment allotment as part of their financial aid package are given priority for jobs until October 1. If the student is not awarded such an allotment, they cannot be hired until after this date.

Federal Work-Study is a work program funded by the federal government and Brandeis University. It is offered to undergraduate U.S. citizens and permanent residents who meet federal eligibility requirements. Students must file the FAFSA to be considered for FWS.

The department is responsible for paying 100% of all student wages regardless of Work Study status. The University is then reimbursed for a maximum of 75% of our Federal Work Study allotment.

University Employment is a work program funded solely by Brandeis University. University Employment is awarded to eligible undergraduate international students as part of their financial aid package.

## How to Hire a Student

---

THE OFFICE OF STUDENT FINANCIAL SERVICES DOES NOT HONOR PRIVATE AGREEMENTS OR PROMISES MADE BY SUPERVISORS TO STUDENT EMPLOYEES. ALL DEPARTMENTS ARE REQUIRED TO FOLLOW THE SAME PROCEDURES AS MANDATED BY FEDERAL AND STATE LAW AS WELL AS UNIVERSITY POLICY. BEFORE HIRING ANY STUDENT YOU MUST FOLLOW THE PROCEDURES DETAILED BELOW.

1. Develop a Job Description
2. Submit Job Posting to Student Employment for Approval and Posting
3. Conduct Interviews
4. Prepare the Job Offer in PeopleSoft and inform the student personally that they have been selected for the job.
5. Generate and Submit Timesheets once you are notified that the offer was approved.

### **Developing a Job Description**

Brandeis University is required to maintain a job description for each student employment position. Job descriptions should include:

- The purpose of the job.
- The duties and responsibilities of the job.
- The skills and qualifications required to perform those duties.
- Days and hours required per week and length of employment
- Student employees must be supervised.
- Pay rates for student employment positions are based on the job description and are equitable across campus. Pay rates are not based on class rank, the student's age or other non-job-related factors.
- All job descriptions and pay rates must be approved by the Office of Student Financial Services prior to posting or filling the position.
- All jobs are assumed to last one academic year unless otherwise stated.

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

### Posting an Available Job & Hiring Online

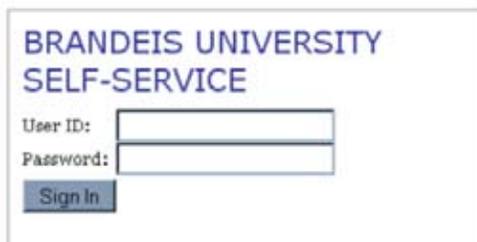
#### I. Getting Started: Job Opening Request Form

- Complete the Job Opening Request Form at: <http://www.brandeis.edu/sfs/employment/oncampusemployers.html>.
- Once the form is reviewed and approved by the Office of Student Employment, the job will be posted at: <https://careers.brandeis.edu/studentjobs>. Students will create a username and password, upload a resume and apply for the job online. Hiring managers and search committee members will have access to view all resumes and offer the job electronically, which prompts the Office of Student Employment to confirm that the Form I-9, Employment Eligibility Verification has been completed. This is the final step prior to a student appearing on a departments' time collection.

**Please Note:** All jobs must be posted in order to hire a student worker. Review of resumes will be conducted by hiring managers and search committee members within BUSS.

#### II. Logging In and Navigation

- Go to <https://www.brandeis.edu/buss>. Enter Unet username and password. Click the  Button



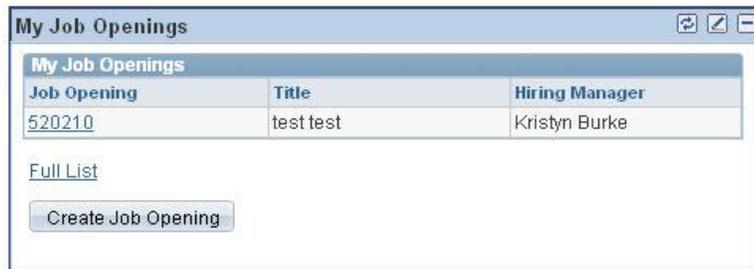
- On the left side of the screen, **Menu** and the **My Job Openings** pagelet are displayed.



# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

- **My Job Openings** displays your positions that are currently accepting resumes or in process of being approved. The pagelet displays the job opening ID, the job title, and the hiring manager. **Jobs only remain on your homepage for two weeks. You can always find your job openings by navigating Main Menu > Recruiting > Find Job Opening.**



### III. Managing Applicants

Managers have the ability to view applicant's resumes, forward resumes and disposition applicants. Click on the underlined number under "Job Opening" and the following page will appear, listing the applicants who have applied for the open position.

#### Find Job Opening

#### Job Opening

Posting Title: test test      Job Opening ID: 520210  
 Job Opening Status: 010 Open      Job Type: Standard  
 Job Title: Students      Job Code: 7000  
 Position Number: 20004167      Students  
 Business Unit: BRANU      Brandeis University

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants

Display: All

Select	Applicant Name	ID	Type	Disposition	Resume	Interviewed?	Screened?	Reviewed?	Application	Last Updated	Take Action
<input type="checkbox"/>	Jane Doe	59788	Ext	Applied		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/14/2011 3:12PM	Select Action...
<input type="checkbox"/>	Bronn Burke	59789	Ext	Applied		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/14/2011 3:30PM	Select Action...

Select All Deselect All Group Action: Select Group Action... Go

Manage Applicants | Activity & Attachments | Job Opening Details

View Applicants

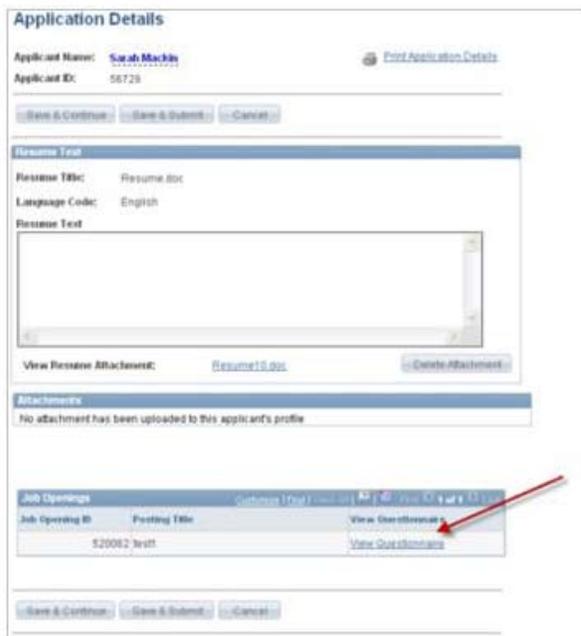
Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

### A. Viewing Applicants and Resumes

- To view an applicants resume click on . The resume will open in a new window. **Please be sure to turn off pop-up blocker to allow the resumes to open!**
- Please also click the **Application** button to review the students' answers to questions about Federal Work Study and I-9 Status. The following page will appear:



**Application Details**

Applicant Name: [Sarah Mackin](#) [Print Application Details](#)

Applicant ID: 56729

[Save & Continue](#) [Save & Submit](#) [Cancel](#)

**Resume Text**

Resume Title: Resume.doc

Language Code: English

Resume Text

View Resume Attachment: [Resume10.doc](#) [Delete Attachment](#)

**Attachments**

No attachment has been uploaded to this applicant's profile

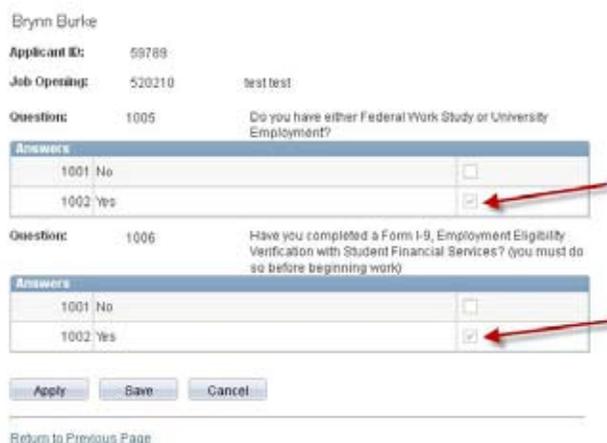
**Job Openings** Customer | Test | test1 | All | 40 | View Details | 13

Job Opening ID	Position Title	<a href="#">View Questionnaire</a>
52002 test1	test1	<a href="#">View Questionnaire</a>

[Save & Continue](#) [Save & Submit](#) [Cancel](#)

- Click on “*View Questionnaire*” and the following page will appear.

#### View Questionnaire



Brynn Burke

Applicant ID: 59789

Job Opening: 520210 test test

Question: 1005 Do you have either Federal Work Study or University Employment?

Answers
1001 No <input type="checkbox"/>
1002 Yes <input checked="" type="checkbox"/>

Question: 1006 Have you completed a Form I-9, Employment Eligibility Verification with Student Financial Services? (you must do so before beginning work)

Answers
1001 No <input type="checkbox"/>
1002 Yes <input checked="" type="checkbox"/>

[Apply](#) [Save](#) [Cancel](#)

[Return to Previous Page](#)

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

- Students hired prior to October 1st should always have an answer of YES to the Federal Work Study question.
- The answer to the I-9 question should be YES (the Office of Student Employment will confirm this before processing the hire). A student will always need to complete an I-9 before work commences.
- The application details page opens in a new window. Either close this window or use the breadcrumbs at the top of the page to navigate back to Browse Job Openings.

Favorites | Main Menu > Recruiting > Browse Job Openings

- Click on the name of the job to see the applicant list again.

### B. Applicant Resume Forwarding

- Managers may forward applicant resumes to involved co-workers. From the drop down menu (below

**Take Action** ) select Forward Applicant.

**Forward Applicant**

Enter email address of the person to whom you are sending this information. Select the "Send" button when you are finished. Choose the "Preview" button to preview the email.

Preview Send Cancel

Forward Applicant	
Applicant Name	ID
Brynn Burke	50789

Recipient Information

To:	saveyh@brandeis.edu	Find
Cc:		Find
Bcc:		Find

Sender Information

From:	Kristyn Burke
-------	---------------

Message

Subject: Resume for Student Position

Access: Public

Message: Hi,  
Here is the resume for the applicant I mentioned.  
Thanks,  
Kristyn

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

- Enter the following information:

To: *(enter the email address of the recipient)*

Subject: *(this will be the subject of the email)*

Message: *(this will be the body of the email message)*

Hit

### IV. Disposition Applicants (changing status to interviewed, rejected, offered)

#### A. Interviewed Applicants

- All applicants that are interviewed should be “disposed”. Click the “*interviewed*” check the box under the **Interviewed?** column.

Select	Applicant Name	ID	Type	Disposition	Resume	Interviewed?	Screened?	Reviewed?	Application	Last Updated	Take Action
<input type="checkbox"/>	[REDACTED]	58073	Ext	Applied		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/15/2011 5:04PM	Select Action...
<input type="checkbox"/>	[REDACTED]	80690	Ext	Applied		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/14/2011 11:19PM	Select Action...
<input type="checkbox"/>	[REDACTED]	58113	Ext	Applied		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/15/2011 8:44PM	Select Action...
<input type="checkbox"/>	[REDACTED]	58657	Ext	Applied		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/14/2011 5:03PM	Select Action...

#### B. Rejecting Interviewed Applicants

- All interviewed applicants (except the applicant that is being offered the job) should be dispositioned as *rejected*. **Note:** Those applicants that were not interviewed will automatically be rejected when the selected applicant is hired.
- Under **Take Action** across from the applicant select from the drop down “*Reject Applicant*”. Select the appropriate rejection reason from the drop down.

[Manage Applicant:](#)  
**Reject Applicant**

Applicants Being Rejected

Applicant	Name
58789	[REDACTED]

Select Status

Status Code: 110 Reject

Status Reason:

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

- Click  .
- The applicant is now at a *rejected* status. Follow the same process for all other interviewed applicants not being selected for the position.

### V. Job Offer

Once a candidate is selected, the manager is ready to prepare the offer for the prospective student worker. Access the job

- opening and applicant list. Check the box next to the applicant's name and select "prepare job offer" from the dropdown menu on the right under the header
- The following page will appear:

Manage Applicant: [Brynn Burke](#)

#### Prepare Job Offer

Applicant Name:	<a href="#">Brynn Burke</a>	Date Entered:	10/14/2011
ID:	59789		
Posting Title:	test test	Job Opening ID:	520210
Job Opening Status:	010 Open	Job Type:	Standard
Job Title:	Students	Job Code:	7000
Position Number:	20004167 Students		
Business Unit:	BRANU Brandeis University		

Offer

[Return to Previous Page](#)

---

**Offer Details**

Job Opening:	520210	test test
Business Unit:	<input type="text" value="BRANU"/>	
Position Number:	<input type="text" value="20004167"/> <input type="button" value="Search"/>	Students
Job Code:	<input type="text" value="7000"/>	Students
Start Date:	<input type="text" value="10/19/2011"/> <input type="button" value="Calendar"/>	
Hiring Manager:	<input type="text" value="10012205"/> <input type="button" value="Search"/>	Kristyn Burke
Recruiter:	<input type="text" value="10012205"/> <input type="button" value="Search"/>	Kristyn Burke
Created By:	<input type="text" value="Kristyn Burke"/>	

---

**Status**

Status:	<input type="text" value="006 Pending Approval"/> <input type="button" value="Dropdown"/>
Reason:	<input type="text" value=""/> <input type="button" value="Dropdown"/>

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

- The manager will need to verify the displayed information and enter the “*Offer Amount*” (highlighted under Job Offer Components) and start date. The component and frequency default to the correct pay frequency of that job. *The manager should leave this as is.*

Job Opening Salary Range			
Pay Frequency	Minimum Rate	Maximum Rate	
Hour	\$9.000000	\$9.250000	

For an exempt 1.0 FTE, to determine semi-monthly rate, divide annual salary by 24 payments.  
For a non-exempt 1.0 FTE, to determine hourly rate, divide annual salary by 1820 hours.

Job Offer Components			
Component	Offer Amount	Currency	Frequency
Base Hourly		USD	Hourly

+ Add Offer Component

Comments	

Added By:  
Last Updated By:

+ Add Another Comment      Previous Comment      Next Comment

Save for Later   Submit   Add Revised Offer   Delete Offer   Cancel   Return to Previous Page

*Note: If the amount entered is **less than** the minimum rate OR **greater than** the maximum rate under Job Opening Salary Range then the offer will not be submitted. The manager will receive an error message the rate will need to be changed. If the manager feels this range should be different they must contact Student Employment.*

- Click  . The offer is now pending with Student Employment. Once Student Employment approves this request an email will be sent to the manager that the applicant is in process to be hired.
- The Student Employment Office will make sure that the student has completed all of the appropriate paperwork before approving a job offer. If the student is missing something, the supervisor and the student will get an email detailing what's missing. ***Please DO NOT allow a student to begin working until you have received the email telling you that the job offer has been approved.***
- The hired student DOES NOT receive a formal offer of employment through the online system. Please communicate with the selected student personally through email to extend an offer.
- Please allow 1-3 business days for the hire to be process. The student will appear on time collection list once the process is complete.

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

### Generate and Submit Timesheets

- Once the student completes the Form I-9 and a job offer is submitted, you can expect to see the student's name in your time collection list on PeopleSoft within 3 days.
- Timesheets may then be generated.
- Students should report their hours daily and supervisors should enter the previous week's time online each Monday before 6:00 p.m.

### Summer Employment and Fall Rehires

Each spring your department will receive a roster of all students actively employed by the department, along with instructions on how to complete this roster. It is the department's responsibility to complete and return this roster to the Office of Student Financial Services by the specified due date in order to ensure seamless summer and fall employment for continuing students. Departments that fail to return the roster by the specified due date will have their payroll records updated on a first-come, first-serve basis.

If your current student leaves the position and you need to hire a replacement, you must follow the same steps outlined above. However, provided there are no changes to the position, you do not need to rewrite the job description. Instead, simply complete the Job Opening Request Form at <http://www.brandeis.edu/sfs/employment/oncampusemployers.html>. **Do not preselect a candidate! All jobs must be posted for a minimum of 5 days.**

### Wages and Pay Scales

- As a recipient of Federal Title IV funds Brandeis University is required to have a job description approved by, and on file with, the Office of Student Financial Services for all paid student employment.
- The pay rate and job level are determined by a careful review of the skills and responsibilities required to perform the job. The levels incorporate degrees of skill, responsibility, job difficulty, and experience.
- Pay rates are not based on class year. Departments wishing to develop a new student employment position should present a detailed job description to the Assistant Director of Student Employment for review and posting.
- All jobs are paid an hourly wage. We do not process "one-time" or lump sum payments. Students are always paid for actual hours worked.

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

All undergraduate and graduate students participating in the Student Employment Program will be paid in accordance with the following scale:

Level	Wage	Description	Examples
1	\$11.00-\$13.00	Close to moderate supervision. Minimal training or experience required. Duties include mostly routine or repetitious work.	Office Worker, Usher, Scribe, Lab Assistant, Desk Monitor, Grader
2	\$13.00-\$15.00	Moderate to minimal supervision. Some previous experience or training necessary. Duties include routine work with some variation. Reasonable degree of proficiency in duties or skill set required	Advanced Tutor, Advanced Teaching Assistant, Research Assistant
3	\$15.00-\$18.00	Minimal supervision. Significant training and/or previous job-related experience required. Must have high degree of proficiency in an area of specialized knowledge or skill. May require supervisory experience and/or advanced coursework.	Student Supervisor, Advanced Office Assistant, Graduate Research Assistant
4	\$18.00-\$20.00	Very minimal supervision. Advanced training and/or previous job-related experience absolutely required. Must have extensive knowledge and mastery of an area of specialized knowledge or skill. Supervisory experience, advanced coursework and/or specific technical knowledge is required. Completion of a bachelor's or master's degree is usually required for work at this level.	Advanced Research Assistant, Advanced Teaching Assistant, Advanced Data Analyst

## Sample Job Descriptions

**1. Job Title: Office Worker 1                      Job Level: 1**

Purpose of the Job:

Provide basic office support to staff.

Duties & Responsibilities:

Provide basic office support including: filing, photocopying, stuffing and/or addressing envelopes. Run simple errands on campus such as delivering mail. Answer telephones when needed.

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

### Required Skills & Qualifications:

Must be reliable, organized, detail oriented and able to use basic office equipment (such as photocopier or fax machine). Must have a professional and courteous attitude. No previous experience required.

## **2. Job Title: Office Worker 2                      Job Level: 2**

### Purpose of the Job:

Provide general office support to staff.

### Duties & Responsibilities:

Provide general office support including: filing, photocopying, stuffing and/or addressing envelopes, typing and/or entering basic data onto spreadsheets. Run simple errands on campus such as delivering mail. Answer phones and direct calls as needed. Basic data entry as needed. May work on special projects (such as publicizing events) on occasion.

### Required Skills & Qualifications:

Must be reliable, organized, detail oriented and able to use basic office equipment (such as photocopier or fax machine). Must be able to use Microsoft Word and Excel. Must have a professional and courteous attitude. Previous office experience preferred.

## Student Employment Policies

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### **Work Week**

- The work week runs from Monday to Sunday.
- During the academic year, undergraduates are allowed to work a **maximum** of 20 hours per week, and no more than 8 hours per day.
- According to Massachusetts state law, students working more than 6 consecutive hours must be offered a 30-minute unpaid meal break.
- U.S. graduate students may work a maximum of 40 hours per week.
- Per Federal Regulations, international students **are not allowed** to exceed 20 hours of work per week during academic sessions, regardless of class standing.

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

- During vacation periods, all students (U.S. and international undergraduate and graduate students) may work a **maximum** of 40 hours per week, up to 8 hours per day. Student employees should never exceed 40 hours per week.
- There will be **no** exceptions to the work week regulations. Supervisors may not require students to work more than the stated limits per week.
- STUDENTS AND SUPERVISORS WHO FAIL TO COMPLY WITH THIS POLICY MAY BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF THE STUDENT.

### 20 Hour Work Week Limit

- Domestic undergraduate student employees in good academic standing may contact the Office of Student Financial Services to apply for a waiver to exceed working 20 hours per week.
- The student will be given a petition and should make an appointment with their Academic Advisor in the Office of Academic Services to ensure that working more than 20 hours will not adversely affect their academic performance.
- If approved by the Academic Advisor, the student must then meet with his or her Financial Aid Counselor to discuss the financial aid consequences of earning a greater income.
- Once approved by both the student's Academic Advisor and Financial Aid Counselor, the petition should be returned to the Assistant Director of Student Employment.
- A few days after submission the student and supervisor(s) will receive signed copies of the form and may then begin working up to the approved number of hours (never greater than 40).

### Payment Policies

- Students are paid for actual hours worked, and therefore are not paid for holidays, snow days, mealtime, or travel time.
- According to Massachusetts state law, students working more than 6 consecutive hours must be offered a 30-minute unpaid meal break.
- Students may work a maximum of 8 hours per day.
- Students who are on Federal Work Study program or similar financial aid or scholarship programs, who provide services in the residence halls (e.g. CAs), or who are exempt from FICA tax will not be eligible to earn sick time. Those student employees who do not fall within these categories will accrue one hour of sick time for every 30 hours worked, up to a maximum of 40 hours per year. They may use accrued sick time 90 days following the first day of work. Supervisors may request documentation for any leave exceeding 3 days.
- The University will pay any student who is called to serve at a trial or grand jury for the first three days of his or her juror service, provided the student has a verifiable written work schedule. As long as the employment hours of a juror may reasonably be determined by a previously approved schedule, the student worker will be compensated for any missed work hours during the first three days.

# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

### Weekly Pay

- Hours for each campus job must be submitted online for the week in which they are worked. Do not lump multiple weeks' hours into one entry. If you need to "back-pay" a student, complete the appropriate weeks' paper timesheet and send it to the payroll office for processing.
- All pay will be directly deposited on Fridays to the bank account(s) specified by the student once they sign up for direct deposit.
- Students can view/print their pay stubs using BUSS. If a student does not receive pay at any time during their employment, follow the procedures detailed below in order:
  - 1) Check with a Student Financial Services representative to ensure that you have submitted all of the required forms.
  - 2) Be sure that you have submitted the hours by 6:00 p.m. Monday for the previous week worked.
  - 3) Call the Payroll Office (x64476) to confirm that pay was issued.
  - 4) If you still have not located the problem, please contact the Office of Student Financial Services and we will assist you further.

### Worker's Compensation

- In the event that a student employee is injured at work, the student should notify his or her supervisor immediately.
- As soon as the student has received appropriate medical attention to address the injury, the student and supervisor should notify both the Office of Student Financial Services and the Office of Human Resources and Employee Relations of the incident and injury.
- You and the student must then complete an "Supervisors Report of Illness or Injury" form.
- The form will be sent to Brandeis University's worker's compensation carrier and to the Department of Industrial Accidents within the Massachusetts state government, and further action will be taken as is appropriate.
- For any questions related to worker's compensation, please contact the Office of Human Resources and Employee Relations at extension x64469.

### Employment Verification

Any and all requests for verification of employment that come in from a third party, including but not limited to: governmental agencies such as the CIA or FBI, independent employment verification agencies, potential employers, housing or mortgage authorities or state licensing examiners should be sent to the attention of the Assistant Director of Student Employment at MS 027. All requests must be accompanied by a signed authorization form.

## Pay Increases

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### Rehire Raises

- Employees will be given a \$.25 per hour pay increase at the beginning of each academic year that they remain in the same position provided that they have completed at least one semester of employment.
- In order to give a wage increase at any other point during the year please contact the office of student employment to discuss the options (detailed below). A formal review may be required to justify a merit raise.

### Summer Raises

Employers may elect to give student employees a dollar per hour raise for work performed over the summer. This increase is not mandatory and must be requested in writing. At the end of the summer the dollar per hour is removed, and the \$.25 per hour rehire raise is awarded if the student continues to work in the department.

### Promotions

- To promote a student, make sure that a higher level job description is on file with Student Financial Services, and that the student meets the criteria of that job description.
- All requests for such promotions are subject to the approval of the Office of Student Financial Services and must be submitted via the Student Employee Wage Adjustment Request Form. Additional written documentation may be required.

### Merit Raises

Occasionally a student will exceed the standard performance for a given position. In order to qualify for consideration of a merit raise, the following must apply:

- The student must have worked in the department for a minimum of one academic semester.
- The supervisor must have completed a Student Employee Performance Evaluation Form (<http://www.brandeis.edu/offices/sfs/finaid/forms.html>) at least one month prior to requesting the merit raise.
- The supervisor should complete the Student Employment change form (<http://www.brandeis.edu/offices/sfs/finaid/forms.html>) as well as provide supporting written documentation.

## Termination of Employment

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### **Voluntary Termination**

- The student initiates a voluntary termination.
- A student who voluntarily elects to terminate his or her employment should give at least two weeks notice to the supervisor.
- The supervisor must notify the Office of Student Financial Services of any voluntary termination via the Brandeis University Student Employee Leave of Absence/Termination Form (<http://www.brandeis.edu/sfs/employment/forms.html>).

### **Withdrawal and Leave of Absence**

Students who are withdrawn or take a leave of absence from the University will be terminated and are not eligible to work on campus following their official academic separation date. There are no exceptions to this rule.

### **Study Abroad**

- Students who study abroad will be terminated effective the first day of the academic semester in which they will be abroad.
- The student may be rehired using the Rehire Form once he or she returns to campus.

### **Documentation of Misconduct/Involuntary Termination of Student Employees**

An involuntary termination is initiated by the employer due to an employee's unsatisfactory performance in his or her position or due to an employee's inability to comply with University and/or office rules and regulations.

Examples of misconduct: include, but are not limited to:

- Missing scheduled shifts without notifying supervisor
- Rudeness, inappropriate language or behavior
- Unsatisfactory performance

### **Warnings and Terminations**

Except for situations of serious misconduct (see immediate release) the procedure for warnings and/or terminations is as follows: a verbal warning upon the first instance of misconduct. If misconduct continues a written warning is to be issued. If the matter is still not resolved, a written termination notice may be issued and a copy of the Student Employee Termination Form should be completed. Supervisors are encouraged to communicate openly with students regarding performance and behavior expectations so that terminations may be avoided. Please see complete instructions on page 21



# BRANDEIS UNIVERSITY STUDENT EMPLOYMENT HANDBOOK

## For Supervisors

directly for assistance or to address questions or concerns. A student who is involuntarily terminated will receive consideration for jobs only after all aided and non-aided students have been placed.

### **Immediate Release**

Acts of serious misconduct will not be tolerated and may result in an immediate release from employment. Examples of serious misconduct may include but are not limited to: serious disregard of University rules, disorderly conduct, the un-authorized possession, distribution, use of or being under the influence of alcohol, marijuana, or other non-prescription drugs or controlled substances during working hours, theft of University property or the personal property of a student, staff, or faculty member, breach of confidentiality, falsification of employment, payroll, or other documents, harassment, gross incompetence, and/or insubordination or refusal to perform assigned tasks.

**In any case of involuntary termination or immediate release it is very important that you contact us prior to dismissing the student. We are required by law to issue the employee final payment in full on their last day of employment. If the student is owed any pay (current pay period included) it is our responsibility to issue it on the day of discharge. Once you have possession of the final paycheck you can then notify the student of their termination.**

In the event that the misconduct constitutes a potential violation of community standards or policies published in the Rights and Responsibilities Handbook, file a complaint with the Office of Student Life for possible referral to the Student Judicial system. Student employment reserves the right to do this on your behalf.

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## Employment Opportunities at Brandeis University

Nothing in this policy or other Brandeis policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of employees of Brandeis University. The contents of this Handbook are informational only. Brandeis University reserves the right to modify, revoke, suspend, terminate, or change any and all policies and procedures at any time, with or without notice.

### **Equal Opportunity Employment**

Brandeis University reaffirms its commitment to the principle of equal opportunity and equal treatment for every current and prospective student employee. In hiring and in subsequent relationships with employees, University policy is to provide equal employment opportunity without regard to race, color, religion, sex, sexual orientation, age, disability,

or national origin. Instead, differentiation is based on consideration of applicable job experience, job performance, and federal work-study eligibility, where applicable.

## Supervisors' Rights and Responsibilities

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1. All jobs must be hourly paid positions with a job description approved by and on file with the Office of Student Financial Services. All student jobs must adhere to the guidelines and policies set forth in the Student Employment Handbook.
2. According to federal regulations, students cannot work prior to completion of Form I-9. International students who have not yet received a Social Security Number are also ineligible to begin working. It is your responsibility to ensure that a student does not begin work in your department until you have received notice from SFS that they are approved for employment. Allowing a student without a Form I-9 or without a valid Social Security Number to work may result in the loss of your department's ability to employ student workers. An off-campus work-study agency and the student must enter into a contract with Brandeis University detailing each party's rights and responsibilities.
3. Students who are awarded a Federal Work-Study or University Employment allotment as part of their financial aid packages must be given hiring priority until October 1 of each academic year. Students who were not awarded these funds are ineligible for hire until after this date. Students working in dining services or as lifeguards are exempt from this rule. If you believe you have a circumstance that merits an exemption, please contact the Assistant Director of Student Employment for information on how to proceed with an exemption request. No exemptions will be granted for available positions that were not posted campus-wide through the Office of Student Financial Services.
4. Please consult with your department head or your department budget manager before you extend an offer of employment to a student worker to determine if you have adequate funding. Please note that your department is responsible for 100% of student earnings regardless of a student's FWS status.

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## For Supervisors

5. Incoming international students will not have a Social Security Number (SSN) when they first arrive on campus. However, this should not deter you from hiring a qualified international student. If you would like to hire an international student who is not yet in possession of an SSN please complete the International Student Employment form, which is available online. The student should bring this form, along with a photocopy of the completed New Hire/Rehire form, to the International Students and Scholars Office in Kutz Hall, room 215. The ISSO will then assist the student in applying for a Social Security Number. Once the student receives an SSN, he/she should go to the Office of Student Financial Services to complete Form I-9 and Form W-4. In most cases, the student will be eligible to begin working in 10-14 days. The student may not work until the SSN has been obtained and Form I-9 has been completed.
  
6. You have the right to be treated with respect and courtesy by your student employees. You have the right to expect that students will show up on time, be dressed appropriately for work, perform their assigned tasks and follow basic office procedures. Similarly, it is your responsibility to ensure that the student is treated with respect and courtesy, is provided with adequate training and knows what is expected of him or her, including but not necessarily limited to: knowing whom to report to, what tasks to perform and how to perform them, if the student is performing assigned tasks adequately, how to improve performance and what procedures to follow in the event that the student cannot attend regularly scheduled hours. If behavioral, performance or other issues arise which are beyond your control, or if you require guidance or assistance on a particular issue, please contact the Assistant Director of Student Employment directly.
  
7. It is your responsibility to print student timesheets and to submit student time into the PeopleSoft payroll system. It is also your responsibility to ensure that timesheets are completed on a daily basis, are accurate, and are signed by you and the student. All time for the previous week must be entered into PeopleSoft by 6:00 p.m. every Monday unless otherwise specified by the payroll office. Any timesheets you may have from weeks prior to the previous week must be hand delivered to the payroll office by 12:00 noon on Tuesday. Manual paychecks will not be processed for students whose hours are submitted after the deadline. Repeated failure to meet the processing deadline may result in termination of your department's right to employ student workers.

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## For Supervisors

8. It is your responsibility to ensure that all employees who work a period of more than six hours are offered a 30-minute unpaid meal break. They must be relieved of all duties during this time.
9. Students working with sensitive or confidential information must complete a Confidentiality Agreement (available at <http://www.brandeis.edu/sfs/employment/forms.html>) with their supervisor or department head. A copy of the Confidentiality Agreement must be submitted to the Office of Student Financial Services to be kept in the student's permanent file. Any student who breaches the terms of the Confidentiality Agreement will be immediately released from employment.

**If you have any questions or concerns at any time, please contact the  
Office of Student Financial Services at 781-736-3700.**