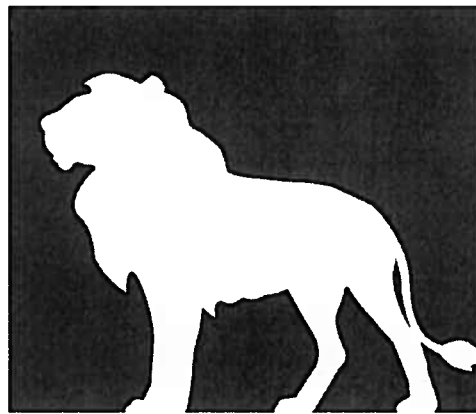


STUDENT EMPLOYMENT HANDBOOK

for

Federal and University
Work Study Students



University of
NORTH
ALABAMA



Career Planning and Development

UNA Box 5066

Florence, AL 35632

256-765-4276 Tel

256-765-4169 Fax

TABLE OF CONTENTS

I.	Introduction	pg. 2
II.	Federal and Institutional Requirements	pg. 3
III.	Student Employment Defined	pg. 3
IV.	Monitoring Work Study Students Earnings	pg. 4
V.	Timesheet and Payroll	pg. 4
VI.	Responsibility of the Student Employee	pg. 5
VII.	Responsibility of the Supervisor	pg. 6
VIII.	Work Schedule	pg. 6
IX.	Expectations	pg. 6
X.	Discipline	pg. 6
XI.	Termination	pg. 7
XII.	WS Handbook Receipt and Acknowledgement	pg. 8
XIII.	Appendix	pg. 9

INTRODUCTION

This guide has been prepared for students who have received awards and have been hired under the Federal or University Work Study Programs as part of their University of North Alabama Financial Aid Package.

Work study employment at the University of North Alabama has several purposes:

- to give students an opportunity to improve their skills
- to give students an opportunity to gain practical work experience
- to help carry out the daily operations of the University

To continue employment under this program, students must maintain a G.P.A. of 2.0 or higher and be enrolled in at least 6 credit hours.

The offices of Career Planning and Development, Human Resources and Payroll are available to assist you in clarifying information contained in this guide.

*Stephanie Smith, *Student Employment Coordinator* (ext. 4590)

Kathy Haraway, *Administrative Secretary for Human Resources* (ext. 4291)

Margaret Brown, *Payroll Specialist* (ext. 4465)

Regular office hours are Monday through Friday 8:00 a.m. — 4:30 p.m.

*Please note that *Student Employment Coordinator* in Career Planning and Development is the main point-of-contact for the student employment process. Career Planning and Development is located in the GUC in Room 202.

FEDERAL AND INSTITUTIONAL REQUIREMENTS

Due to the specific nature of the Federal Work Study program, there are many federal and institutional requirements that must be followed. If these guidelines are not followed, the Department of Education could choose to terminate the work study program.

In order to hire a work study student, the University and/or the Department must comply with the following requirements:

1. A supervisor must comply with the University's policy on *Equal Opportunity and Sexual Harassment*. Supervisors must also comply with Title I of the *Americans With Disabilities Act*, which prohibits employers from discriminating against a "qualified individual with a disability," in all aspects of employment, including application, hiring, compensation, training, discharge and benefits.
2. The Supervisor must have a vacancy and job description posted with Career Planning and Development before he/she can employ work-study students. Job posting instructions can be found at www.career.una.edu
3. Students cannot be required to work during scheduled class hours.
4. Students cannot work more than 8 hours a day, 20 hours per week or 80 hours per month, with the exception of a five-week month.

STUDENT EMPLOYMENT DEFINED

Type of Positions Available

- **Federal Work Study (FWS)** is a need-based program. Only students who have filed the FAFSA and have unmet need are eligible for Federal Work Study. Students must maintain a 2.0 G.P.A. and be enrolled in at least 6 hours both Fall and Spring semesters to maintain eligibility. Students must be enrolled in at least 3 hours for summer eligibility.
- **University Work Study (UWS)**, also known as institutional work study, is available to all students who are currently enrolled at least half-time each semester. There is not an application to receive UWS funds; students apply for jobs through career.una.edu. Students must maintain a 2.0 G.P.A. and be enrolled in at least 6 hours both Fall and Spring semesters to maintain eligibility. Students are not required to enroll during the summer semester to maintain eligibility.

Traditionally, positions and responsibilities in the FWS and UWS Program include:

Clerical or duties such as data entry, formatting documents or correspondence, delivering campus mail, reception, cataloguing and shelving materials, ordering supplies. Non-clerical

positions are also available such as tutoring and working with children in university run programs, etc.

Multiple Work-Study Positions

Students may hold only one work study position at a time. Occasionally, students are approved to work a secondary position. However, only tutoring and seasonal/temporary positions are recommended for secondary positions. Students are not allowed to work more than 30 hours per week between both positions. In the event that students wish to change positions, they must resign from their current position by informing their supervisor.

Changing Work Study Positions

After accepting a work study position, students are expected to assume the responsibilities associated with the position for the contracted time. In some cases, it may be necessary to change positions. Students are encouraged to provide two weeks notice if they intend to leave.

The current supervisor must end the assignment before students can begin a new position. A new Electronic Personnel Action Form must be submitted by the new supervisor and approved by the Student Employment Coordinator before working in a new position.

MONITORING WORK STUDY STUDENT EARNINGS

Monitoring work study student earnings is a shared responsibility between the student workers and the supervisor. Proper planning of hours within the student's allotment at the beginning of the semester will help alleviate the problem of running out of funds before the end of the term.

Federal work study regulations and Student Financial Services policies do not permit an "overaward" situation. Students may not be allowed to work additional hours over those determined by the work study award on their financial aid package.

TIMESHEETS AND PAYROLL

Direct Deposit is recommended for receiving both Federal and University work study earnings. However, direct deposit is not required for Federal Work Study earnings. If you are interested in participating in direct deposit, please provide a voided check or a letter from your bank that indicates your name, routing number and account number. **You cannot begin working until paperwork is completed.**

- Supervisors are prohibited from accepting voluntary services from WS students. Supervisors are required to pay all students under the work study program for all hours worked.
- Work Study students are paid at least minimum wage; \$7.25. Departments will not be allotted additional funds to supplement any minimum wage increase. Supervisors will need to reduced work hours or reduce the number of WS students.
- Students may work 40 hours per week during interim sessions, if your departmental budget allows
- The student worker is responsible for submitting his/her timesheet before the last day of each month. It is the supervisor's responsibility to approve hours before the payroll deadline. Timesheets are due at the end of each month by the "Return Date and Time". Please refer to the payroll schedule for students on the Payroll webpage www.una.edu/payroll

If a student's timesheet is submitted late, the paycheck can and will be issued in the next pay period.

RESPONSIBILITIES OF THE STUDENT EMPLOYEE

Once a schedule has been agreed upon, it is the responsibility of the student employees to:

1. Arrive at work on time, ready to perform position-related activities.
2. Notify supervisors in a timely manner if they will be late or unable to report to work.
3. Be considerate and reliable. Student workers represent The University of North Alabama.
4. Dress appropriately. In positions requiring regular contact with the public, business attire conveys a degree of professionalism. The student is expected to meet departmental standards. Most attire worn to class is appropriate for the office.
5. Perform work to the best of their ability and act in the best interests of the university.
6. Refrain from all personal activities during hours of employment including: reading, phone calls, social networking, or class work or club activities. Refrain from using copying machines, printers and telephones for personal reasons.
7. Be prepared to work during intercession period, unless prior authorization from the supervisor has been arranged.

8. Student workers are not allowed to have visitors while on the clock.
9. Failure to comply with these rules or with a request from a Career Planning and Development staff member may result in a written warning. Students who are issued two written warnings may be terminated by the supervisor.

RESPONSIBILITIES OF THE SUPERVISOR

Supervisors are responsible for clearly explaining position responsibilities, performance expectations, pay rates, and work schedules to prospective work study students. Additionally, if there are special requirements, students should receive enough training and supervision to ensure adequate performance. Important office policies and procedures must be clearly communicated to work study students. Work study students should be treated in the same manner as other employees. They are to be held fully accountable for their actions and are subject to disciplinary action.

Students are primarily at the University of North Alabama to learn; therefore, students are responsible for maintaining their class work and not letting their positions interfere with academics. Employers should be conscious of this fact and not place unusual demands on students' time, which might cause them to neglect their class work.

Work Schedules

Work study students should develop a regular, predictable schedule taking into consideration mid-term and finals week, scheduled holidays, and university closings. Students may be dismissed by the supervisor for failure to maintain the set schedule.

Expectations

Supervisors are strongly encouraged to provide the student worker with specific information about performance expectations prior to hiring. Providing this information will guide students in their work development.

Discipline

Work study students should be held responsible for duties, responsibilities, and expectations outlined by the supervisor. If a student fails to meet these criteria, the following procedures should be followed:

1. A verbal warning for first-time or minor offenses.
2. A written warning for repeated or more serious offenses. This should be

given in a face-to-face meeting, with time for the student to respond.

3. A written notice of termination for on-going problems. This should be given in a face-to-face meeting, with time for the student to respond.

Each warning or notice should be given in private; a copy should be sent to the Student Employment Coordinator. These warnings should be specific, clearly stated, and given in a timely manner.

TERMINATION

- Students are automatically terminated from the work study program at the end of each spring term.
- Students may voluntarily terminate a work study position at any time. They should provide their supervisor with a two-week written notice of their resignation.
- A supervisor has a right to dismiss a student for unsatisfactory performance with progressive discipline documented. This includes, but is not limited to:
 - Repeated failure to comply with the agreed work schedule and tasks
 - Poor performance
 - Insubordination or lack of cooperation which results in disturbing other workers or work progress
- If a student or supervisor chooses to terminate a position early, the supervisor must complete a Request to Change End Date form. This form should indicate the actual last day worked as the New End Date.

Career Planning and Development may terminate a student's work study position, should the following occur:

- Enrollment status drops below half-time
 - Student fails to meet Satisfactory Academic Progress (See SFS for details)
 - Student worked in excess of allowed Federal Work study Award
 - Additional resources, which were not known at time of financial aid award i.e. scholarships, grants, etc. create an over-award
- If Career Planning and Development must terminate a student's position, the supervisor will be notified in writing.

New Hire Orientation Receipt and Acknowledgment Form

For

Federal, University and GA Work Study Students

New Hire Orientation describes important information about the Work Study Program. I understand that I should consult the Student Employment Coordinator in Career Planning and Development regarding any questions about New Hire Orientation and the content or any questions not answered in the Handbook. A copy of the Student Employment Handbook may be found at career.una.edu under the Student Employment link.

I understand that the policies, rules, and procedures described in the Handbook are subject to change or may be revised based on the University's particular circumstances of a given situation. I acknowledge that I completed New Hire Orientation and understand it is my responsibility to read and comply with the policies contained in the Handbook and any revisions made to it. I understand that failure to comply with the policies, rules, and procedures in the Handbook may result in the termination of employment.

Please return a signed copy to the Student Employment Coordinator in the Guillot University Center, Room 202.

Student's Signature

Student ID

Student's Printed Name

Federal, University or, GA

Date

APPENDIX

Equal Employment Opportunity Policy
Harassment of Employees Policy
Nepotism
Performance Evaluation Form
Progressive Discipline Form
Tobacco Use Policy
University Drug and Alcohol Abuse Policy

Equal Employment Opportunity Policy
Staff and Services Handbook Page 2-1, Section 2.01
Revised June 12, 2000

It is the policy of the University of North Alabama to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, national origin, race, religion, or sex in accordance with all applicable federal and statute constitutions, laws, and valid regulations. The coordinators for nondiscrimination policies are: for students, Irons Law Firm, 219 North Court Street, Florence, AL 35630; for employees, the Director of Human Resources and Affirmative Action, 217 Bibb Graves Hall. Any alleged violations of this policy should be reported immediately to the appropriate coordinator. No student, faculty member, or other university employee will be treated adversely or retaliated against for the use of this policy.

To comply with the declaration set forth above, the University will, in all solicitations and advertisements for employees placed by or on behalf of the University, state its position as an equal opportunity employer. The University will broadly publish and circulate its policy of equal opportunity by inclusion in all correspondence, media communication, and printed matter for employment purposes. The University will engage the services of only those professional organizations, employment agencies, contractors, or agents whose policies are in accordance with the equal employment opportunity policy of the University. The University is expressly committed to a program of maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals based on qualifications, merit, and professional ability, and in conformance with all current legal requirements. All personnel actions and programs will be administered in accordance with the equal employment opportunity policy, including: recruitment, transfer, termination, layoff, and recall; determination of wages; terms, conditions, and benefits of employment; and selection for training or retraining. The University will consider, through appropriate and designated grievance procedures, the complaint of any member of the university community who has reason to believe that he or she has been affected by discrimination because of race, color, religion, sex, age, disability or for any other unlawful reasons.

Harassment of Employees

Staff and Services Handbook Page 5-8; Section 5.20

Revised June 12, 2000

The University is committed to offering employment opportunity based on ability and performance, in a productive climate free of discrimination. Accordingly, harassment of any kind, by supervisors, co-workers, or non-employees in the workplace, will not be tolerated.

- A. **General Harassment:** Ethnic or racial slurs and other verbal or physical conduct relating to a person's race, color, religion, or national origin constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.

- B. **Sexual Harassment:** Sexual harassment, like other forms of harassment and discrimination, is illegal and will not be tolerated by the University or at any event or function associated with the University. It is the responsibility of all university students, faculty, staff, and administrators to assure that the university community is free from sexual harassment.

Accordingly, all university employees must avoid any conduct that is or has the appearance of sexual harassment. Included are sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or an individual's status as a student;
2. Submission to or rejections of such conduct by an individual is used as the basis for employment decisions affecting such individual or for decisions adversely affecting the academic or other status of such individuals as a student; and
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or with an individual's performance or achievement as a student or has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment.

Complaints of alleged sexual harassment may be reported in several ways. Such behavior should be reported to the department chair, dean, director, or their direct supervisor; however, if not appropriate, then to the Director of Human Resources and Affirmative Action, to the University Legal Counsel, to the Ombudsman, or to the President. The complaints will be promptly and thoroughly investigated, and the results will be communicated to the complaining employee or student. Every effort will

be made to keep all complaints (and their details) as confidential as possible, but with any investigation, often some disclosure is inevitable. Any supervisor having knowledge or information of sexual harassment gained through direct, indirect, or informal means should report such harassment to the next appropriate supervisor or administrative level.

Prompt disciplinary action will be taken, if necessary. Any student, faculty member, staff member, or administrator who violates this policy is subject to disciplinary action, including possible termination of employment or suspension from the University.

All students, faculty, staff, and administrators have an obligation to report harassment, whether as a victim or as an observer. Any retaliatory action against an employee or student complaining of harassment is illegal and will not be tolerated.



Student Employment Nepotism Policy

The University of North Alabama standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary and terminating employees are based on qualifications, level of responsibility and skills required to perform the job. The university attempts to avoid favoritism, the appearance of favoritism and conflicts of interest in employment decisions.

We reserve the right to take action when relationships or associations of employees impact the University's mission, its policies and procedures, and its short and long term operations. It is against the University's policy for an employee to supervise a family or household member.

The purpose of the policy is to avoid favoritism, the potential for favoritism, conflicts in loyalty, discrimination, the appearance of impropriety or conflict of interest, a hostile or uncomfortable work environment or the potential for hostile or uncomfortable work environment.

Policy: NEPOTISM (EMPLOYMENT OF RELATIVES)

Staff Online Handbook – page 41 of 207- 3.11

The Alabama Nepotism statute provides that: No officer or employee of the state or of any state institution shall appoint any person related to him within the fourth degree of affinity or consanguinity to any job, position or with any of its agencies, Alabama Code, Section 41-1-5 (1975). This statute is applicable to all university positions, including temporary, part-time, and student positions. Relatives may be employed as peers within an academic department or administrative unit; however, no supervisory relationship may be allowed between persons who are related within the fourth degree by blood or marriage. The President's Executive Council may, for compelling reasons, make limited exceptions to this policy, but its reasons for doing so must be reflected in its report to the Board of Trustees Executive Committee.

Definitions

1. "Employment" means any appointment to the faculty or staff as a temporary, incidental, adjunct, student or regular employee.
2. "Employee" means the University's faculty, staff and student employees.
3. "4th degree relative" means: (a) a spouse, parent, child, or sibling; (b) a sibling, as denoted by the prefix "half"; (c) a parent, child, or sibling, as denoted by the prefix "step"; (d) a foster child; (e) a nephew, niece, uncle or aunt; (f) any parent or child of a preceding or subsequent generation, as denoted by the prefix of "grand" or "great"; or, (g) parent, child or sibling related by marriage as denoted by the suffix of "in-law."
4. "Household member" means a person having legal residence in or living in the employee's place of residence.
5. "Terms and conditions of employment" includes, but is not limited to, appointments, retention, promotions, salaries/wages, fringe benefits, and supervision/discipline of an employee.

PERFORMANCE EVALUATION

FEDERAL AND UNIVERSITY WORK-STUDY

Student Name _____ **Student ID** _____

Position Type: please circle one **FWS** **UWS** **GA**

Type of Evaluation: _____ **Annual** _____ **90-day** **Other** _____

Please evaluate each student employee for each criterion shown below. The immediate supervisor should evaluate the student objectively comparing him or her with students of the same academic level and/or with other personnel assigned to identical or similar jobs. If criterion does not apply or if you do not have sufficient information, please indicate N for no evaluation.

E- Excellent **VG-** Very Good **G-** Good **F-** Fair **P-** Poor **N-**No Evaluation

- () **Dependability/ Reliability** - Meets work schedule and fulfills job responsibilities. Consistently delivers what is required within deadline and instructions
- () **Initiative**- Starts assignments without prompting and independently contributes ideas/projects. Sees and acts upon new opportunities
- () **Attitude**- Displays a positive attitude towards goals and objectives of department
Works well with others to accomplish goals
- () **Interpersonal Skills**- Ability to establish and maintain good working relationships with others
- () **Overall Performance**- Works with minimal supervision, manages own time Effectively, maintains control of all projects and responsibilities.

Would you recommend this student for rehire? () Yes () No

Comments: _____

I allow my "Work Record" information to be released to on or off campus employers, if requested. **Student Signature** _____ **Date** _____

My supervisor has discussed the above work record evaluation with me. I have been given an opportunity to express any concerns regarding my work-study position.

Student Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____

Career Planning and Development _____ **Date** _____

PROGRESSIVE DISCIPLINE FORM

DATE: _____

NAME: _____ Student ID _____

DEPARTMENT: _____

_____ Documentation _____ Verbal Warning _____ Written Warning

POLICY VIOLATION/OFFENSE: _____

CORRECTIVE ACTION:

COMMENTS:

Student Signature

Date

Supervisor Signature

Date

Career Planning and Development

Date



UNIVERSITY OF NORTH ALABAMA

STAFF AND SERVICE EMPLOYEES' PERSONNEL HANDBOOK

5.07 TOBACCO, FOOD, AND BEVERAGES

A. Tobacco

It is the policy of the University of North Alabama to provide a "tobacco-free" environment for students, faculty, staff and visitors. The use of "tobacco products" will be prohibited within all university facilities. The use of tobacco products within thirty feet of entrances, exits, open windows, and interconnected breezeways is prohibited.

- a) The term "tobacco-free" shall be interpreted to mean all forms of smoking tobacco, such as cigarettes, cigars and pipes, as well as smokeless tobacco products, such as snuff and chewing tobacco.
- b) The term "tobacco product" refers to any form of tobacco consumed by smoking or non-smoking means.
- c) Exceptions to this policy may be made only by special authorization of the Executive Council and only where proper ventilation can be established.



UNIVERSITY
of NORTH
ALABAMA

Florence, Alabama 35632-0001

Office of Human Resources and Affirmative Action
UNA Box 5043
(256) 765-4291
Fax (256) 765-5998

MEMORANDUM

TO: All Student, Faculty, Staff and Service Employees
FROM: William G. Cale, Jr. *W.G. Cale, Jr.*
RE: University Drug and Alcohol Abuse Policy
DATE: June 7, 2006

The United States Congress has set forth in Public Law 101-226 specific guidelines to be followed by institutions of higher education in developing drug and alcohol abuse programs. In order to implement this law, the United States Department of Education published its final Drug-Free Schools and Campuses Regulations in the Federal Register on August 16, 1990.

Public Law 101-226 stipulates as a condition of receiving funds or any other form of federal financial assistance that the University of North Alabama and other institutions of higher education must adopt and implement programs to prohibit the illicit use of drugs and the abuse of alcohol by students and employees. Consequently, the University has revised its Drug and Alcohol Abuse Program to incorporate the mandated provisions of the United States Department of Education's regulations. A copy of the complete program may be obtained by a faculty, staff, or service employee from the Human Resources Office, or obtained by a student from the Student Affairs Office.

The attached Appendices A thru G cover: (1) the University's standards of conduct concerning drugs and alcohol; (2) legal sanctions under local, state, and federal laws; (3) health risks associated with the use of illicit drugs and the abuse of alcohol; and, (4) availability of counseling and treatment programs.

The purpose of the University's Drug and Alcohol Policy is not to restrict the rights of anyone, but to protect the rights and increase the safety of all, to create a harmonious environment for work and study, and to enhance the employment or academic performance of all. I solicit your support in carrying out the provisions of the University's Drug and Alcohol Policy.

All current University rules and regulations pertaining to students or employees previously published shall remain in full force and effect unless in conflict herewith.

Your cooperation in this matter is greatly appreciated. Thank you.



UNIVERSITY OF NORTH ALABAMA
Florence, Alabama 35632-0001



**UNIVERSITY OF NORTH ALABAMA
POLICY STATEMENT FOR UNIVERSITY PUBLICATIONS**

It is the policy of the University of North Alabama that the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property, or as a part of any of the University's activities, is prohibited.

Students, faculty, staff, and service employees who violate a local, state, or federal drug or alcohol statute may be referred to the appropriate law enforcement officials for prosecution. Additionally, an individual who violates the law or the provisions of this University's drug and alcohol policy will be referred to the appropriate supervisor or student judicial bodies for appropriate disciplinary action. University-imposed sanctions may include suspension or termination. As an alternative to disciplinary action, the University may require an individual to complete successfully a drug or alcohol recovery program in an approved treatment facility.

An individual who has drug, alcohol, or related problems may voluntarily seek counseling and follow prescribed treatment without fear of recrimination. Assistance may be given in referring persons to various community agencies which are trained and equipped to treat persons with drug or alcohol problems. These referral services are available at the University Health Center and Student Development Center for students and through the faculty, staff, or service employee's supervisor, department head or Human Resources Director for faculty, staff and service employees.

The provisions of this policy shall apply to all students and to all University employees, full-time or part-time, including professional and nonprofessional employees, as well as persons on the University Campus for any purpose.

The University of North Alabama Board of Trustees empowers the University President, or his administration, to administer this policy. The University President is further empowered to take all actions necessary to comply with the United States Department of Education Drug Free Schools and Campuses Regulations, as currently written, or to be promulgated in the future.