

University of Maine at Fort Kent

2007-2008

An illustration of four stylized cartoon figures holding up a large, light blue banner. The banner is held by two men at the top and two people at the bottom. The man on the top left is wearing a blue suit and tie. The man on the top right is wearing a green suit and tie. The woman on the bottom left has blonde hair and is wearing a grey top and purple skirt. The man on the bottom right is wearing a grey long-sleeved shirt and pants. The banner is held taut, and there are blue motion lines around the edges where the figures are holding it. The text on the banner is centered and reads "Student Employment Guide For Supervisors".

Student Employment Guide For Supervisors

Rev. 07/2007

University of Maine at Fort Kent

**Work Study Guide for Supervisors
2007-2008**

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I. Federal Work Study

The Federal Work Study Program is a federally funded financial aid program which provides employment opportunities for students who need money to meet educational expenses. Work-Study is awarded as part of the student's overall financial aid package and is also intended to broaden the range of worthwhile job opportunities for qualified students.

Certain stipulations exist regarding the type of employment situation a student can accept. Positions are generally limited to those offered by public or private non-profit organizations. Federal work-study funds can not be used to pay for work which is religious, political, or which is performed for the benefit of a private individual. Because of this, a student can be paid for general office work but can not be paid for typing a dissertation or assisting with private consultation. Students can not be hired to replace regular employees and all hiring practices must comply with existing civil rights regulations.

II. Types of Student Employment and The Application Process

There are basically three different types of student employment. These are: the *Federal Work Study Program*, the *University Work Study Program* and campus *department employment*. Student employment is normally available during the academic year and during the summer.

To apply for academic and summer *federal work study*, students are required to complete and submit a Free Application for Federal Student Aid (FAFSA), list UMFK's school code (002041) as a college he/she plans to attend, and check "yes" to the question, "are you interested in work-study?". A student must also provide the student financial aid office with any other documents as requested for completion of his/her file. A student's federal work-study eligibility will be determined by the student financial aid office and the student will be notified. If a student's eligible for this type of work-study, a financial aid award letter will be sent to him/her stating the amount of work-study earnings he/she is eligible to receive.

A limited number of *federal work study* positions are available during the academic year. For students requesting a work study position, we recommend that they submit their completed FAFSA to the processor as soon as possible after January 1st. To be considered for most types of financial aid, (i.e., including work study) from one year to the next, the appropriate FAFSA application must be filed every year. We strongly encourage work-study supervisors to remind students, whom they wish to hire, to complete the FAFSA process in January.

The *University Work Study Program* is an on campus work program with limited (university) funding. Students who are not eligible for the federal work-study program will be considered for this program. Students interested in this type of program are asked to complete a University Work Study Application available online or from the Student Employment/Human Resources Office. University work-study employment may be offered and/or considered according to: availability of funds, a student's knowledge and/or skills, if a student is being requested by an approved department, and a student's application date.

Campus *department employment* funding is limited. It may be offered to students who have special skills and/or a level of knowledge needed by a department. The department is required to have sufficient funding available to pay student employees. A student is usually asked to work for a department by someone from the department. (This type of employment is not considered work study.)

Student employees should not begin work and can not be paid (for hours worked) until approvals and all the necessary paper work is completed (properly) and on file with the student employment office. (For more information refer to Section V)

III. The Immigration Reform Act of 1986

The Immigration Reform Act of 1986 requires all employees to prove and certify that they are a U.S. citizen or an alien authorized to work in the U.S. **The I-9 Verification Form must be completed BEFORE A STUDENT BEGINS WORK OR WITHIN THREE WORKING DAYS!**

In order to comply with federal law, student employees are asked to provide documentation which establishes identity and employment eligibility. Before a student may begin working, he/she must bring either a document from list A, or one document from each of lists B and C, to the student employment office for verification. Student employees will not be allowed to begin employment until all required paper work is completed and on file. Acceptable documents are listed below.

A) DOCUMENTS WHICH WILL ESTABLISH IDENTITY AND ELIGIBILITY:

- *U.S. Passport
- *Certificate of U.S. Citizenship
- *Certificate of Naturalization
- *Unexpired Foreign Passport with I-551 Stamp or Form I-94
- *Permanent Resident Card or Alien Registration Receipt Card with Photograph
- *Unexpired Temporary Resident Card
- *Unexpired Employment Authorization Card
- *Unexpired Reentry Permit
- *Unexpired Refugee Travel Document

B) DOCUMENTS WHICH WILL ESTABLISH IDENTITY:

- *Drivers License with picture and description
- *State ID card with picture and description
- *School ID card with picture
- *Voter Registration card
- *U.S. Military card or Draft record
- *Military dependent's ID card
- *U.S. Coast Guard Merchant Mariner Card
- *Native American tribal document
- *Canadian Drivers License

C) DOCUMENTS WHICH WILL ESTABLISH EMPLOYMENT ELIGIBILITY:

- *U.S. Social Security card
- *Original or Certified Birth Certificate issued by state, county, or municipality with an official seal
- *Certification of Birth Abroad issued by Department of State
- *Native American Tribal documents;
- *U.S. Citizen ID Card
- *ID card for use of Resident Citizen in the U.S.
- *Unexpired employment authorization document issued by DHS

IV. Social Security Application / Information

A (U.S.) Social Security number is required anyone who works in the United States. If a student does not have a U.S. Social Security number they will need to apply for one. Application can be made by contacting the Social Security Administration (SSA).

A Social Security application is required, and the student will also need to provide required documents to the Social Security Administration. The Social Security Administration's nationwide telephone number is 1-800-772-1213, and their Web address is: www.ssa.gov. Application forms can be downloaded from their web site. Forms are also available at the local post office and the student employment office.

The Social Security office closest to UMFK is located at 365 Main Street, Presque Isle, Maine 04769. They can be reached at: 1-207-764-3771. In order to get a Social Security card for work purposes, the SSA recommends that the student bring the following documents with them at the time of their personal interview (also required with the SSA Office):

- I-94
- I-20
- ID of the student (UMFK school ID is acceptable)
- Canadian Social Card (if applicable)
- Proof of age, official document (i.e. passport, official birth certificate)
- Completed and signed SS application
- A letter from the student's campus employer stating their intent to hire

For directions to the SSA's Presque Isle office, and/or for more information on what required documents to bring, students may contact the student employment office.

V. The Hiring Process

The process of hiring a student through the Federal Work-Study Program begins with you, the potential employer, assessing your needs. How have you used students in the past? Is it absolutely essential for your work area to have a work-study student? How can you use work-study students constructively in your work area? To help you classify your particular job descriptions in your area, the UMFK Student Job Classification Schedule (available on-line and from the student employment office) contains student job titles and position descriptions

currently in use at UMFK. These listings should fit most of your needs. If you can not find an appropriate job description, please contact the Student Employment/Human Resources Office.

Once you have determined the number of students that you will require in your area, you will need to complete the appropriate (i.e. academic year and/or summer) Employee Request Form. Forms are usually mailed directly to you or to your department's chair person, during the month of January of each year. If you do not receive forms during this time period, check with your department's chair person. Forms are also available on-line or from the Student Employment/Human Resources Office. Completed forms must be returned by the corresponding deadline(s). Late requests will not be considered until all approved requests have been filled. Requests are required annually.

Department requests will be reviewed and prioritized according to need and according to the number of work-study positions that can be funded. You will be notified in writing of the number of work study positions approved in your area. A supervisor may hire only the number of approved positions in his/her area. Students will only be allowed to accept positions that have been authorized in advance by the Student Employment/Human Resources Office.

Eligible work-study students will be given a list of all approved positions. It will then be the responsibility of the student to apply for these positions. While the supervisor has the responsibility of hiring his/her staff, the Student Employment/Human Resources Office reserves the right for final approval.

Students who have been awarded with a Federal Work Study allocation will have a Student Employment Authorization (SEA) card in their possession when seeking on campus employment. This form is the official notice of their eligibility to participate in the program. No student can begin employment until after this authorization has been properly completed and returned to the student employment office (note that all copies should be returned). **First-time UMFK work study students must also complete an Individual Data Sheet, W-4, W-4ME, and the I-9 Employment Eligibility Verification form within three days of hire.**

Important: *If a student fails to; make arrangements with a work-study supervisor, pick-up his/her SEA card from the student employment office, and/or return his/her SEA card to the student employment office **during the first week of school**, this will constitute a forfeiture of his/her work-study job. It is possible that the student's work-study allocation may be canceled.*

VI. Job Titles, Pay Ranges & Increases

About Job Titles:

Choosing the correct Job Title for your student employee is extremely important. A supervisor will begin by reviewing the UMFK Job Classification Schedule (manual is available on-line or from the student employment office) and selecting an appropriate Job Title according to the already established campus job titles/job description listing being used on campus. If you cannot locate a suitable job title, please contact the student employment office. Additional job titles can be developed to fit your specific needs. Current "active" job titles are listed later in this section.

About Pay Levels:

Pay levels are determined by the job title and job description.

The chart below has the current pay levels and wage ranges based on the Maine State minimum wage of \$7.00/hr effective October 1, 2007:

Pay Level I	Wage Range	\$7.00 → \$8.10
Pay Level II	Wage Range	\$7.30 → \$8.40
Pay Level III	Wage Range	\$7.60 → \$8.70

If a student is working for a supervisor for the first-time, the student should begin at the base rate in that particular pay level. If the student has solid, relevant experience, the supervisor may start that student at the base rate plus \$.05 - \$.50. A Work Study Pay Rate Request form (See Appendix A) must be sent to the Student Employment/Human Resources Office stating the reason for the higher starting rate.

A Pay Level change can be issued by the work-study supervisor at anytime as long as the student employment office is made aware of the change in writing at least one week prior to the next scheduled student time approval date.

About Pay Rate Increases:

Pay rate increases will be at the discretion of the supervisor and the department head with no more than two increases per academic year including the summer term, with a maximum of \$.20 per increase.

Increases will be based on job performance and experience, not longevity. Increase requests must be made in writing by filling out a Work Study Pay Increase Request form (See Appendix B). It must be signed by the supervisor and the department head and submitted to the Student Employment Office.

To receive a pay increase the student must have a favorable performance evaluation on file in the Student Employment/Human Resources Office.

If at any time a supervisor and/or student employee finds that an entitled step increase was not issued, please notify the Student Employment Office.

Current “active” Job Titles

Level I

These positions require no prerequisite skills. Work is performed under specific instruction and supervision, and becomes routine after the initial training period. The main responsibility is to be on duty in a department which provides on-call services to the university community. The employee is expected to use little independent judgment. Current active jobs in this level are:

- | | |
|---------------------------------------|-------------------------------|
| Academic Computing Attendant I | Instructor’s Aide I |
| Allagash Wilderness Waterway Intern I | Laboratory Aide I |
| Athletics Team Manager I | Laborer I |
| Audio Visual Aide I | Library Clerk I |
| Crafts Worker I | Web Administrator Assistant I |

Level II

These positions require the employee to perform complex tasks related to the daily operations and or recordkeeping of a department. Independent judgment and initiative are sometimes exercised, and work may involve coordinating with one or two other students. Current active jobs in this level are:

Academic Computing Assistant II	Laborer II
Acadian Archives Assistant II	Library Assistant in Serials II
Administrative Aide II	Library Circulation & ILLC II
Athletics Office Aide II	Library Clerk II
Athletics Trainer II	Library Aide Supervisor II
Athletics Weight Room Attendant II	Library Aide to Reference Librarian II
Audio Visual Supervisor II	Music Technology Lab Assistant II
Crafts Worker II	Nursing Resource Center Assistant II
Forestry Assistant II	Photographer II
Greenhouse & Field Assistant II	Typist/Secretary II
Instructor's Aide II	Web Administrator Assistant II
Laboratory Aide II	

Level III

These positions are intended to recognize those students who have gained a higher skill level and specific job knowledge as a result of prior work in a particular area. Employees in this level will be expected to frequently work with little or no direct supervision, exercise a higher level of productivity, initiative, independent judgment, responsibility and discretion than Level II. Current active jobs in this level are:

Administrative Aide III	ITV Program Assistant III
Athletics TV/Radio Assistant III	Laboratory Aide III
Computing Laboratory Aide III	Library Circulation & ILLC III
Editorial Assistant III	Library Aide Supervisor III
Forestry Assistant III	Nursing Resource Center Assistant III
Forestry GIS III	Research Assistant III
Information Services Assistant III	Switchboard/Mailroom/Book Store III
Instructor's Aide III	Video Streamer III

VII. TIME ENTRY AND PAY CHECKS

Student payrolls are processed on a bi-weekly schedule. The work week begins on Sunday and ends on Saturday, with two weeks in each payroll period. It is the supervisor's responsibility to make sure that time is approved in MaineStreet on the Monday a student payroll runs.

Supervisors who do not approve time in a timely manner are directly responsible for the additional two week delay in students receiving their pay. Supervisors also have the responsibility to verify that all hours submitted for payment are accurate and have actually been worked.

Supervisors are asked to check the exceptions screen in MaineStreet and to clear these out as soon as possible. If exceptions are not cleared, it may be possible that the department may be charged for those hours.

We are strongly encouraging students to have direct deposit of their payroll checks. However, paychecks are available and will be distributed/released only according to the dates provided on the student payroll schedule. Checks can be picked up at the business office. If a student must

have someone other than themselves pick up their work-study check, the student will need to provide written authorization to the business office before release will be granted.

If a student would like to have their check mailed off-campus, they need to provide a self-addressed, stamped envelope with the business office.

Reminder: When entering time on People Soft, time worked beyond the hour should be entered in 15 minute increments. See examples below.

VIII. SUPERVISION & POLICIES - WARNINGS AND/OR TERMINATION

Supervision

It is the responsibility of all supervisors to provide adequate supervision and training to student employees. Many of our students may have had little or no formal work experience; therefore, the positions that they hold while attending UMFK very often will have a large impact in determining if they will be hired after graduation. It is in the students' best interest that they be provided with a realistic view of life in the working world. Students should be made aware that as supervisors, you will enforce all guidelines, and that you will take action on any infraction.

Supervisors are asked to work closely with their student employees, taking into consideration the students' classes when arranging their work schedule. A regular work schedule should be established and adhered to. All expectations regarding performance, job and work schedule should be discussed thoroughly with your student workers prior to the start of employment.

A student and supervisor's first order of business is to discuss the work schedule, job duties, responsibilities, and the supervisor's expectations. Expectations and policies will vary from one work site to another. Make sure your work study students are aware of what is required of them. There are certain **policies** that are expected of all student employees. These policies are:

1. if a student is scheduled to work, he/she must be present;
2. a student should not be working during scheduled class time.
3. the student must be punctual for all scheduled work hours;
4. complete confidentiality must be exercised especially if student is working in any University office;
5. a student must dress appropriately according to dress code established by the department;
6. a student must be thorough and efficient;
7. if a student is ill, he/she is required call in and inform the supervisor before the scheduled start time;
8. a student represents the University and must act accordingly;
9. if a student is injured on the job, they should notify their work-study supervisor immediately. And the supervisor must notify the Human Resource office and is required to file/complete any reports as necessary with the HR office.
10. Sexual Harassment is against the law, will not be tolerated and will be disciplined according to University Policy.

If a student employee is injured on the job, please notify the human resource office immediately. You will need to file a report with them.

Warnings and/or Terminations

As an employee, students should be aware that not performing as expected (including improper behavior and/or inappropriate actions) may result in their employment being terminated. Immediate termination is possible. Work-study employees who are terminated will lose their work-study allotment for the remainder of the academic year or summer period.

If a student employee is performing in such a manner that requires disciplinary action, please notify the student employment office immediately. As supervisors, your responsibility is to enforce all guidelines and take appropriate action when your employees are not performing as expected. This includes terminating employees. The policy for terminating student employees is as follows:

- a. The student should be verbally warned and the supervisor should make a note of this for his/her records.

Note: If a student can not be warned verbally, the verbal notice can be replaced with a written notice. This written notice should give the student the opportunity to make arrangements to meet with his/her supervisor to discuss the matter. **If a written notice is given because a verbal notice was not possible, this written notice will count as a verbal warning** (See Appendix D). A copy of the notice should be provided to the student employment office. If the problem continues, a second written notice will be issued.

- b. If problems persist, the student may be given a written warning (See Appendix E) by the supervisor. A copy should also be sent to the Student Employment/Human Resources Office.
- c. If the student continues to perform unsatisfactorily after the warnings have been issued, the supervisor may end the employment arrangement. A copy of the dismissal letter (see Appendix F) should also be sent to the student employment office.
- d. A student who believes that he or she has been dismissed unfairly may appeal the dismissal through the following channels: Student Employment/Human Resources Office, Vice President of Administration, President.

The student employment office will make every effort to locate a replacement employee for you. If you issue a warning to one of your employees or terminate the employment, please document it by completing the appropriate in Appendix D and Appendix E of this manual. Also, forward a copy of the completed document to the student employment office. Please remember that work-study is a learning opportunity for the student, as well as, a limited resource for the university. If you can not or will not provide adequate supervision and/or enough work for the student, your work site will not be considered for future placements.

IX. WORK SCHEDULES

Actual day-to-day work schedules should be individually arranged between the student and supervisor. It is preferable for students to work one-half of their year's work-study allocation each semester. This way, students are assured a steady income throughout the year and work-study supervisors are assured steady coverage.

Students awarded with an academic year work-study allocation may only earn their allocation during the academic year. Money awarded for the academic year can not be transferred during the summer period.

Students awarded with a summer work-study allocation may only earn their allocation during the summer. Summer work study students are allowed to work A MAXIMUM OF 40 hours per week. Money awarded for the summer can not be transferred or worked during the academic period.

In the event that you allow a student to work in excess of 40 hours per week, your department must pay these hours. Funds will be taken from your department's budget. The excess hours will be paid to the student at 1.5 times the student's regular pay rate.

Students can not be required to work during school breaks or vacations. Students may work during school vacations and holidays if it is mutually agreed upon with the student and the individual supervisor. Time and one-half holiday pay will not be paid. Students can not work over 40 hours per week. If any time is missed because of illness, a holiday, or any other reason, students will not be paid for time missed.

X. MONITORING WORK-STUDY HOURS

In order to comply with the statutes and regulations governing federal aid programs, it is necessary to monitor your student employee's earnings. Each student who is awarded work-study will have a limited amount of money available to earn each program period (fall, spring or summer semesters). This limit will be stated on the Student Employment Authorization (SEA) card. The supervisor and the student must monitor work-study hours carefully!

In order to assist you in monitoring student employee's earnings, a computer printout is generated after each payroll is processed. This report indicates the student's earnings (as of the last processed payroll), the student's maximum earnings, and the remaining earnings as of the last processed payroll.

If a student under the Federal Work Study Program exceeds his/her work-study allotment, you may be placing the student in an over-award situation. If this happens, the student's financial aid package may require adjustment and repayment of other forms of financial aid may be required from the student. A student can not earn more work study funds than the total allocation offered to the student by the student financial aid office.

Students being paid under the Federal Work-Study Program can not be paid for more than 40 hours per week .

XI. TAXES

Federal Income Taxes

Everyone who earns income for work or services or who receives income from investments, interest, and similar sources must pay federal taxes. If you are employed, your employer will withhold a portion of your income each time you are paid and submit that amount to the federal government on your behalf, unless your income is exempt from withholding on the basis of a tax treaty. The amount withheld is computed based on your income level and the number of exemptions you claim for your spouse and children.

The amount of income that is taxable and the percentage of taxes paid depends in part on whether you are a resident or a nonresident for tax purposes. Residence or non residence for tax purposes is related to but not the same as residence (immigrant status) or non-residence (non-immigrant status) for immigration purposes.

At the beginning of each year, each person who has earned income files a tax return with the government. Effective in 1992, all persons in F-1 status must file a tax return, even if they have no U.S. source income. On the tax return, the individual computes the actual income for the year and the exact amount of taxes owed and compares that to the amount of taxes withheld by the employer. The tax payer either pays additional taxes to the government or requests a refund from the government to cover the difference between the amount owed and the amount actually paid. Non-resident aliens with wage income must file federal tax returns between January 1 and April 15 every year; those without income must file by June 15.

All F-1 students must file federal tax forms every year they are in the U.S. The deadlines to file the forms are April 15, if U.S. money is earned (including scholarships and assistant ships), and June 15, if no U.S. money is earned.

State Taxes on Income

Each state makes its own rules on the taxation of individuals and businesses. Some states have no income tax and others have tax systems which are quite different from the federal system. Maine does have a state income tax.

Federal Social Security Taxes on Income under the Federal Insurance Contributions Act (FICA)

All persons who earn income in the United States are required to pay social security or FICA taxes on that income. The current rate is approximately 15 percent. Half of that is paid by the employer and half by the employee. One important exception is that an F-1 student is exempt from social security taxes for the period of time they are non-resident aliens, for tax purposes, if their employment is directly related to them being in the United States.

It is the right of each tax payer to verify with the federal government that taxes are being paid appropriately and to obtain a refund directly from the government if one is due. Having a social security card does not indicate whether a person is authorized to work or whether income from work is FICA taxable.

FICA (social security) taxes may be deducted from one's earnings during a semester break and/or during summer when applicable. Students employed, but not enrolled, or enrolled for less than 6 credits hours during the summer, will be charged FICA taxes accordingly as monitored.

XII. TRANSFERS

Under certain circumstances, students may be allowed to transfer from one work site to another, but only if the original supervisor is in complete agreement. Before a student transfers, however, we recommend that the situation be discussed fully. Considerable hardship may be caused if a student suddenly decides to leave a job. Oftentimes, it is possible for a supervisor and a student to work out a problem which would cause the employee to leave. On the other hand, if a student is performing in such a way that requires disciplinary action, please do not transfer the student merely to avoid supervisory responsibilities.

A student who wishes to transfer from one department to another must consult with his/her current supervisor, the Student Employment/Human Resources Office, and the new work-study supervisor. All parties involved must sign a Change of Employer form before the transfer can become effective.

Additional work-sites may be allowed only when the original work-sites can not provide enough hours for the student to earn a full work-study allotment.

XIII. PAYROLL DEDUCTION AND DIRECT DEPOSIT

Payroll Deduction

Payroll deduction is available to all work study students. Student employees can voluntarily "payroll deduct" their earnings. A student can specify a percentage or dollar amount of his/her bi-weekly earnings to be deducted from his/her net pay. Pay deductions will be applied against a student's University bill for tuition, fees, and other student charges. To begin payroll deductions, a student must complete a Voluntary Student Payroll Deduction form with the Student Employment/Human Resources Office. Payroll deductions may be stopped at any time.

Direct Deposit

Payroll Direct Deposit is a process whereby the employee's paycheck is deposited directly into the employee's personal checking/savings bank account. This option is strongly encouraged for all student employees. If a student is interested, he/she may log on to MaineStreet to do so. The direct deposit of the employee's paycheck should take place on the first payroll following the student's submission of the direct deposit form. The deposit is made to the employee's account the night before payday and the check stub is sent through normal check distribution.

XIV. NON-WORK-STUDY STUDENT EMPLOYEES

Any department interested in hiring a student and plans to pay the student from the department's own budget and/or pay the student from a specific account, the student, as a potential employee, must contact the student employment office immediately to process the required I-9, W-4, W-4ME, and Individual Data Sheet. The student can not begin work until they have complied with all payroll and I-9 requirements and have turned in an Additional Compensation Form.

Before employment begins, international students are required to have a U.S. Social Security Card (See Section IV). International students are required to follow the Immigration and Naturalization Service (INS) employment regulations. The I-20 form or the "Certificate of Eligibility for Non immigrant (F-1) Student Status" is issued to a student at the time of their acceptance to a school. A student's I-20 must be available, valid and up to date to be considered for employment. Full-time F-1 students are permitted to work up to 20 hours per week on campus while school is in session, and up to 40 hours per week during vacations periods. Permission from DHS or the ISC is not needed for on-campus employment. An F-1 student can only work on-campus unless other arrangements have been granted and approved by DHS.

XV. STUDENT EMPLOYMENT EVALUATIONS

Student evaluations will be completed after the Fall, Spring, and Summer semesters. All supervisors are expected to complete and sign a student employee evaluation form (See Appendix C) for each student employee under his/her supervision shortly after each semester ends. Evaluations on student employees will cover attendance and job performance. Please use the "comments" section of the form to document any additional information you may find useful. These evaluations are extremely important in determining future pay increases and job placement.

Forms will be sent to you via campus mail approximately two weeks before the end of each semester. All supervisors are asked to discuss the completed evaluation with the student employee. The student's signature is optional. Evaluations should be turned in to the student employment office no later than two weeks after the semester ends. All evaluations are maintained in the student's employment file for the duration of his/her employment at UMFK.

XVI. STUDENT EMPLOYEE OF THE YEAR

To be eligible for the Student Employee of the Year award, students must be paid through Federal Work Study, University Work Study, or Additional Compensation. The student must also have worked for your department during the Academic Year or Summer term.

Nominations for this award will be based on initiative, reliability, character/disposition, quality of work, and contribution to the department/division/program. Longevity is not among the criteria for selection.

Departments will receive nomination forms in March. If you wish to nominate one (or more) of your student employees, you will complete the form and return it to the Student Employment/Human Resources Office. A committee of 3-5 staff members, professional and classified, will read through the nominations and make the final decision.

The student selected as the Student Employee of the Year will receive an award and may have their name submitted to the NEASEA (Northeast Association of Student Employment Administrators) for a regional and possibly a national award.

APPENDIX A

University of Maine at Fort Kent

Work Study Pay Rate Request

This form should be **only** used if you wish to pay a ***first time*** student in your department above the pay level start rate.

Student's Name:	
Job Title:	
Department:	Supervisor:

Reason to begin student employee at a higher rate (Check One):

<input type="checkbox"/>	Previous on-campus experience	Explain:
<input type="checkbox"/>	Previous off-campus experience	Explain:
<input type="checkbox"/>	Other	Explain:

Rate Requested: \$ _____

Supervisor's Signature _____
Date

Department Head Signature _____
Date

Student Employment Office Use Only:

EmplID: _____ Rec#: _____

Student Employment Office Signature _____
Date

APPENDIX B

University of Maine at Fort Kent

**Work Study Student
Pay Increase Request**

Student's Name:	
Job Title:	
Department:	Supervisor:

Increase Effective Date:	Pay Level:
Current Pay Rate:	Amount of Increase (\$.05-\$.50)

Reason for Increase:

Supervisor's SignatureDate

Department Head SignatureDate

Student Employment Office Use Only:

EmplID: _____ Rec#: _____ Perf. Eval. Rec. _____

Last Increase Date: _____ New Rate: _____

Student Employment Office SignatureDate

APPENDIX C

Student Employee Evaluation

Fall 2006

Employee Name:	
Department:	
Evaluator:	
Date:	

	Excellent	Good	Fair	Poor	N/A
Attendance					
Attitude					
Communication Skills					
Cooperation					
Creativity					
Dependability					
Enthusiasm					
Honesty					
Initiative					
Productivity					
Punctuality					
Technical Skills					
Work Quality					
Work Consistency					
Working Relations					
Judgement					
Adaptability					
Other:					

Comments:

Comments:

Employee's Signature

Evaluator's Signature

APPENDIX D

Notification of Unsatisfactory Performance

Written Notice in Place of Verbal Warning

TO:

FROM:

DATE:

As you are aware, in order for the _____ department to continue functioning effectively and efficiently, we rely on work study students for assistance. The _____ semester has been in session for _____ days/weeks, and you have not showed up for work. I've made attempts to contact you with no success. If you do not contact me by _____, I will interpret your actions (or lack of) as your not being interested in the work study program. I will then notify the Student Employment Office and your work study allocation will be cancelled.

University policy states that a student may be dismissed from a work study job if the student is performing and/or behaving unsatisfactorily.

Since a verbal warning was not possible because of your absence, this memo will be considered a verbal warning. The reason(s) you have been given this warning is (are) as follows:

- _____ 1. You did not show up for work _____
- _____ 2. You have been repeatedly absent from work _____
- _____ 3. Other: _____

Comments:

Note: If you do not want to work for this department, transferring to another department may be an option. However, if your are dismissed from your work study job, you may **NOT** be given another work study assignment during this academic year (or summer period).

(Please make a copy of this form and send it to the Student Employment Office)

APPENDIX E

Notification of Unsatisfactory Performance

Written Notice

TO:

FROM:

DATE:

University policy states that a student may be dismissed from a work study job if the student is performing and/or behaving unsatisfactorily.

This memo is to inform you that you have received a verbal warning and this is your first/second written warning. The reason(s) you have been given this warning is (are) as follows:

- _____ 1. You did not show up for work _____
- _____ 2. You have been repeatedly absent from work _____
- _____ 3. You did not properly perform your duties on _____
- _____ 4. Other: _____

Comments:

Note: If you do not want to work for this department, transferring to another department may be an option. However, if you are dismissed from your work study job, you may NOT be given another work study assignment during this academic year (or summer period).

(Please make a copy of this form and send it to the Student

APPENDIX F

Work Study Dismissal

Termination of Employment

TO:

FROM:

DATE:

University policy states that a student may be dismissed from a work study job if the student is performing and/or behaving unsatisfactorily.

This memo is to inform you that you have received sufficient warning and are officially dismissed from your work study job as of the above date. The reason(s) you have been given this warning is (are) as follows:

- _____ 1. You did not show up for work _____
- _____ 2. You have been repeatedly absent from work _____
- _____ 3. You did not properly perform your duties on _____
- _____ 4. Other: _____

Comments: