



# Student Employment Guidelines for Supervisors

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If you have any questions or concerns about student employment, please contact  
**Erin Quint, Student Employment & Payroll Coordinator**  
304-637-1346 \* [quinte@dewv.edu](mailto:quinte@dewv.edu) \* Liberal Arts Hall 203

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*As a supervisor, you are teaching students the basic tenants of professionalism, courtesy, respect, diligence, and work ethic that reach across all disciplines and vocations. You are facilitating the learning process at Davis & Elkins College as we seek to prepare and inspire students for success and thoughtful engagement in the world.*

### **HIRING**

- ✓ A **Job Request Form is required each academic year** for each student employment position. Federal Work Study Regulations require that I have a job description on file for each student employment position – the Job Request Form fulfills that requirement.
- ✓ Job Request Forms are also used to post open positions for which students can apply. While the Student Employment & Payroll Coordinator maintains those postings and helps recommend and match students to jobs, it is ultimately the supervisors who are responsible for filling all open positions within their department. Attendance at any in-person hiring event is encouraged.
- ✓ You are encouraged to **hold competitive interviews or to speak with prospective student employees** to determine how they would fit within your department and to assess qualifications, dispositions, or other factors pertaining to employment candidacy.
- ✓ **All students with Federal Work Study awards must have approved status prior to being hired** for a job. The Student Employment & Payroll Coordinator can provide the approval status to students and supervisors.
- ✓ Federal Work Study (FWS) awards are limited to work performed between July 1 and June 30 each fiscal / academic year.
- ✓ Ensure that any student in your employ has completed his/her paperwork prior to beginning work. You will need to sign each student's Job Agreement as part of this process. **Every student must fill out a new Job Agreement, which includes your signature, each academic year.**
- ✓ **Do not schedule students for work until they appear on the most recent "ready to work" email list** sent by the Student Employment & Payroll Coordinator. If you are unsure if your student employee is cleared to work, please contact the Erin Quint.
- ✓ The base rate of pay for each student employee / position is West Virginia minimum wage. Higher wage rate requests need submitted to the Student Employment & Payroll Coordinator in writing, with a detailed explanation and will be sent to the appropriate VP for approval before going into effect.
- ✓ Student employment is not to be used as homework time. If you have exhausted all work to be done by your student employee, please allow them to leave.

### **TIMESHEETS**

- ✓ **Students may not work more than 18 hours per week** while classes are in session.
- ✓ Blank timesheets can be found in the My D&E Portal section of [www.dewv.edu](http://www.dewv.edu) or picked up from the Student Employment & Payroll Coordinator.

- ✓ Students are required to record all hours worked on a Student Employment Timesheet, totaling each week's hours as well as the grand total hours for the pay period. **They should round their time to the nearest 15 minutes.**
- ✓ Timesheets should be filled out legibly and completely to ensure accurate and timely processing. Timesheets require both the student and supervisor signature to be processed. Supervisors should review each timesheet for accuracy prior to signing it. **Timesheets submitted without a supervisor signature will be returned.**
- ✓ A student payroll schedule is listed at the bottom of the student timesheet. This schedule includes the work dates to include, the timesheet due dates, and corresponding pay dates. Completed timesheets should be submitted to the Student Employment & Payroll Coordinator by 4:30 p.m. on the due date.
- ✓ **Whenever possible, supervisors should submit timesheets themselves.** If a student will be submitting a timesheet directly to the Student Employment & Payroll Coordinator it must be in a **sealed envelope with the supervisor's signature across the seal.** Students are not authorized to turn in unsealed timesheets. Faxing or emailing timesheets to the Student Employment & Payroll Coordinator is acceptable but must be followed up with an original copy ASAP.
- ✓ **Student employees will be paid twice per month,** based on the number of hours reported on their timesheet. Pay dates generally fall on the 15<sup>th</sup> and last day of the month but may vary due to weekends or holidays. Refer to the student timesheet or ask the Student Employment & Payroll Coordinator for a list of exact pay dates.

### EMPLOYMENT BUDGETS

- ✓ Every department / office hiring student employees will have a **budget supervisor.** The Student Employment & Payroll Coordinator will provide the budget supervisor with an annual student employment budget prior to the start of the academic year. This budget is for student employment purposes only, not for regular employee wages or other departmental expenses.
- ✓ The Student Employment & Payroll Coordinator will provide this budget in dollars, as well as calculate how many work hours it equates to. She will also indicate the funding source (Federal Work Study (FWS) or College funding) for the department.
- ✓ **You cannot exceed your student employment budget unless prior approval is obtained from the Business Office.**
- ✓ Each department is responsible for tracking their own budget. The Student Employment & Payroll Coordinator will do periodic audits and reach out with any issues.

### SUPERVISION

- ✓ Remember that **student employees may require more supervision, training, and oversight** than regular employees. Their work loads and expectations should be formulated with the understanding that they are students first, and employees second. Student employees should augment, not replace, regular employees.

- ✓ **Supervisors are responsible for training their student employees. Students must be apprised of all responsibilities, duties, and expectations at the outset of employment.** Comprehensive training and expectation-setting can help sidestep problems down the road. **Holding a student employee orientation is highly encouraged.**
- ✓ If you have experienced, trusted student employees who can help new hires learn their jobs, **allow the experienced employee to serve as a mentor to others.**
- ✓ **Encourage communication between yourself and your student employees.** If you will be late, need to reassign shifts, or have other issues, let your employees know as soon as the situation permits. Likewise, let your employees know that you expect the same level of courtesy and professionalism from them. Absenteeism and tardiness are acceptable grounds for disciplinary action (see “Discipline,” below).
- ✓ At the end of each semester, **all supervisors will be required to evaluate their student employees** for that term. Evaluation forms will be provided, and reminders given in November and April. Encourage employees if they are performing well and offer support/suggestions for improvement in areas of need. Feedback is an important part of ensuring your employees are doing their best work for you and allows them (and you) to adjust before problems arise.

#### **DISCIPLINE**

- ✓ **Address problems early and openly** with your student employees. The Director of Human Resources or Student Employment & Payroll Coordinator may, at your request, provide additional assistance in this regard. Problems may be handled at the supervisor’s discretion, unless that issue is severe enough to warrant institutional or legal action.
- ✓ **Ongoing issues should be** addressed with the student at the time of each incident and **documented via the Student Employment Reprimand Form.** Ensure the student knows you are documenting each incident. It is typical to issue a verbal warning for the first offense, a written warning for a second offense, and termination for the third offense.
- ✓ **Any issue, one-time or ongoing, which may require disciplinary action and/or documentation,** must be **submitted to the Student Employment & Payroll Coordinator.** The Student Employment Reprimand Form is available in the Business Office or in the My D&E Portal section of [www.dewv.edu](http://www.dewv.edu).

*Disciplinary action is warranted for, but not limited to, the following offenses:*

- ✓ No call / no show when scheduled to work (*One warning is standard before termination*)
- ✓ Excessive tardiness or calling off work
- ✓ Leaving work without permission during their shift (walking off the job)
- ✓ Sleeping on the job
- ✓ Refusal to perform duties as assigned
- ✓ Reporting to work under the influence of alcohol or drugs, or using alcohol or drugs on College property
- ✓ Theft, misuse, or destruction of College property
- ✓ Falsifying timesheets or reporting false hours on a timeclock system
- ✓ Falsifying College records or violating faculty/staff/student confidentiality by disclosing data to unauthorized persons
- ✓ Harassment or assault in any form: sexual, physical, verbal, etc.