

Student Employment The Policy Edition

ARE THEY STUDENTS OR ARE THEY EMPLOYEES?

Do you ever ask yourself the question of are they students or employees and which has priority? That question poses some debate amongst many supervisors and honestly, there is not a wrong answer.

Here at UNT we list them as Student Employees as their end goal for being on campus is to attain a degree. The job in your office, delivering your mail, cooking your food, or cleaning the campus is the means to which our student employees reach their end goal.

So with that being said, I am in the process of developing policies that are directed purely at Student Employment. Currently, the few policies in place mimic ones from HR for full time staff. These don't necessarily work for our needs as supervisors or as a campus community.

I was hired to be "the voice of the student" and I need your help in developing campus wide policies that will benefit all of us and also provide some guidelines and "protection" for our students who are also our employees.

Please email me any suggestions you have regarding what policies or procedures you think need to take priority (for instance, student write-up policy or student pay)

Thank you for always supporting our students and the Student Employment team!

Patricia-
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Inside this issue

Job Posting.....	2
I9 Verification Changes	2
Job Closing	3
Retaining Documents.....	3
Inside Story	3
Best Practices.....	5
Student Employee Evaluation	6
College Work Study.....	6
Background Checks	6
Working During Class	7
Offer Letter	7
Discrimination/Harassment	8
Hiring Students	8
Youth Employment	9
Veterans Policy	9
Work Hour Limits	10
Application Clarification.....	11
Improper Relationships.....	12

JOB POSTING REMINDERS

POLICY SECTION III.A



- Please provide a detailed job description when posting to Handshake. At a minimum, please provide multiple job duties/ responsibilities. This helps the Student Employment team when comparing job descriptions to criminal background checks, and it is also helps communicate expectations to the student(s).
- Before posting a new job, please take time to review the job description and make sure that it provides adequate detail about the essential functions of the job.
- If your job has been closed longer than 30 days in Handshake, please do not re-open the job to pended status. Instead, use the copy/duplicate job feature in Handshake and receive a new job ID.
- Students must apply to the job for which they are being hired for.

EAGLE INTERNSHIP PROGRAM

Do you have a student employee that is going above and beyond?

Consider having them join the Eagle Internship Program to give them opportunities to grow even within your own department!

Check out the Career Center website or contact student.employment@unt.edu for more information.

I9 VERIFICATION CHANGES

There is a rumor going around that the I9 verification process for all student employees will be completed by the Career Center. It's true!!!!

In effort to streamline the student employee onboarding process, all student employee I-9 forms will be centralized to the Career Center. This change applies to all student job types, including hourly student employees, salaried graduate assistants, Teaching Fellows, Teaching Assistants, and college work study students.

A focus group comprised of departments who employ a high volume of student employees was engaged to improve the student employee onboarding and I-9 completion process, along with the Career Center, Academic Resources, and Human Resources. This outcome is designed to simplify the new hire process for student employees to enhance the onboarding experience.

The I-9 form is a federally required form used to verify the identity and employment authorization of individuals hired for employment in the United States. The new employee must complete section 1 of the form on or before the first date of employment. In addition, the new employee must provide identification documents for the completion of Section 2 on or before the third day of work. Section 2 will now be completed by the Career Center.

Look for the official Administrative announcement coming soon stating when this change will go into effect. So until then your departments will still be processing I9 verification for your student employees.



The University of North Texas Union Building.

JOB CLOSING REMINDERS

- Have you filled your posted position? Please go in and “Expire” the position in Handshake so that the viewable postings for students stay current. For how to Expire a job posting, please click [here](#).
- Did you know that you can change the applicant status and also set-up automatic messages for each status (Reviewed, Hired, and Declined)?
- For how to change an applicant status, please click [here](#).
- When an applicant’s status is changed to “Declined”, it does not send the applicant a message. However, the applicant will see that their status has changed if they log back into Handshake and view their application status.
- For how to set-up automatic message preferences, please click [here](#).

One of the most common complaints from students that the Student Employment office hears is that they never receive any communication after applying. Please update the student status in Handshake, with either hired or declined and close the position if you have found your candidates.

RETAINING DOCUMENTS

The Hiring Managers will retain all employment documents related to Hourly Student Employees as prescribed under UNT Policy 04.008, Records Management and retention” -

05.025 Employment of Students for Hourly Positions.

Important items to keep in student employee files (may be electronic):

- UNT Student Employment Application
- Resume
- FA Award Letter (if applicable – Work Study)
- Offer Letter (See more info below)
- Student Employment Orientation certificate of completion
- Performance evaluations (See more info below)
- Coaching/ discipline documentation
- Completed training certificates
- Other

EXCLUSIVE FOR UNT/TWU STUDENTS

JCPenney SUIT-UP EVENT



SHOP CAREER DRESS APPAREL

Shop everything you need to finish your look for that next career fair, interview or new job. Check out new items added this semester including men's khaki's, men's basics, fashion jewelry, handbags, luggage & more.

SEPHORA INSIDE JCPENNEY

Stop by for a FREE mini makeover and sample.

SALON

FREE hair consultation or schedule an appointment.

JCPENNEY MOBILE APP

Download ahead of time and start earning \$10 Rewards!

UP TO

60% OFF*

select men's & women's career dress apparel, shoes & accessories

*When you use the extra 30% off Suit-Up Coupon available at event. Student ID required.

97.99

JF J. Ferrar suit
jacket & pants
sale \$159.99
reg. \$280

52.49

Worthington suit
jacket & pants
sale \$74.99
reg. \$114

UNT
EST. 1890

CAREER CENTER
Division of
Student Affairs

CAMPUS CONTACT

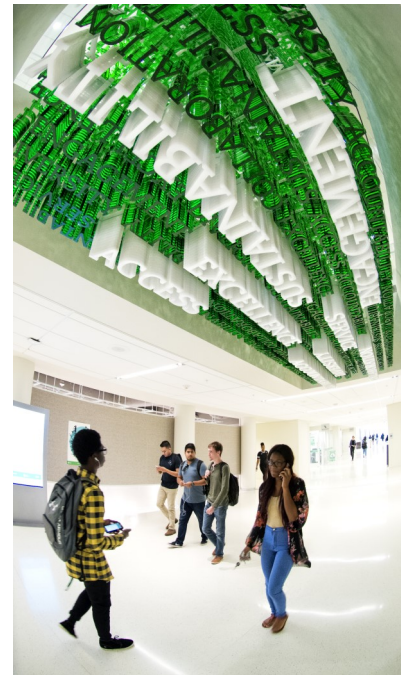
UNT Career Center • careercenter@unt.edu

SUNDAY, SEP. 15 | 6:30 PM - 9:30 PM

JCPENNEY @ GOLDEN TRIANGLE MALL
2201 S INTERSTATE 35 E, DENTON, TX 76205

Another great way for you to fill your open student employee positions is by registering for the...

PART TIME JOB FAIR
Thursday September 5th, 2019
1:00 PM – 4:00 PM
UNION BALLROOM 314



BEST PRACTICES

Establish Standards: Create a work schedule that doesn't interfere with class schedule, who to contact if they will be absent/tardy.

Provide Training: Departmental training by your department, and the Career Center offers Soft Skills training and customer service (CASA) training for students. Soft Skills and CASA are "on demand presentations" Please contact LeAndra DiNicola 940-565-2105 to book trainings.

Exhibit Professionalism: Maintain professionalism at all times. Set a good example. Encourage students to seek professional development opportunities such as Career Center workshops and job fairs.

Coach: Provide student with timely, constructive criticism. Utilize the performance review form on the Supervisor's Guide portion of the Career Center website. Serve as a career mentor.

Maintain flexibility: Be prepared to assist students with work/life balance. Remember that class comes first, work comes second.

Resist the impulse to discuss your employer, coworkers, supervisor or your patrons/customers.

Be prepared to provide student employee with a letter of recommendation.

Treat your student employees with respect.

TRAININGS

****Hourly Student Employee Orientation**

Be sure to have your new hires complete *Hourly Student Employee Orientation* which is available online (Click [Here](#)). Must be completed within first 30 days!

****Request a Training for Your Student Employees**

Could your student workers use a reminder about appropriate customer service? How about soft skills?

LeAndra DiNicola, Student Employment Coordinator, offers multiple trainings geared towards students including: “CASA (*Creating a Service Attitude*)” and “Soft Skills Training”.

Supervisor Resources

Where can you find helpful policies, templates, FAQ's, and Eagle Internship information? Check out the Supervisor's Guide portion of the Career Center website.

STUDENT EMPLOYEE PERFORMANCE EVALUATION

A great way to promote growth, professional development, and to prepare students for work after college is to engage with them in the performance evaluation process.

You may use the template provided on the Supervisors Guide of the Career Center website or click [here](#). You may be using a different rubric or evaluation if you are involved with Career Connect or a for-credit type internship. However, feel free to use this template as appropriate.



Scrappy taking a picture with a UNT Student.

COLLEGE WORK STUDY

Departments interested in learning more about the College Work-Study Program may visit the following: Work-Study Information for Departments. Take advantage of these funds and inquire now for the FALL semester.

BACKGROUND CHECKS (CCH)

- All Hourly student employee positions require a background check. This includes both graduate and undergraduate students that are in hourly student employee positions. Reminder: do not allow students to begin work until authorized to do so. This puts your department and the University at risk in some situations.
 - **UPDATE:** As a precaution to ensure the confidentiality of student information, please do not send Computerized Criminal History (CCH) forms via e-mail. You may use the following methods to turn in CCH forms:
 - Preferred method: Deliver in-person
 - Acceptable method(s): Secure e-mail
(to send a “secure e-mail” type: #secure [insert space] subject)
- Example: **#secure CCH**
- Fax: 940-565-4376

STUDENTS WORKING DURING CLASS

Please reiterate the student employment policy EARLY! Primarily remind students that working during scheduled class times is not permitted (Policy 05.025 and Policy 05.001). This includes classes that are cancelled or that let out early. This only applies to classes that are listed in EIS. You and the student may have to work out additional scheduling arrangements if the student is a part of an ensemble or group that meets/ rehearses at a different time than is posted in EIS.

Best practice: Keep an updated copy of the student's class schedule in the student's file and also ask for their final exam schedule when the time comes. The student should be giving you a new schedule when any changes are made.

Please note, some classes may have different 1st weeks or alternating schedules. If this is the case, please work with the student to understand true availability times.



Policy Snapshot

"Hiring Managers must not schedule or allow students to work during scheduled class times" (05.025 Employment of Students for Hourly Positions).

NEW OFFER LETTER

The offer letter template for students has been updated to ensure appropriate verbiage is being used and that appropriate information is being provided to job candidates.

The new offer letter is especially beneficial when hiring international (F-1) students. This new offer letter should speed up the process and reduce the number of other forms needed for F-1 students needing to obtain a social security number.

This new template is meant to be used for all student employees, international or not.

The template is also designed so that it can be

customized to the needs of your department. Feel free to add to the document, but I would not remove any of the information. With questions pertaining to offer letter or general student employment, contact the Career Center.

For questions pertaining to working with International students and related issues, please contact International Student and Scholar Services at 940-565-2195.

New Offer Letter Template can be found on the Supervisor's Guide of the Career Center website underneath Forms and Tools.



DISCRIMINATION AND HARASSMENT Policy 16.004



Discrimination and harassment of students, employees, candidates for positions at the University, and visitors based on race, color, religion, sex, age, national origin, disability, veteran status or sexual orientation, and retaliation based on a complaint or investigation under this policy **will not be tolerated.**

STEPS FOR HIRING STUDENTS

- Post job
- Screen applicants
- Verbal offer contingent upon successful completion of background check
- Offer letter
- Onboarding
- I9 verification
- Submit ePAR
- 1st day of employment
- Make sure the job closes
- Mark your student as hired
- Use the auto notification feature to send declination emails to those who did not get the job
- Mark declined to all other applicants not hired
- Students complete orientation <http://studentaffairs.unt.edu/career-center/students-and-alumni/find-a-job-or-internship/student-employment-orientation>

YOUTH EMPLOYMENT

POLICY 05.003 AGE LIMITATIONS

POLICY 15.003

PROGRAMS FOR MINORS

Potential hires that are under the age of 18. Different rules apply based on age.

- **16-17 year olds** may not be employed in any job declared to be hazardous by the Secretary of Labor
- **14-15 year olds** may not be employed in any job declared to be hazardous by the Secretary of Labor and must also avoid the following:
 - Working more than 3 hours on a school day including Friday
 - Working more than 18 hours per week when school is in session
 - Working more than 40 hours per week when school is not in session
 - Working before 7 a.m. or after 7 p.m. (exceptions apply)
- **UNDER 14** may not be hired

<https://www.youthrules.gov/know-the-limits/16-17.htm>

Veteran's Preference

Policy 05.026

When selecting a final candidate, it is the policy of the University to give veterans preference in employment over other applicants that have no greater qualifications for the same position.

- Veterans Preference Form can be obtained by the student from the Student Employment office or HR



**No students
can work
during a
scheduled
class time:**
Policy I.C

- Even if class is canceled
- Even if class gets out early
- Even if the professor doesn't show
- Even if the university is closed
- Finals week has a separate schedule—use the university finals schedule when scheduling shifts during finals week

WORK HOUR LIMITS

FALL/SPRING SEMESTER

Hourly students	25 hours/week
Work study students	20 hours/week
International	20 hours/week

Winter Break

Hourly students	40 hours/week
Work study students	29 hours/week
International (no classes)	40 hours/week

Summer

Hourly students	40 hours/week
Work study students	20 hours/week + second hourly job 20/hrs = 40 hours
International (no classes)	40 hours/week

ENROLLMENT REQUIREMENTS FOR STUDENT EMPLOYEES

- ✓ Hourly – Must be enrolled in a minimum of 3 hours Fall or Spring
- ✓ Work Study – Must be enrolled in a minimum of 6 hours Fall, Spring, Summer

Job Application Clarification

- There has been some confusion between “applying” to a job in Handshake and actually filling out an application.
- “Applying” is the process by which a student finds and selects a job in Handshake, and then is given the opportunity to choose documents such as a resume, cover letter, and the Student Employment application to be viewed by the hiring manager.
- The “UNT Student Employment Application” is an actual document that must be filled out by all student employees and preferably all applicants.
- Though it is possible for a student to “apply” without a “UNT Student Employment Application”, it is not encouraged. As you post positions in Handshake and review applicants, we ask that you ensure all applicants (especially the ones you hope to hire) have not only “applied” to the job in Handshake, but also that they have filled out a “UNT Student Employment Application”.
- Anytime a background is under review, we cannot move forward with the process unless the student has completed a UNT Student Employment Application. There are certain questions on the application that are critical in making a decision regarding employment authorization. Help us speed up the process by ensuring your candidates have filled out a student employment application.
- Each hiring manager or department should have a file (may be electronic) for each student employee. In that file, you should keep a copy of the student’s resume, UNT Student Employment Application, offer letter, any performance evaluations, financial aid award letter (if applicable), and any other application or performance documentation.

WORK WEEK DEFINED

The work week is defined as Sunday—Saturday

STUDENT PAY

Students are paid bi-monthly and can receive their pay by:

Paper Check
Direct Deposit
Brinks Card



IMPROPER RELATIONSHIPS

The Career Center

Vision Statement

Empowering students and alumni to identify and achieve individual goals for career success.

Mission Statement

Design and deliver high quality career services to UNT students and alumni through collaboration with campus, local and global partnerships.

Several instances have been reported to HR of improper relations between supervisors and student employees. The office of Equal Opportunity takes over when it involves sexual harassment, discrimination, or retaliation based on protected classes.

However, there have been several other cases where it was simply too much of a “Buddy-buddy” relationship. Some of these below have been reported to HR and followed up by OEO. A lot of these have been an attempt by the supervisor to be “one of the team” rather than the leader.

Examples:

- ◆ Unwanted texting not related to work
- ◆ Unwanted social media messages
- ◆ Unprofessional conversations at work (crude jokes/language)
- ◆ Making after work plans/weekend plans/drinking plans (i.e. Male supervisor, younger female employee)

Career Center

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Denton, TX 76203

Phone: 940-565-2105
Fax: 940-565-4376
E-mail: Career.center@unt.edu



Students on their way to class in the BLB.

Do you want to brag about your fabulous student employees? Or maybe you have a story or idea you'd like to share?

Please contact LeAndra DiNicola at the Career Center to submit your request.

