

## EMPLOYERS' GUIDE TO STUDENT EMPLOYMENT PROGRAM

### STUDENT EMPLOYMENT PROGRAMS

Many students at Montclair State University find it possible to meet a large portion of their college expenses by working full time in the summer and part time during the school year. The student employment programs of financial aid were created to centralize information about employment opportunities; provide standardized practices and procedures for student employment; establish equal work for equal pay; prevent discrimination on the basis of sex, race, creed, national origin or physical handicap and increase the number and variety of available jobs on the MSU campus.

Student employment programs at MSU have two primary purposes: to provide students with financial support and to assist in carrying out the day-to-day operations of the institution. In addition, student employment can be of significant value to a student's general educational experience. Learning opportunities through work experience and supervisory interaction can be maximized for student workers.

This guide is intended to help employers become familiar with the student employment program and practices. The Financial Aid Staff is available to assist you with inquiries.

The Office of Student Financial Aid's mission is:

"To provide a human resources office for students within Montclair State University throughout the year through the maximum utilization of resources and an efficient and professional staff, the development and enhancement of interrelated departments, appropriate strategies, the utilization of State and federal guidelines including: staff development, training, personnel and payroll issues, which will assist students to define and accomplish personal, academic and professional goals."

Financial aid programs, descriptions and guidelines, and student employment programs are subject to change at any time as a result of new or amended State or federal legislation and changes in University policies.

### EMPLOYMENT OPPORTUNITIES

The Financial Aid Office handles the **Federal Work-Study (FWS)** Program. The office informs the students that they are eligible for the program and tells them how much money they can earn when they work either on campus or in approved off-campus locations. In effect, students are "walking banks." When you decide to hire a student, you will be able to spend that student's allocation.

A second form of on-campus employment is the **Student Assistant (SA)** Program. The SA program is money allotted to offices and departments by the Vice

Presidents. If you hire a SA employee, you must have the money from this fund to pay them. The budget object code is 1800. The office or department is the bank for the SA employee, in contrast to the FWS employee, who is a "walking bank."

## THE CENTER FOR CAREER SERVICES AND COOPERATIVE EDUCATION ON-CAMPUS JOB LISTINGS

All students who want to work on campus as either a Student Assistant or a Federal Work Study Student can see available positions by registering with the Center's on-line job listing system, *Career Directions* at [www.montclair.edu/careerservices](http://www.montclair.edu/careerservices) and selecting *Career Directions* from the Student Services box located in the center of the web page.

You must first register as a new user and create a profile before you have access to the posted positions. Once you have reviewed the positions and believe you meet the requirements, it is your responsibility to contact the department according to the application directions.

All on campus departments are instructed to place all job openings on *Career Directions* and it is the responsibility of the department to let us know when the job is filled.

Please call the Center for Career Services (ext. 5194) if you have questions or need assistance with this process.

## STUDENT JOB CLASSIFICATION SYSTEM AND PAY SCALE

To ensure uniformity and fairness in student pay rates, a student job classification system has been developed. The job classification system applies to any student employee (FWS and SA) who will be paid on an hourly basis. The system contains over 38 student job titles commonly used throughout the University and acceptable rates of pay associated with each position. All campus employers must refer to this information before hiring a worker, as it will guide them in assigning jobs and appropriate pay rates. Students should also review this information to discover in what capacities students are employed by the University and at what pay rates. Job titles and pay rates are based on the nature of the work that is to be performed, as well as the education, skills and experience that are required to fill the position. An employer must assign the job title that best applies to the primary purpose of the student's job, even though the responsibilities of the job may include any part of the duties outlined in the job description. (See individual job descriptions listed at the end of this guide.)

Based on the job title selected, the employer should determine the student's pay rate. Each job has been classified under a system of skill levels determined by the talent needed or training required. The Academic Range equates to the individual student employee's academic status as determined by the Office of the Registrar. However, if a student possesses related skills, knowledge or job experience, the employer may choose to hire the student at a higher rate of pay within the same pay grade. It is the responsibility of each employer to consider these factors when determining each student's exact rate of pay.

The hourly pay scale and job title indicated in this publication (pgs. 9-10) must be used by all campus employers when filling out payroll authorizations and status/change forms for all students paid on an hourly basis. Incorrect use of pay rates or job titles will result in payroll forms being returned to the campus employer for correction.

#### PAY RAISES

Another Request for Employment Form must be completed with the pay increase filled in the "suggested hourly rate."

#### PERFORMANCE EXPECTATIONS

Student employees are expected to perform job assignments in a manner that is consistent with departmental goals. Appropriate personal conduct and positive work attitudes are also important aspects of satisfactory job performance.

#### WORK RELATED PROBLEMS

From time to time, employment-related problems may arise. The key person in all communications involving the employee's work is the immediate supervisor. When a student employee encounters work-related difficulties, attempts to resolve the situation should always begin with his or her immediate supervisor. Many problems can be resolved on an informal basis if both parties earnestly try to discover the basis of the problem and formulate a solution together.

#### DISCIPLINARY ACTION

Failure on the part of a student employee to meet job responsibilities or abide by department rules may result in disciplinary action. In the event that disciplinary action is necessary, the following process should be followed (except in serious cases of violation requiring immediate action) to enable an orderly review of the circumstances surrounding the unacceptable behavior:

Step 1: the supervisor should issue an oral warning for the first offense.

Step 2: a second offense should be documented by the supervisor in the form of a written warning provided to the student employee. The warning should include

suggestions and a time period for correcting the unacceptable behavior. Follow-up is the responsibility of the supervisor.

Step 3: a third offense may warrant a decision by the supervisor to suspend or terminate the student employee.

When adequate advance warnings have been given in writing by the supervisor for repeated tardiness, unexcused or excessive absenteeism or other forms of unacceptable behavior, termination of the student employee may take place immediately without further notice.

In addition to the guidelines for conduct and performance stated previously, the University maintains several other grounds for sanction or termination. These include unsatisfactory completing of assignments unsatisfactorily, being under the influence of alcohol or drugs, engaging in disorderly conduct that threatens the safety of others, tampering with or falsifying timesheets and jeopardizing the University's public image through inappropriate actions.

#### EMPLOYER RESPONSIBILITIES

A. Assures that the student is currently enrolled and earning MSU credits.

B. During a job interview, it is essential that an employer clearly explain job responsibilities, performance expectations, pay rates and work schedules associated with the position. The purpose of the interview should be to see how closely the student's skills and personality match the job description and office needs. It is recommended that the student be asked for references and that those references are checked.

C. Before an employer hires a FWS student, proof of eligibility for employment under the program will have to be obtained from the student in the form of a copy of their award letter or a printout received from the Financial Aid Office.

D. Immediately upon hiring a student, the employer must ensure that all of the necessary payroll and employment forms are completed, so that the student is paid on a timely basis; see guidelines under PAYROLL PROCEDURES – FWS AND SA

E. Reviews time sheets for accuracy; approves as appropriate and submits every 2 weeks.

F. The employer should provide the student with a job description and train and supervise the student to the degree necessary for adequate job performance. In addition, important office policies and procedures should be made known to the student.

G. Supervises the student responsibly.

H. If dissatisfied with student performance, warns student that behavior (punctuality, work performance, etc.) must be improved in order to retain position; follows guidelines under DISCIPLINARY ACTION.

I. Ensures that the student does not work for more hours per week than permitted: fifteen (15) hours maximum while school is in session and thirty-five (35) hours maximum during breaks and vacation. However, the hours to be worked should be less if a student's course schedule does not permit maximum workload.

J. Unless termination is for cause, wherever possible gives the student two weeks notice.

K. In case of supervisor's absence or vacation, alternative supervision is arranged.

L. Working more than 20 hours a week tends to decrease retention and GPA. Be aware that student employees are strongly encouraged to maintain a 2.0 or higher GPA.

M. Supervisors are responsible for notifying the Payroll Department should it become necessary to terminate a student's employment prior to the end of an assignment.

N. Supervisors should fill-out the correct starting and ending dates on the Request for Employment Form. This assists in inputting more meaningful end dates (other than the end of the fiscal year).

O. When a student's rate of pay changes, a new "Request for Employment" form must be completed and submitted to the Financial Aid office. This form will then be submitted to the Payroll Office.

P. If a student's rate of pay changes, the old assignment needs to be closed out; consequently, the employer must indicate to Payroll that the new paperwork REPLACES the old and that the old should be closed out. This will avoid having three positions open in the same department for three different hourly amounts.

#### INTERVIEW QUESTION\*\*

1. Tell me about yourself. (Try to learn interest areas, major, G.P.A.)
2. What are your strengths?
3. What are your weaknesses?
4. How would a former employer describe you? **or** How would one of your teachers describe you?

5. Why should we hire you?
6. Tell me about the most (and the least) satisfying job you ever held.
7. Tell me about the best (and worst) boss you ever had.

\*\* Be sure to give the student time to ask questions

## FEDERAL WORK-STUDY PROGRAM

Federal Work-Study (FWS) is a financial aid program that enables the University to place eligible students in on-campus and off-campus jobs that are funded by the federal government and the University. Under this program, a student may hold only one FWS job at a time and must be paid on an hourly basis.

A student's eligibility for FWS is determined by the Financial Aid Office on the basis of documented need and the availability of funds. A new Free Application for Federal Student Aid is required for each academic year. To be eligible for FWS, students must:

- be enrolled or accepted for enrollment at MSU and in regular attendance in either an undergraduate or advanced degree program
- be a U.S. citizen or permanent resident of the U.S.
- maintain satisfactory progress in course work while under the program
- need earnings from FWS employment to finance a degree at the University
- not owe a refund on a federal or State educational grant
- not be in default on a federal or State educational loan
- comply with Selective Service requirements by signing a statement of draft registration status
- complete verification process within sixty (60) days after classes begin

## APPLYING FOR FWS FUNDS

For a student to receive assistance through the Financial Aid Office, an application called the Free Application for Federal Student Aid (FAFSA) must be completed and processed. The FAFSA requests information regarding parents' income and outstanding debts, family assets, size of family and number of family members in college.

This information is then applied to a formula established by the federal government to determine how much a family and student may be expected to contribute to the student's education. One of the ways in which Financial Aid Counselors help the student meet his/her contribution to education is through an offer of FWS.

Students who receive Federal Work-Study will be assisted by Career Development in securing a job. Students will be paid on an hourly basis and receive a biweekly

paycheck for their services. It is assumed that the money they earn will be used to help meet their educational expenses.

## FWS POLICIES AND PROCEDURES

The FWS program has certain requirements that must be met in order for the University to continue to receive funding from year to year. FWS employers are asked to adhere to established procedure so that funding resources, as well as their department's eligibility to hire FWS students, are not jeopardized. Students hired under FWS and SA programs follow the same procedures in all respects except the Employment Authorization Form.

## PAYROLL PROCEDURES – FWS AND SA

On-campus employers are responsible for making sure the necessary paperwork is completed to put the student employee on the payroll system. To ensure that the student is paid on a timely basis, the following guidelines should be followed.

### **\* Employment Authorization Form (FWS-Blue)**

An employer who hires a student must first verify the student's eligibility for employment under the FWS program by seeing a copy of the student's financial aid award letter. The (total) amount of money he/she may earn under the program is listed therein.

### **\* Request for Employment Form (FWS-Gold, SA-Green)**

Employer must complete the top and middle sections of the form before returning it to the Financial Aid Office for FWS employees or Payroll (CO- 314) for Student Assistants. This form requests such information as the suggested range, academic status and suggested hourly rate.

### **\* Employment Eligibility Verification (I-9, Ivory)**

FOR ALL NEW FIRST-TIME EMPLOYEES AT MONTCLAIR STATE  
UNIVERSITY

Employer and employee must complete and sign the appropriate section of this form to be returned to either the Financial Aid Office for FWS or Payroll for SA and attach the following:

Two (2) Xerox copies of student's social security card AND

One (1) Xerox copy of student's valid driver's license OR other documentation listed on I-9 AND

W-4 (Federal and State, White and Gold) filled out by the student.

## SCHEDULING FWS AND SA STUDENT WORK HOURS

Employers of FWS students should try, when possible, to assign weekly work hours that will allow a student to maximize his or her FWS allocation. Although a student is

not obligated to earn the entire award, many of them rely on FWS earnings to meet education costs.

FWS students generally work an average of 10 to 15 hours per week, depending on course load and class schedule. Students may not, under any circumstances, work over 8 hours in one day, more than 5 and one half hours without at least a half-hour break, or over 35 hours in a seven day week.

#### HOW TO DETERMINE THE NUMBER OF HOURS A STUDENT MAY WORK

Assuming the student is beginning to work at the start of the academic year, divide the total FWS award in half and plan to use half in each semester. Divide the answer by the number of weeks the student will be available to work; this number will vary because of holiday schedules, school breaks and calendar variations.

Divide that answer by the hourly pay rate the student will receive (refer to the Compensation Scale on page 9). The answer will be the number of hours the student should work each week during the semester to maximize the FWS award.

#### CHANGE OF ASSIGNMENT

If a student worker leaves one position and accepts another, he/she must present a memo from the first employer stating that he/she is no longer employed **and** have a new employer submit a Request for Employment Form.

#### TIMESHEET REQUIREMENT

In order to satisfy federal requirements, the Financial Aid Office developed a standard form for recording hours worked by FWS students. When you hire a FWS student, you will get a pad of timesheets from the Financial Aid Office. On the back of the timesheets you will find a schedule stating when the timesheets are due in the Financial Aid Office. These timesheets must be delivered by a full-/part-time regular employee or sent in a sealed envelope through inter-office mail.

A FWS employee must sign in and out of work on a daily basis and only actual hours worked may be recorded. This does not include lunch periods or other non-work time. In addition, federal regulations do not permit a student's work schedule to conflict with his/her class schedule.

At the end of the second work week, both the student and supervisor must sign their names at the bottom of the timesheet, to certify that the work hours reported are accurate (payment may be calculated to the quarter hour) and that payment will be received by the student.

#### FWS AND SA COMPENSATION SCALE

NJAC 9:6A-3.8 "Student Employees," adopted effective January 4, 1988, provides that "student employees' salaries shall be determined by each college." The

compensation and classification scale for student employees at Montclair State University is listed below.

Compensation Scale	Skill Level			
Academic Range	1	2	3	4
1	\$7.25	\$7.50	\$7.75	\$8.00
2	\$7.50	\$7.75	\$8.00	\$8.25
3	\$7.75	\$8.00	\$8.25	\$8.50
4	\$8.00	\$8.25	\$8.50	\$8.75

### Academic Range

The Academic Range in the above compensation scale equates to the individual student employee's academic status as determined by the Registrar: Range 1 for Freshmen, Range 2 for Sophomores, Range 3 for Juniors and Range 4 for Seniors.

### FWS AND SA SKILL LEVEL CLASSIFICATIONS

The skill levels of FWS and SA positions are determined based on the classification based on the classifications of responsibilities assigned, as follows:

#### Skill Level 1

These unskilled positions require no prior training, little or no knowledge or experience and involve routine or repetitious work under close supervision.

Examples of such positions include but are not limited to:

- Receptionist
- Non-typing Clerical Assistant
- Mail Room Assistant
- Custodian Helper
- Athletic Equipment Assistant
- Registration Assistant

#### Skill Level 2

These semiskilled positions require limited prior training, some knowledge or experience and involve mostly routine work under close supervision.

Examples of such positions include but are not limited to:

- Clerical Assistant (involving typing)
- Word Processing Assistant
- Bookkeeping Assistant
- Stenographer Assistant
- Data-Entry Assistant
- Security Aid

Athletic Training Assistant  
Stock Room Assistant  
Media and Technology Assistant  
Groundskeeper Assistant  
Switchboard Operator Assistant  
Tour Guide  
Non-Technical Laboratory Assistant  
Residence Life Desk Assistant  
Residence Life Conference Assistant

### Skill Level 3

These skilled positions involve previous technical training and experience and require the exercise of some initiative under limited supervision.

Examples of such positions include but are not limited to:

Computer & Technical Laboratory Assistant  
Tutor  
Photographer  
Research Assistant  
Programmer Assistant  
Electronics Technical Assistant  
Editorial Assistant  
Residence Life Resident Assistant  
Residence Life Maintenance Assistant  
Library Assistant

### Skill Level 4

These skilled positions require supervisory or professional skills, significant prior training and experience and involve independent judgment under general supervision.

Examples of such positions include but are not limited to:

Residence Program Supervisor  
Recreation Life Supervisor  
Lifeguard  
Residence Life Assistant Manager  
Other program supervisors  
Other licensed technicians

### FEDERAL WORK-STUDY (COMMUNITY SERVICE)

The Federal Work-Study Program will offer on- and off-campus "Community Services" employment opportunities to eligible students as mandated by the National and Community Service Act of 1990. "Community Service" positions are

identified by an institution of higher education through formal or informal consultation with local non-profit, governmental and community organizations. These "Community Service" employment opportunities are designed to improve the quality of life for residents, especially lower income individuals, or to solve particular problems related to their needs. The "America Reads" initiative also comes under the auspices of "Community Service." "America Reads" has been established to teach students from K-3 to read by the fourth grade level. We look forward to employing some of our own students under this program.

Please refer any inquiries about "Community Service" FWS Employment to:

Ifey Okobi

Office of Student Financial Aid

College Hall 208

Ext. 4461