STUDENT EMPLOYMENT PROCEDURES

A GUIDE FOR SUPERVISORS OF STUDENT STAFF MEMBERS

PUBLISHED JANUARY 2002 REVISED SEPTEMBER 2003
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PURPOSE

To inform and emphasize to supervisors that the student staff employment process is centralized and coordinated by the Human Resources office, just as the regular staff employment process is.

Human Resources believes that by providing a Drury student with an employment experience, he/she will feel closer ties to the university while gaining valuable work experience transferable to post-university life.

The following are basic guidelines that, if followed, will make the student employment experience as beneficial as possible for everyone involved:

1. Student staff must be treated as our regular staff members. Student staff are an integral part of each department’s team.

2. Supervisors must ensure that the student’s employment experience is meaningful and educational.

3. It is important that supervisors communicate effectively with the student staff member, especially in difficult situations.

4. If at any time a supervisor is unsure of how to handle a situation with a student staff member, he/she should CALL HUMAN RESOURCES FOR ASSISTANCE.

BUDGET

All new employee compensation must be provided and approved by the Vice-President for Administration. This includes regular employment and student employment.

- Amounts budgeted in the work study account (208) cannot be used to pay salaries of non-work study students.
- Non-work study students are paid out of a department’s non-work study account (209).
- All students who work in the summer are paid out of a department’s summer student employment account (210).
RECRUITMENT AND EMPLOYMENT

1. New and existing positions must have an updated job description on file with Human Resources (HR). If one does not exist, the supervisor will need to coordinate with HR to create one prior to the position being posted.

2. Vacancies for student staff positions are posted with the Human Resources office. To notify HR of a vacancy, the department must utilize the “Student Staff Online Requisition” form (see Appendix 1), available on the Student Employment web page, at www.drury.edu/hr/sturequis.cfm

Upon receipt of the Student Staff Online Requisition, HR will post the position to the Job Board outside the HR office, the Job Hotline at 417-873-6911, and on the HR web page at Jobs @ Drury on the Drury website’s homepage.

Departments may specify that a position is available to only work study grant recipients, if necessary.

3. Students may apply for student staff positions in person at the Human Resources office on the 2nd Floor of Bay Hall, or they may apply online, using the “Student Employment Online Application” (see Appendix 2), available on the Student Employment web page at www.drury.edu/hr/stuapp.cfm

Only full-time, day school students are eligible to apply for student staff positions. For a full explanation of student employment eligibility, refer to Appendix 10.

4. The hiring supervisor in each department will review student applications in the HR office. The Student Employment Coordinator will send hiring supervisors copies of all student applications, which will be marked to indicate whether the applicant is a work study grant recipient or not.

5. Any necessary clerical tests or computer training (i.e. Word, Excel) required for positions is coordinated with the HR office.

6. The supervisor will call the student(s) to arrange interview appointments. Once interviews are complete, the supervisor must complete an “Interview Evaluation Form” (see Appendix 3), for each student interviewed. This form can be obtained from the Human Resources office.

7. Once a final candidate is identified, the references of this candidate must be checked by the supervisor.

8. As soon as a final hiring decision has been made, the supervisor must notify HR as soon as possible. The online “Payroll Action Form” (see Appendix 5), must be used by supervisors to notify HR of a hiring decision. This online
form is available on the Student Employment web page at www.drury.edu/hr/payaction.cfm

9. The hiring supervisor will inform the student that he/she must contact HR immediately to verify that they are eligible to work on campus and that all required employment paperwork has been completed before he/she begins work. If the student staff member is eligible, but has not completed employment paperwork, he/she will need to come to the HR office to complete the paperwork before beginning work.

International students must obtain a Work Authorization Form (see Appendix 7) from HR before they can begin work each term. Supervisors must ask to see this before the student is allowed to start work.

10. When the Payroll Action Form is received, the HR staff will verify that the student is eligible to work and that the required employment paperwork is on file.

HR will generate an appointment letter for the student. If the student is ineligible, or has not completed employment paperwork, HR will contact the supervisor immediately to inform them that the student cannot be allowed to work until he/she has completed the paperwork and has been approved by HR. Students may not begin work until all employment paperwork has been completed and approved by the HR office. The supervisor must confirm with HR that the student is authorized to begin work.

11. The appointment letter is issued to the student staff member, with copies sent to the supervisor, department head, payroll department, financial aid, and the employee’s personnel file.

12. Community Service agencies employing students with a federal work study grant are required to use this employment process.

SUPERVISOR RESPONSIBILITIES

1. Timesheet Completion:

In order to receive payment, a student staff member must complete his or her time sheet correctly. The process includes writing his or her social security number and Drury ID number in the proper place on the time sheet. It is vital to payroll for the student to include his or her correct Department Title, Position Title, and Department Account Code and his/her signature on the time sheet.
To record hours worked, the student must place the date worked next to the appropriate day of the week. Then, the time the student began and ended work, and the total hours for that day should be written. As the end of the pay period, the student must add up the hours worked and enter the number into the corresponding box: “Total Hours”. Work hours are rounded to the nearest quarter hour. The student would then multiply his/her Wage Rate by the Total Hours and enter this figure in the box: “Gross Pay”.

The Budget Administrator for the department will need to sign, enter his/her phone extension, and date each student staff time sheet. The department sends the white copy of the time sheet to the payroll office, keeps the yellow copy for the department’s records, and gives the pink copy to the student staff member. The supervisor must ensure that each sheet has been correctly and completely filled out and signed before submitting to the payroll office.

2. Payroll Deadlines

Departments must submit any payroll changes (i.e. new hire information, resignations, wage increases, change in job assignment, termination) to Human Resources by the last work day of each month. Information received by HR after this deadline will not be entered or processed for payment on the current student payroll period on the 15th of the following month. *It is the department’s responsibility to submit payroll changes on time to ensure that student staff are paid on the current student payroll date.*

Each month, timesheet deadlines for student staff are on the last business day of the month. This allows payroll enough time to process and prepare the paychecks. Timesheets received after the last business day of the month will not be processed until the next pay period.

3. Payday:

Supervisors must inform student staff that after student timesheets are turned in on the last business day of each month, students will receive payment on the 15th. Student staff may pick up paychecks at the Cashier’s window which is located in the Financial Services office, Room 100 in Burnham Hall. Student staff should be prepared to show his/her Drury student ID card in order to receive his/her check.

4. Department Orientation

Once the student has been hired and is authorized to begin work, the supervisor should then take the time to familiarize the new student staff member with his/her work environment.

a) The supervisor should give the student a tour of the building. At this time, student staff should be shown where the bathroom, kitchen, snacks, break rooms, etc. are located.
b) The supervisor should explain to student staff what is considered acceptable behavior in the work environment. For example, the supervisor should discuss dress codes, punctuality, attendance, proper phone and interpersonal communications and etiquette, etc. For a more thorough explanation, see Appendix 8, “Staff Work Rules”. Supervisors are encouraged to revise the “Student Work Rules” to reflect what is expected for the particular department.

c) Supervisors should explain to each student staff member that he/she will be evaluated on his/her job performance, and that he/she will have an opportunity to evaluate his/her student employment experience. The evaluation provides valuable feedback on the effectiveness of the job in providing a beneficial learning experience. A completed evaluation form must be on-file from each supervisor of a federal work study student, as outlined in the Federal Work Study Regulations.

d) The supervisor should review the job description with the new student staff member. At this time, student staff should be provided an opportunity to address questions or concerns. The supervisor should ensure that the new student staff member is very clear about the performance expectations imposed before he/she begins the new job.

e) The supervisor should review any confidentiality policies that are applicable to their department with the student. Drury University adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA). Because of this, Drury University employees (including student staff) are not permitted to give any information to any person, including a student’s parents and/or guardians, about the student’s: 1) academic progress, including grades, 2) payment status or financial aid, 3) personal development or disciplinary matters, or 4) employment records, as well as other university confidential and sensitive information. This should be emphasized to all student staff members since they are under a strong set of temptations to release such information (i.e. peer influence).

5. Training:

Many times, a student’s first job experience is here at Drury when employed for a campus job. Even if it’s not a first experience, student staff are usually much less experienced in the work environment that regular, full-time employees. For this reason, some student staff may require some special forms of training. The following will outline some dimensions of employment that supervisors should cover when training a new student staff member:

a) Customer Service. In many situations, a student staff member will come face-to-face with customers. It will be beneficial to both the student and the department if the supervisor teaches student staff members how to
engage properly with customers. This will improve both the Drury image and the image and reputation of the department across campus.

b) **Phone Etiquette.** Student staff may be required to use a telephone during the course of employment. As with face-to-face customer service, student staff should be coached on the proper manner in dealing with people over the phone (i.e. polite, courteous, clear, etc.) One thing worth noting is that when people call for assistance, the caller may be reluctant to release information to or to trust the judgment of student staff. Student staff members are quite comparable to regular staff in most cases and adhere to the same rules and regulations concerning disclosure of information. Therefore, to ease the minds of customers and to serve them better, student staff should not be required to answer the phone in a different manner than a regular staff member.

c) **Time Management.** Time management is especially difficult for incoming college students. This is because they are usually overwhelmed with new and relatively unsupervised surroundings that afford more freedom. Furthermore, this is many times a problem for upper-classmen as well. It is recommended that supervisors help student staff manage time as much as possible. For instance, letting student staff know that the time spent on the job is for working, not doing homework. Also, emphasize that punctuality and regular attendance are vital to successful employment. Providing guidance will help ensure that the department runs as smoothly and efficiently as possible.

d) **Organizational Skills.** Many students have not yet developed the organizational skills such as attention to detail and accurate record keeping that are required to meet job expectations. Many skills such as these can only be learned through experience, so it is important for supervisors to have patience with student staff. One of the main purposes of student employment is to provide a supportive environment where skills such as these can be developed and cultivated.

e) **Other.** Some job skills are specific to certain departments. Supervisors should take this into consideration and determine what additional skills (if any) are vital for the success of both the student and the department. The student staff members should be coached until he/she has sufficiently learned these unique job skills.

6. **Staff Evaluations:**

Evaluations are an important part of the student employment experience. They provide Human Resources with tangible feedback concerning both the employee's and the department's performance. Because they are the best and oftentimes the only way to place a value on departmental jobs, evaluations are to be taken seriously.
Evaluations:

a) are conducted in April and are due back to Human Resources office on April 30
b) are important for development of the student staff member’s work skills because they can provide constructive feedback relative to the performance
c) provide feedback concerning departmental performance from the student staff member’s viewpoint
d) are a requirement for federal work study grant recipients

For an example of a Student Staff Evaluation and a Student Employment Supervisor’s Evaluation, please see Appendix 7 and Appendix 8.

7. Summer Employment:

Summer employment refers to student staff who remain or become employed after the date of graduation in May up to the first day of school in August. Most students leave Springfield in the summer months or get a job elsewhere. Because of this, it can sometimes be very difficult for Human Resources to maintain an accurate account of all summer student staff. The following are guidelines that, if followed, will help make the employment process as efficient as possible.

a) Supervisors must notify the HR department by the 15th of May, about which student staff will be employed to work over the summer months. The online “Payroll Action Form” should be used to communicate this information to HR.

b) Supervisors must inform HR of any jobs that will become vacant during the summer months so the job(s) can be posted. The “Online Requisition” should be used to communicate this information to HR.

c) Supervisors must notify HR of any positions that are expected to be vacant in the coming fall semester (the beginning of the next academic year).

d) Supervisors must provide a list of student staff known to be returning to jobs in his/her department as soon as possible in order for HR to issue an appointment or wage increase letter.

The above procedures also apply to student staff who have graduated, but will remain employed by the University as a student staff member for a portion or for the duration of the following summer.

8. Termination of Employment:
Performance or attendance issues that may arise at times must be dealt with in an efficient and effective manner. Always remember that Drury is an EDUCATIONAL INSTITUTION and in many cases this could be the student staff member’s first job. Therefore, it is important to coach our student staff to be effective leaders and managers. They learn from our example!

For a detailed explanation of the counseling and termination procedures for Drury student staff, please see Appendix 9.

Voluntary terminations (Resignations) should be reported to HR immediately via the online “Payroll Action Form”.

INTERNATIONAL STUDENT EMPLOYMENT

Eligible international students may only work a maximum of 20 hours per week on campus during the academic year. When school is in recess, international students may work up to 40 hours per week. If school is in session for part of a week, then the 20 hour limit applies.

To qualify for work, the Director of International Support Services must approve the international student for work eligibility. This authorization must be given each semester in which an international student wishes to maintain employment. The approval for work by the Director of International Support Services does not automatically authorize the student to begin work on campus. The international student staff member must also complete the required employment paperwork and be authorized to work by the Human Resources office. HR will issue a Work Authorization Form to international students who are eligible to begin work, see Appendix 7. A new authorization form must be obtained each term.

FREQUENTLY ASKED QUESTIONS

Q. What is “Work Study”?
A. Work Study is a federally funded grant that is awarded by the Financial Aid office to students whose families fall below a certain level of income. The grant amount must be earned over the course of the academic year for which it was awarded.

Q. Is every student staff member on “Work Study”?
A. No. Only a certain number of students who have applied for a grant through Financial Aid and were awarded the grant are considered to be Work Study.

Q. What is the benefit of being a Work Study student?
A. Work Study students are paid in the same manner and at the same wage rate as non-Work Study students in the same position. If a student is awarded and accepts his/her Work Study grant, then Drury is required by law to guarantee a job on campus.
Q.  Can any student get a Work Study grant?
A.  No. Only those students whose family income level allows them to qualify are eligible.

Q.  Do I have to employ a person with a Work Study grant, or can I select the most qualified person for the job?
A.  You may select the most qualified applicant. If there are two equally qualified students, it is always best to select the Work Study grant recipient. Community Service agencies, i.e. Habitat, Ozark Literacy Council, YMCA, etc., may only employ student staff who have been awarded a federal work study grant.

Q.  How do I employ an International student?
A.  Call the Director of International Support Services to confirm the student’s eligibility to work on campus. If eligible, then call H.R. to confirm that the student has been authorized by HR to begin work. The student must have completed the required paperwork, i.e. W-4’s, I-9, etc. As with any other student staff member, an international student may not begin work until they have been authorized to do so by Human Resources. Supervisors must ask to see an international student’s Work Authorization Form each term before allowing the student to work.

Q.  How do student staff members merit wage increases?
A.  A student must have worked in his/her current position for at least 6 months before he/she is eligible for a wage increase. The supervisor must complete an evaluation form for the student staff member and request a wage increase from H.R. The amount of the wage increase is usually in the range of 1 to 3 percent, but is dependent upon the department’s budget. The wage increase should be requested by the supervisor via the online “Payroll Action Form”.

Q.  How are wage rates set?
A.  Wage rates are established by Human Resources by comparing the duties, responsibilities, skills, and abilities listed on the job description.

Q.  Why are job descriptions required for each position?
A.  Job descriptions are very important for several reasons. Not only do they provide applicants with information about the various job duties and requirements of each position, but they also provide Human Resources with the necessary information to set wage rates, post job openings, and communicate effectively with other campus departments concerning job openings and closings. They also provide the criteria for supervisors to use when evaluating a student staff member’s job performance.
Appendix 1

Student Staff Requisition
Complete this form to notify Human Resources of a student job opening in your department. If you have any questions, please contact Human Resources at 873-7434, or hrstudent@drury.edu. Required fields are red.

Requesting Supervisor:
Name: 
Email: 
Phone: 

Budget Administrator:
Name: 
Email: 
Phone: 

Open Position:
Department: 
Position Title: 
Start Date: 

Job Schedule:
Days: 
Hours: 

First 8 numbers of GL Account to be charged: (The last 3 numbers, "object code", will be determined by Human Resources and Financial Aid and will be stated in the appointment letter.)

Position open only to Work Study students: 
Other Comments:

Affidavit and Authorization:
I hereby certify that this department is in compliance with Federal Regulations governing the Federal Work Study Program, specifically that by employing students, no regular employee is displaced and no existing contracts for service are being impaired. Federal Work Study positions must not involve the construction, operation, or maintenance of so much of any facility as is used or is to be used for secretarial instruction or as a place of worship. Positions under Federal Work Study must be free of political involvement.

By clicking on the submit button below, you are agreeing to the affidavit and authorization statement above.

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Appendix 2 – Student Employment Application

Today's Date:
Position Applied for:
Previously employed by University?
Work Study Grant?
Major:

Full Name:
Local Address:
City, State, Zip:
Permanent Phone:
Local Phone:
Drury ID:
Other address/phone where you may be reached:
Email Address:
Where did you find out about this job opening?
Other (specify):

Employment History (please begin with most recent):
Employer:
Job Title:
Employed from:
Wage started at: $ ___ and ended at:  $ ______
Employer address:
City, State, Zip:
Work Performed:
Reason for leaving:
Supervisor:
Telephone:
May we contact for reference?:

Acquired Skills:
PCYes,MainframeYes,WordPerfectYes,ExcelYes,DOSYes,WindowsYes,OtherYes
Windows Other: Shelter Mainframe

On-Campus References:

1. Name:
   Telephone:
   Department:
2. Name:
   Telephone:
   Department:
3. Name:
   Telephone:
   Department:

Additional Information:

Are you capable of performing the job for which you have applied?

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# Appendix 3
## Drury University – Interview Evaluation Form

<table>
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<tr>
<th>Name of Applicant:</th>
<th>Date:</th>
<th>Time:</th>
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<table>
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<tr>
<th>Position:</th>
<th>Interviewer:</th>
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<td></td>
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</tbody>
</table>

### Rating Scale:
- 1 - Unsatisfactory (does not meet position's requirements)
- 2 - Satisfactory (fully meets position's requirements)
- 3 - Outstanding (exceeds position's requirements)

### EXPERIENCE:
How does the candidate’s previous experience relate to the current position’s essential duties and responsibilities?

### JOB KNOWLEDGE:
How well does the candidate's working knowledge, skills, and abilities meet position's requirements?

### MOTIVATION:
Does the candidate demonstrate initiative, economic drive, leadership, customer focus, and commitment?

### COMMUNICATION:
Does the candidate present thoughts clearly, concisely, and with confidence?

### CHARACTER:
Evaluate the candidate’s sincerity, conscientiousness, responsibility, integrity, and persuasiveness.

### CAPABILITY:
Does the candidate appear logical, decisive, poised, resourceful, and imaginative?

### GOALS:
What is the likelihood that the candidate will feel fulfilled in this position?

### OVERALL POTENTIAL:
How well does the candidate's background and experience suit the requirements for this position?

### COMMENTS:
______________________________
______________________________

Recommend for current opening? Yes ___ No ___
Wish to have references checked on the applicant? Yes ___ No ___
Recommend for future openings? Yes ___ No ___

Signature: ___________________________ Date: ________________

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## Appendix 4 – Student Evaluation of Supervisor

The following criteria are important for a successful student employment program. Please rate how your work assignment corresponds to the following statements and make suggestions to improve the program.

### Rating Scale

(1) Strongly Disagree (2) Disagree (3) Neutral (4) Agree (5) Strongly Agree

<table>
<thead>
<tr>
<th>Rating Comment</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>My work assignments enabled me to learn new job skills.</td>
<td></td>
<td></td>
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<tr>
<td>My work schedule was flexible to meet my academic needs.</td>
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<td></td>
</tr>
<tr>
<td>My hours were accurately reviewed and reported, allowing me to submit them to payroll on time.</td>
<td></td>
<td></td>
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<tr>
<td>My supervisor has assigned tasks and projects that are relevant to my position within the department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My supervisor does not hesitate to take proper disciplinary action when students are not meeting expectations (e.g. meeting with students, discussing problems, taking action if necessary).</td>
<td></td>
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<tr>
<td>My supervisor has instilled a sense of ownership and leadership that has enabled me to act independently within my position.</td>
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<tr>
<td>My supervisor has provided me with the training and resources necessary to do my job effectively.</td>
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<tr>
<td>My supervisor has given me a sense of purpose that has inspired commitment to my job.</td>
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<td>My supervisor recognized the importance of staff in realizing objectives and encouraged our involvement and contributions.</td>
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<tr>
<td>My supervisor conducted regular feedback sessions and timely review of my work/job performance.</td>
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<td>My supervisor recognized and rewarded high performance.</td>
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<tr>
<td>My supervisor understands the value of diversity in the work place.</td>
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<tr>
<td>My supervisor has long-term focus and understands how their department contributes to the overall success of the university.</td>
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### Additional Comments:

Student Signature (optional) __________________________ Date ______________

Department________________________ Position________________________

Supervisor________________________

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Appendix 5 – Supervisor Evaluation of Student

Student: ___________________________ Date: ______________________

Department: _________________ Position: ___________________________

Instructions: Review each category below and rate. Add all ratings and divide by nine to determine overall score. Comments are helpful for student development. All evaluations must be returned to the Human Resources office by Friday, May 2.

Rating Scale:
1. Below Expectations - Performance fails to meet the requirements of the position.
2. Meets Expectations - Performance represents what is "expected" of a trained, experienced, successful employee.
3. Exceeds Expectations - Performance represents a level that exceeds job requirements.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Attendance and Punctuality</td>
<td></td>
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<tr>
<td>Attitude</td>
<td></td>
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<tr>
<td>Quality of Work</td>
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<td>Ability to Follow Instructions</td>
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<tr>
<td>Cooperation and Courtesy</td>
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<tr>
<td>Interest in Job</td>
<td></td>
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<tr>
<td>Care of College Equipment</td>
<td></td>
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<tr>
<td>Reliability and Dependability</td>
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<tr>
<td>Responsibility</td>
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Overall Evaluation

Recommendation: _______ Would Rehire  _______ Would Not Rehire

Comments:

Signature of Student ___________________________ Signature of Supervisor ___________________________

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Appendix 6 - Payroll Action Form

Note: Completion of this form will not ensure that all paperwork necessary for payment is complete. Please remind your student staff members that they may not begin work until they have visited Human Resources to complete necessary paperwork. Human Resources will notify you when the employee is approved to begin work.

Action Type:
__Appointment __Involuntary Termination __Resignation __Wage Increase

Student Information:
Name:
Local Address:
Drury ID Number:

Requesting Supervisor:
Name:
Email:
Phone:

Position Information:
Department:
Position Title:
Budget Administrator:
Start Date:________ End Date:________

Recommended Wage Increase: (e.g. 1%, 2%, 3%, etc.) ____
(Employee must have been employed a minimum of six months and be meeting all of the job expectations. A current student staff evaluation of the student must be on file in HR. Your budget will not be increased to accommodate this change. A current performance evaluation must be on file with HR.)

First 8 numbers of GL Account to be charged*:________________
(*The last 3 numbers, the "object code", will be determined by Human Resources and Financial Aid and will be stated in the appointment letter.)

Is this student replacing another student? Yes No
If "Yes," who?

Comments? Questions?

Affidavit and Authorization:
I hereby certify that this department is in compliance with Federal Regulations governing the Federal Work Study Program, specifically that by employing students, no regular employee is displaced and no existing contracts for service are being impaired. Federal Work Study positions must not involve the construction, operation, or maintenance of so much of any facility as is used or is to be used for secretarial instruction or as a place of worship. Positions under Federal Work Study must be free of political involvement.

By clicking on the submit button below, you are agreeing to the affidavit and authorization statement above.

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Appendix 7 – International Student Work Authorization Form

International Student Name: ____________________________ Student ID: __________

SS#: __________________ Position: __________________ Dept: __________

This certifies that the above student has completed the necessary employment paperwork in the Human Resources office and has been authorized by the International Support Services office for campus employment for the following period:

_______________________________  _______________

Human Resources signature    Date

_______________________________

Title

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Appendix 8

STAFF WORK RULES

The following rules concern the most basic aspects of your employment with Drury University. It is your responsibility to read and follow these rules. The first violation of any rule will result in verbal counseling. The second violation will result in a written warning. Future violations within a two-year time period will result in further disciplinary actions, including possible suspension or termination. Violations of these rules that result in serious injury to another, theft, intentional destruction of property, or general disruption of the workflow may result in immediate termination.

Supervisory counseling with staff members is designed to establish an equitable system of corrective action for staff members who do not adhere to these work rules or to elevate performance to an acceptable level. Each supervisor has the responsibility for counseling a staff member or administering corrective action and for the documentation of the counseling or corrective action. Standards of conduct must be communicated to the staff member in writing or by discussion. A timely, fair, and objective review is made before the decision to take corrective action is made. Consultation with the Human Resources office is required before imposing corrective action involving suspension or involuntary termination.

General Rules:

1. Staff must be at their assigned work area, prepare to start work, at the time his/her workday starts. Regular attendance, punctuality, and conformance to scheduled lunch and break periods is the responsibility of each staff member.

2. Efficient use of the normal workday is required.

3. Staff are to follow recognized departmental procedures or instructions in performing their jobs.

4. Each staff member should have a respect for confidential or sensitive information they receive during the conduct of their jobs. Confidential or sensitive information should never be repeated or discussed outside the office and should only be discussed with other staff members as necessary to the processing of daily business.

5. Each staff member is personally responsible for keeping a time card or time sheet of time worked. Time records for one staff member may not be recorded by another staff member.

6. Staff shall proceed to their work area immediately after arriving at work and clocking in, and shall depart the premises immediately after stopping work and clocking out.
7. When staff are unable to report for work for any cause, they must notify their supervisor before their scheduled shift.

8. Smoking is permitted only in designated smoking areas.

9. Staff must observe safety rules and regulations established for their own protection and for the protection of those who are working near or with them.

10. Staff must strictly adhere to sanitary regulations and emergency procedures and regulations.

11. Staff must report every cut or injury, regardless of how slight, for treatment. An incident report must be completed and filed with the Human Resources office.

12. Staff may not be anywhere on property at any time other than during scheduled work hours unless they have secured special permission from a supervisor, or they are there for academic purposes.

Student Signature _____________________________ Date _________________

Position ____________________________ Department ______________________

Supervisor Signature ___________________________ Date _________________

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PROGRESSIVE COUNSELING PROCEDURE

1. The progressive counseling procedure is appropriate corrective action to improve a staff member’s performance in a particular position and to bring about adherence to expected standards of conduct. However, the progressive counseling procedure is not appropriate corrective action for extremely serious deviations from accepted standards of conduct, such as conduct that may be injurious to the staff member, other staff members, students, members of the public, or University property. For serious deviations, immediate suspension and/or involuntary termination is appropriate.

2. The progressive counseling procedure is designed to provide staff members with an opportunity to be heard and to correct the problem.

3. The progressive counseling procedures must be applied fairly and without discrimination.

4. Corrective action must be reasonably related to the seriousness of the circumstances and a staff member’s past record must be taken into consideration.

5. Consultation with the appropriate Vice President and the Human Resources office before taking corrective action involving suspension or involuntary termination is mandatory.

6. Progressive Counseling Procedure Definitions:

   a. Verbal counseling is a private discussion between the supervisor and staff member who is either not adhering to the work rules or not meeting the expected standards of performance. A Written Warning Discipline Notice (available from Human Resources) outlining the discussion will be completed and processed before taking any other corrective action.

   b. Written counseling occurs when, despite verbal counseling, a staff member continues to not follow work rules or continues to not meet expected standards of performance. A Written Warning Discipline Notice, outlining the discussion will be completed and processed before taking other corrective action. There should be two written warnings before taking additional corrective action.

   c. A suspension is an unpaid leave of absence imposed upon a staff member who continues to not adhere to work rules. The purpose is to conduct an investigation to review the facts to determine whether the staff
member should have an additional opportunity to improve behavior or have his/her employment terminated.

d. *Involuntary termination* occurs when verbal and written warnings do not correct the problem and further efforts would be futile. *Involuntary termination requires prior review and approval by the Human Resources office.* A paycheck will be issued the same day.

e. *Voluntary termination* occurs when a staff member resigns from their position in good standing -- they must give a minimum of two weeks notice of resignation to their supervisor. The resignation must be in writing and must indicate the date the notice was submitted, the last day of work, and the reason for resigning from employment. A paycheck will be issued at the next regular pay date for the staff member.

7. The termination date is the last day of work (physically present and completed assigned job duties).

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Appendix 10
Eligibility and Availability of Campus Employment Opportunities

It has always been the primary intent of the student employment program at Drury University to provide sufficient employment opportunities for students who are recipients of federal work-study grants. That must be the priority since we are legally obligated to provide those recipients with a position on campus. In fact, when the student employment program was initiated, only work-study grant recipients were eligible for campus jobs.

At some point, due to the university's infusion of non-work-study budget money, many departments were also able to employ some non-work-study grant recipients. The number of student staff in those categories has continued to grow and grow, however, the budget dollars have not kept up. Many departments then mistakenly thought that they could move money that was budgeted in the work-study (208) accounts into their non-work-study accounts and hire non-work-study grant recipients. Those budgeted work-study funds should never have been moved to other accounts because those funds are ear-marked for work-study grant recipients and Drury is not reimbursed for those student wages unless they are spent on work-study grant students.

It has also never been the intent of the student employment program to allow any students other than full-time day school students to be hired to work in campus positions. Part of the higher tuition dollar that day school students pay helps fund the administration of the federal work-study program and the student employment program, among others. Over time, due to departmental turnover, rumors, and misinformation, the original standard of eligibility has eroded, has not been communicated or monitored properly, or has been ignored entirely. Human Resources will begin monitoring the employment eligibility of all applicants for campus positions effective January 1, 2003. The following guidelines will be followed:

Student employment opportunities are available to undergraduate day school students who:

• are enrolled on a full-time basis

AND

• have completed a FAFSA form with the Financial Aid office for the current academic year.

First consideration will be given to recipients of a federal work-study grant. Drury University is required to place work-study grant recipients who accept their grant in a position and provide them with the opportunity to work the hours necessary to earn their grant. To ensure continued access to future federal work-study money, it is essential that the employment of work-study grant recipients is the priority of the student employment program.

After all work-study grant recipients who wish to work on campus have been placed in positions and are working the hours necessary to earn their grant, campus employment opportunities will be made available to non-work study grant recipients who are enrolled on a full-time basis in the day school.

International students who are enrolled full-time in the day school are not eligible to work off campus. They should receive consideration for campus positions after work-study grant recipients are placed. If hired, these full-time day school international students must obtain a
written work authorization from Human Resources *each semester and summer* before they may begin work. Departments employing eligible international students must ask the students to present a Human Resources work authorization before being allowed to begin or continue working.

Domestic and international students who are not enrolled on a full-time basis in the day school will not be considered for campus positions, unless they were employed in their current position prior to January 1, 2003. (These situations will be considered on a case-by-case basis, and will depend on whether there are adequate positions to ensure that work-study grant recipients are placed and working enough hours to earn their grants.) Once one of these "grandfathered" students leave their current position or become ineligible for campus employment, they may not be appointed to another position.

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