

Student Employment Manual

The University of Montana-Missoula

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Introduction to Student Employment

Student employees play a vital role in filling employment needs in many areas of the university and are an integral part in the success of The University of Montana. Without the category of student employee, it would be very difficult to fill employment needs and do so within budgetary guidelines in many departments of the university.

Student employees are those whose major efforts are directed toward receiving a formal education and are employed part-time. The following document outlines the policies and procedures, which govern student employment at The University of Montana-Missoula (UM).

Work-study employment is subject to additional requirements established by the federal government and the UM Office of Financial Aid. Questions not addressed in this manual regarding work-study eligibility and status should be directed to the UM Office of Financial Aid.

Off campus, non work-study employment is not governed by the university's policies and procedures. Working off campus in a non work-study position is done at the discretion of the student.

Click [here](#) to access the Office of Student Employment off-campus job posting disclaimer.

Graduate research assistants and teaching assistants are governed by policies established by the graduate school.

Employment of international students is subject to additional requirements based on visa status. Questions not addressed in this manual regarding the employment of international students should be directed to the Office of Foreign Student and Scholar Services.

Students work for a variety of reasons. Some students need the earnings to help finance their education. Others recognize that the skills and work habits gained on the job will benefit them when they seek full-time employment upon graduation. Also, student employment can be a compliment to their academic studies by providing real world opportunities for students to put into practice those things learned in the classroom.

Student employment programs at UM have 3 primary purposes:

1. To provide students with a source of financial support
2. To furnish valuable work experience to compliment their academic pursuits
3. To help carry out the daily operations of the university

Office of Student Employment

The Office Student Employment, a division of Career Services, was created to assist students currently enrolled at The University of Montana-Missoula in securing part-time employment opportunities either on- or off-campus. Additionally, the Office of Student Employment strives to make the process of finding and hiring students for on-campus

employers as simple and efficient as possible. Another aspect of Student Employment's mission is to increase the number and variety of available student jobs, both on the UM campus and in the community.

Located in the Lommasson Center 154, the Office of Student Employment maintains the university's student job web site which serves as the official clearinghouse for the dissemination of currently available student part-time jobs. Additionally, the Office of Student Employment, through the Office of Career Services, offers the following services to prospective student employees:

- Career Counseling
- Resume assistance
- Interviewing assistance
- Student employment job fairs

Equal Opportunity Policy and Student Employment

The University of Montana – Missoula rigorously pursues affirmative action to provide all people equal opportunity for employment without regard to race, color, religion, national origin, sex, age, marital or family status, disability or sexual orientation and seeks to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era. All recruitment and hiring of student employees needs to support this policy statement. The Equal Opportunity and Affirmative Action Office website is: www.umt.edu/president/eo

Eligibility

In order to qualify for a student employment position, a student must be accepted for enrollment as an undergraduate, post-baccalaureate, graduate or professional student in a program leading to a degree or certificate, carrying at least six (6) credit hours and maintaining good academic standing.

Any student participating in an internship program and enrolled for at least one (1) credit at The University of Montana shall continue to be classified as a student employee.

Regarding summer employment, if the student was enrolled for the required 6 or more credit hours during the Spring semester and/or is enrolled for at least 6 credit hours for Fall semester, but is not enrolled for summer classes, he/she may still be classified as a student employee during the summer (May 19th through August 18th).

Any student who fails to maintain the required minimum 6 credit hours during any academic-year semester must be terminated as a student employee immediately. A student who graduates must also be terminated as a student employee immediately upon graduating.

The Hiring Process

The hiring process for filling student employment positions is guided by the principles of equal opportunity and affirmative action. All steps in the recruitment, interviewing and selection processes are to conform to applicable federal, state, Montana Board of Regents and The University of Montana-Missoula laws and policies. In order to insure that all individuals have equal access and are treated in the same manner, the following steps in the hiring process should be followed:

Recruitment of Students/Advertising Student Jobs

To comply with Equal Employment Opportunity guidelines, all UM hiring departments should publicize any and all of their student positions utilizing the UM Office of Student Employment job posting web site at: www.umt.edu/studentjobs/employer

This is the official UM student job posting site and is the recognized source that students come to when looking for part-time employment. From this web site, you are able to easily manage all of your current and past student employment job postings. Your job listing will remain active on the web site until your specified expiration date. All jobs must remain active on the web site for a minimum of 3 days before an offer of employment can be made.

Prior to posting your job, prepare a complete job description for the position. Include the major functions of the position and what knowledge, skills and abilities are necessary to perform those job functions. This will be invaluable during the screening process.

Once your position is live on the student employment web site, students will be able to fill out the online UM student employment job application form and electronically submit their completed applications to the contact person listed on your job posting.

Screening of Candidates

Based on your job description, determine the critical knowledge, skills and abilities necessary for a candidate to possess to be successful in the position. Keeping the critical knowledge, skills and abilities in mind, review the applications of each student who has submitted an application. To facilitate the objective screening of candidates, it is helpful to develop an applicant screening form listing the required knowledge, skills and abilities (KSA), taken directly from your job description, necessary to perform the duties of the job.

Click here to access an “Applicant Screening Form” template to assist you in the screening process.

Based on the evaluation of the applications, make a determination as to which candidates you want to interview. It is highly recommended that you interview at least one more candidate than the total number of positions you are filling.

The unit must retain the completed applications and any additional application sheets for a period of six (6) months from the date the position is filled. Retaining the application files for six (6) months will assure their availability for review should a hiring question

be filed with the unit, Human Resources or the Equal Opportunity/Affirmative Action Office. At the end of the six (6) month period, the application files may be destroyed.

Developing Interview Questions and the Interview Process

Develop interview questions that consider these rules:

- Ask questions that determine the applicant's work-related knowledge, skills and abilities and their ability to perform the specific duties of the job
- Know how the information gathered will be used to make a hiring decision
- Do not ask questions or use exercises that are not job related
- Do not ask questions that could be viewed as discriminatory (race, color, religion, national origin, sex, age, marital or family status, disability, sexual orientation, arrest or court record)

To insure fair and equitable treatment, all applicants should be asked the same interview questions. Use follow-up questions to get more detailed information about an applicant or to clarify an applicant's answer. Interviews must be scheduled in an accessible location. It is recommended that you take notes documenting the applicants' responses to the questions for your reference in the selection process.

When properly utilized, the interviewing process is a two-way street. Both parties need the opportunity to gather enough information to enable them to make an informed decision. Take advantage of the interview process to clearly explain the details and duties of the position. In addition to asking questions of the candidates, it is appropriate to give the candidates the opportunity to ask you any questions they may have about the job and your office/department.

[Click here](#) to access a list of suggested questions that you might ask in an interview.

Selection

After a thorough review of the candidates that you interviewed, you are free to make a hiring decision. Hiring decisions should be based on the candidate's ability to perform the duties of the job as outlined in the job description. It is also recommended that a minimum of one reference check be conducted on finalists.

Job Offer

Once you have made a hiring decision, contact the candidate directly and make an offer of student employment. Once a candidate has accepted your offer of student employment, you are to contact the other candidates that you interviewed and inform them that the job has been filled and thank them for their interest in your office/department.

Hiring Forms

The following hiring forms need to be filled out and returned to the Office of Human Resource Services, Emma B. Lommasson Center, in order to set-up and process your new student employee. The following suite of forms and additional information can be accessed electronically by visiting www.umt.edu/hrs. Once at this website utilize the menu on the left hand side of the web page and click on “Student Services.”

Please Note: Student employees **are not allowed** to begin work until all of the necessary paperwork is complete and turned into the Office of Human Resource Services, Student Payroll Services.

The suite of forms listed is required to complete the final hiring process.

Non-Work Study Hiring Forms:

1. Hiring Card Non-Work Study
2. Student Personal Information
3. I-9
4. W-4
5. Workers Compensation
6. Selective Service Statement
7. Time Cards

Work Study Hiring Forms:

1. Work Authorization card from Financial Aid in Griz Central
2. Student Personal Information
3. I-9
4. W-4
5. Workers Compensation
6. Selective Service Statement
7. Time Cards

International Students

Foreign Students require these additional forms:

1. Foreign National Information
2. Visa
3. I-94 “Arrival & Departure Record”
4. I-20 “Certificate of Eligibility for F-1 Student”, or DS-2019 “Certificate of Eligibility for J-1 Student”
5. Work Authorization letter from the office of Foreign Student & Scholar Services

Note: Certain types of visas may require additional forms.

For questions pertaining to international students, visas and employment restrictions, please visit the UM Office of Foreign Student and Scholar Services website: <http://www.umt.edu/SA/fsss/index.cfm/page/1472> or call them at 243-2226.

Orientation to the Office/Job

Student employees and supervisors alike will benefit from an orientation for new student employees. Starting a new job can be stressful. Take the time to orientate your new student employee to your office, staff members and the duties of their job. The orientation procedure for new student employees might include the following:

Introduction

The new student employee should be introduced to everyone in the office or work area. Have the other employees describe their duties and how those duties fit in to the overall mission of the unit. Describe the office's mission, vision and goals and how these support the mission of the university. Explain all the services the office provides and how these support UM students as well as any other constituencies the office may serve.

Job Responsibilities for a Student Employee

[Click here](#) to access a basic suggested list of job responsibilities for a student employee.

Review of Rules and Regulations

All student employees are expected to abide by the rules and regulations of the office and the university. Additionally, if they are receiving Work-Study funds, they are expected to comply with any regulations from the Financial Aid Office concerning funds earned under any of the Work-Study programs. Each office or department should also provide the student employee a written statement of its policies and procedures regarding telephone use, working hours, breaks, dress code, and equipment use.

Work Orientation

[Click here](#) to access a new student employee "Orientation Checklist" form.

Explain the job thoroughly, step-by-step, and establish quality standards whenever possible. Tell why certain procedures are followed and what required forms mean and how they fit into the scheme of things. Also, explain the care and storage of forms and/or office materials. Be certain to emphasize important policies and procedures related to the handling of any confidential information or materials. Allow time for studying the office manuals, if applicable. Provide machine orientation as appropriate, including the telephone. Let the student employee know that you are there to help and to answer questions.

For a few student employees, working for you may be the first experience they have in a "real" employment setting. They may not ask questions so allow them a bit of time to learn about their job. If poor work habits are evident, speak to the student employee as soon as possible to correct the situation. If the student employee does not make acceptable improvement, see the section in this manual on termination. You should also

explain call-in procedures for times when the student will be late or is unable to come to work. Many student employees who are working for the first time do not realize the importance of informing the supervisor if they are ill or have an important appointment.

After the orientation period, the student's work should continue to be monitored. Student employees should be given continual feedback on their performance in the beginning, just as a regular staff member should.

Break Policy

It is strongly suggested that student employees who work a four-hour block be allowed to take a fifteen-minute break (with pay) near the middle of their work period (more than one block worked will permit more than one break). It should be explained to the student employee that breaks cannot be deferred to a later work period and that breaks are not cumulative.

Student Employee Performance Evaluations

Click [here](#) to access the “Student Employee Performance Evaluation” form.

As an educational institution, the university believes in providing learning opportunities for its students. Student employment experiences can help students develop skills and work habits that will benefit them when they seek full-time employment upon graduation.

To facilitate that learning process, employers are strongly encouraged to conduct periodic evaluations of their student employees’ performance. The method of evaluation is to be determined by the employing department. The criteria on which student employees are to be evaluated must be made available to student employees in advance. The student employee’s immediate supervisor should conduct their job performance evaluations. Student employees must have an opportunity to comment on the evaluation of their job performance. The substance of student employee evaluations is not subject to grievance procedures.

If it becomes necessary to formally document behaviors determined to be inappropriate in the work place and put in place a plan for improvement, employers can utilize the “Corrective Action Plan” form.

Click [here](#) to access the “Corrective Action Plan for Student Employee” form.

Termination/Resignation

Introduction

Student employment can be a valuable learning experience for students. However student employees are expected to perform and meet the standards outlined by the employer and remain productive.

Student employees are employed at the discretion of the hiring department. Due to a department's operational needs, staffing requirements, and/or funding limitations, a student's employment may be discontinued at any time notwithstanding the term for which the student was hired.

A student employee shall give ten (10) days notice of resignation, unless otherwise agreed with the hiring department.

Termination Procedure

If termination is the result of unsatisfactory job performance, the student employee may be given an opportunity to improve his/her performance prior to termination. A student employee may be informally counseled relative to substandard job performance. If performance does not improve, a written warning letter should be issued to the student employee. The warning letter shall include a complete explanation of unsatisfactory performance and the acceptable standard of performance. A copy of the letter shall be sent to Human Resource Services.

Personnel Policy 250.0 Section V last paragraph states "Notice of termination should be issued in writing (use the Student Exit Assessment Form) and a copy sent to Human Resource Services."

Click [here](#) to access the "Student Exit Assessment" form.

Appeal Procedure

A student shall have the opportunity to appeal a termination due to poor job performance. Terminations resulting from funding constraints and/or revised operational or staffing needs of a department cannot be appealed.

The purpose of this procedure is to promote the prompt and efficient resolution of student complaints concerning employment with the University. The parties agree that problems, which might ultimately be a cause of complaint, should be resolved wherever possible without resorting to this procedure.

The student employee should, but is not required to, consult with the ASUM Student Complaint Officer prior to initiating a complaint or appeal.

Student employees alleging discriminatory treatment may file a complaint in accordance with the University's Discrimination Grievance Personnel Policy and Procedure. Complaints regarding terminations due to unsatisfactory job performance may be filed as follows:

Step 1: The student shall, within ten (10) working days after the act or omission that caused the complaint, discuss the complaint with his/her immediate supervisor. The supervisor shall have five (5) working days to resolve the complaint. If the student believes the matter is unresolved after Step 1, the student may appeal the complaint to Step 2 within three (3) working days of the Step 1 response.

Step 2: The student may file a written appeal in the form of Appendix A to the Director or Dean of the employing department. The Dean or Director shall have five (5) working days from receipt of the complaint to reach a satisfactory resolution. If a student believes the matter is unresolved after Step 2, the student may appeal the complaint to Step 3 within five (5) working days of the Step 2 response.

Step 3: The student may file a written appeal with the Director of Human Resource Services. Within ten (10) working days of receipt, the Director of Human Resource Services shall conduct a hearing. Members of the hearing board shall include: the Director or his/her designee, a student representative appointed by ASUM, and a representative from Student Affairs appointed by the Dean of Students. A written response shall be completed within five (5) working days of the hearing. The decision of the board shall be final and binding. Legal counsel for the University and the grievant shall be excluded from the hearing.

Failure to comply with the time limits by the student, in the absence of written agreement, shall be construed as satisfactory resolution of the complaint. If the supervisor or Dean/Director fails to comply with the time limits, in the absence of a written agreement, the student may proceed immediately to the next step.

In calculating time limits in this section, Monday through Friday, excluding legal holidays, shall be counted. The date of occurrence or receipt shall not be included.

Student Payroll

Introduction

Student Payroll Services is the student payroll office providing hiring documents, referral services, student compensation administration, payroll verification and policy interpretation.

Located in the Office of Human Resource Services, our purpose is to:

1. Help eligible students complete the appropriate hiring documents.
2. Assist employers in the hiring and compensating phases of the student employment process.
3. Monitor compliance with federal, state and institutional regulations.
4. Provide updated information to departments regarding regulations and procedures.
5. Establish job classification and equitable compensation schedules for students.

Non-Work Study

Regular Non-Work Study student employment positions are available in several university departments and offices. Non-Work Study student employment differs from the Federal Work-Study Program in that students do not need to qualify on the basis of financial need. The employing department is also responsible for 100 percent of the student employee's wage.

A student must be registered for at least 6 (six) credit hours to be classified as a student employee. Recent IRS regulation changes state that a student employee carrying at least 6 (six) credit hours will be exempt from FICA taxes.

If the individual was enrolled for the required 6 or more credit hours during the spring semester and/or is enrolled for at least 6 credits for Fall semester, but is not enrolled for summer classes, he/she may still be classified as a Non-Work Study employee during the summer (May 19th through August 18th). He/she will be charged FICA during this period.

Pay Periods

Pay periods begin on the 2nd of the month through the 18th and the 19th through the 1st.

Students are paid on a semi-monthly basis. Students who have elected direct deposit will be paid on the first working day two weeks following the end of the period worked. For those students that have not signed up for direct deposit, checks will be available for pick up with picture I.D. on the second working day two weeks following the end of the period worked in Human Resource Services room 252 in the Emma B. Lommasson Center.

[Click here for current student semi-monthly pay schedules.](#)

Overtime

Student employees are ineligible to have a work schedule that would result in overtime compensation and/or compensatory time unless specifically authorized in advance by the supervisor. Overtime shall be paid for hours worked in excess of forty (40) per week. In the event a student employee holds more than one position at the University and works overtime, the department in which the student was actually working at the time he/she exceeded 40 hours per week shall pay the overtime rate of pay for total hours worked in excess of 40 per week.

Benefits

Benefits including, but not limited to, annual leave, sick leave, holiday pay, health insurance coverage, retirement, and other benefits for which regular employees of The University of Montana are eligible, shall not apply to student employees.

Termination Procedure

Written notice should accompany the final time card for each student terminated. The notice should include the student's name, ID number, job being terminated (index code, funding, etc.) and the department.

Work Study Student Employment

Work Study programs at the University of Montana are programs designed to augment student educational goals with work experience. These programs aim to increase student skills while strengthening student connections to the campus and civic communities. Work study programs are funded with state and federal money and are administered by the Financial Aid Office, located in the Lommasson Center on the University of Montana Campus.

Students are awarded work study grants based primarily on need and availability of funds through the application process of the Free Application for Federal Student Aid. All departments of the University of Montana are eligible to employ Work Study students, as are designated off campus agencies that are approved by the Financial Aid Office as work sites.

To comply with Equal Employment Opportunity guidelines, all UM hiring departments should publicize any and all of their student positions utilizing the UM Office of Student Employment job posting web site at: www.umt.edu/studentjobs/employer

Retention of incumbents in positions from year to year is encouraged as a means of increasing student skills and abilities and deepening the relationships that encourage student retention and academic pursuits. Some students work in full-time work study positions during the summer that further enhance their experience.

Once hired, students obtain their Work Authorization cards from the Financial Aid station in Griz Central. For student convenience, the Financial Aid office also provides all necessary payroll forms with the Authorization cards.

Hiring and supervision are responsibilities of the department, as they work in conjunction with the Financial Aid Office to ensure that regulations are met. It is important to note that Work Study is designed primarily for an educational experience. Many of the guidelines are specifically designed to create these opportunities for students and, as a result, may not always parallel employment guidelines for other types of employees. Federal and state mandates, rules and regulations and University policies governing work study programs are published in the Work Study Manual prepared by the Financial Aid Office and available on line at www.umt.edu/finaid/workstudy . Irregularities that involve the misuse of federal or state funds, such as misrepresentation of hours worked or employer interference with student academic pursuits must be reported to the administrator of the Work Study Programs in the Financial Aid Office.

For questions or further information, please call the University of Montana Financial Aid Office at 243-5373 or visit the website at www.umt.edu/finaid.

Student Employee of the Year Award

The Student Employment Office seeks nominations from on-campus employers each Fall for the university “Student Employee of the Year” award. A committee of approximately five staff members selects the yearly winner from among the nominees. The award is based on the student’s reliability, quality of work, initiative, professionalism, uniqueness of contribution and an essay addressing their student work experience.

Students must meet the following criteria:

- Undergraduate or graduate student employed on campus
- Student must be employed for a minimum of 3 months full-time or 6 months part-time during the nomination period June 1 through May 31.

The name of the recipient from The University of Montana is then entered in the state, regional and national competitions. A reception and award ceremony is held each year during National Student Employment Week, the second full week in April.

To nominate a UM student employee for the Student Employee of the Year award, [click here](#) to access the nomination form.

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