

**University of California, Merced
Career Services Center**

**CAMPUS STUDENT EMPLOYMENT
PROGAM
POLICIES & PROCEDURES**

**Employing Students in Staff-Titled, Casual-Restricted Positions
Version: February 2010**

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INTRODUCTION

This publication, intended for both students and employers, is a reference document for on-campus student employment policies and procedures, as provided under the umbrella organization, the UC Merced Career Services Center. Its information and guidelines will help ensure that a student seeking employment on campus will receive fair and equal treatment by providing students and on-campus employers with current employment policies, roles and responsibilities. **It is the responsibility of supervisors to make sure that their student employees are aware of the policies and procedures pertinent to their employment.** Anyone having questions about university student employment procedures or particular situations is encouraged to contact the Career Services Center.

CAREER SERVICES CENTER

MISSION STATEMENT

Career development is a life-long process of exploration and decision-making. We, at the Career Services Center (CSC) at the University of California, Merced empower students and alumni to reach their full potential by offering services in career development, experiential education, employment and graduate school.

To successfully accomplish this mission, the CSC continuously fosters partnerships with employers, staff, administration and the greater community.

The Career Services Center is located in the Kolligian Library, Suite 127. We are open from 8:30am to 5:30pm, Monday through Thursday and 8:30am to 5:00pm on Friday.

ELIGIBILITY CRITERIA FOR USE OF CAREER SERVICES CENTER WITH REGARD TO STUDENT EMPLOYMENT

Types of Employment Opportunities for Registered UCM Students Include:

- On-campus work-study positions
- On-campus non work-study positions
- Residential staff positions
- Off-campus jobs offered by local community, open to all registered students
- Off-campus summer jobs
- Off-campus work-study positions

- Internships

Eligibility Criteria For Students and Alumni - Full use of the Career Services Center services, including on and off-campus employment services is limited to registered UC Merced undergraduate students, graduate students, and alumni. Please note that campus student employment positions are only available to UC Merced undergraduate students.

Entering students who do not yet have a valid registration ID card but who have obtained a verification of admission slip from the Admissions Office may utilize the Career Services Center as follows:

- Students who are admitted for the fall semester and have paid the Statement of Intent to Register fee may apply for on and off campus jobs during the summer, prior to the fall semester. Students who are admitted for the spring semester and have paid the Statement of Intent to Register fee may apply for on and off campus jobs 30 days prior to the beginning of the spring semester.
- Incoming students may use the other services offered by the Career Services Center, only in the semester or summer preceding their admission if they have paid the Statement of Intent to Register fee through the Admissions office.

Use of the Career Services Center's student employment services during the summer is limited to the following:

- Any UC Merced student who was registered or on **approved** leave of absence during the previous spring semester **AND** who intends to register for the following fall semester.
- **Students participating on the Planned Educational Leave Program (PELP) are *not* eligible to apply for on-campus or off-campus jobs except during summer prior to their return for the fall semester. See: Planned Educational Leave Program.**
- If a student is still completing coursework over the summer or following semester toward completion of their degree, then they continue to be eligible for student employment.
- Students graduating at the end of the spring semester may retain their current position until the start of the fall semester, but may not apply for new positions. See: Policy for student employees graduating in spring.

Students enrolled at other UC campuses may apply for on-campus, summer only positions. To do so, these students must email a cover letter referencing the Job Title, Job Code Number and Hiring Manager along with a resume to the Career Services Center. The Career Services Center staff will contact the UC student's campus to confirm that the student was enrolled in the semester or quarter prior to the summer session and to determine that they are not currently employed at

another UC campus. After verification of approval, the Career Services Center staff will enter the student's documents into the Cat PAWS system.

College Students from institutions other than a UC campus must be hired for summer only positions through UC Merced's Human Resources Department as a limited appointment.

Policy for student employees graduating in spring:

Faculty and staff upon the request of the appropriate unit supervisor may extend a student who is graduating at the END of the academic year for up to three months during the summer. The criteria for extending graduating students are as follows:

- Extensions under this policy may begin at the end of the school year and terminate at the start of the fall semester.
- Graduating seniors must be employed and may be extended in existing position only.

Students ineligible to use Career Center Services are those who:

- Have terminated their student-status without graduating.
- Are barred or disqualified from student status.

Persons interested in obtaining an on-campus job after termination of their student status, and not covered by a policy above, should apply for employment opportunities posted on the UC Merced staff employment website at: <http://www.ucmerced.edu/jobs/staff.asp>.

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PHILOSOPHY OF CAMPUS STUDENT

EMPLOYMENT

As an educational institution, the University of California, Merced intends that students who work on campus should be learning while on the job in preparation for a career when they complete their degree. This assumes that all students are capable of mature and responsible behavior as staff members of the institution and are held to the same standards of behavior as UC Merced employees.

Because the work place is a learning environment, supervisors and other office staff members are considered educators; and as such can mentor, support and encourage student staff members personally as well as professionally.

The time a student spends in any work environment at UC Merced is in preparation for a life of professionalism, integrity and, hopefully, commitment to serving the larger community. Interaction between student staff members and supervisors and other staff members should reflect this understanding.

ORGANIZATION: ROLES AND RESPONSIBILITIES

The University of California, Merced Student Employment Program is coordinated by the Career Services Center with support from Financial Aid & Scholarships and the Department of Human Resources. Other campus personnel including the Employing Unit's Management Service Officer (MSO) and Academic Payroll & Personnel Office (APPO) are integral parts of this program.

The following units and individuals comprise the Campus Student Employment Program at UC Merced:

- **The Career Services Center**
- **The Department of Human Resources**
- **Financial Aid & Scholarships**
- **The Employing Unit's Management Service Officer**
- **APPO**
- **The Supervisor**
- **The Student Employee**

The Career Services Center serves primarily as a coordinating agency between all these parties and has a responsibility to each. All other parties have specific responsibilities and to the other parties as outlined.

DIVISION OF RESPONSIBILITIES

CAREER SERVICES CENTER RESPONSIBILITIES:

As the coordinating office, the Career Services Center has the following responsibilities:

To The Supervisor:

- Provide training, clear guidelines and assistance for student employment programs and policies.
- Assistance in any student/supervisor conflict in collaboration with the Department of Human Resources.
- Perform in-services and update supervisors on policies and requirements in collaboration with the Department of Human Resources.
- Coordinate on campus job opportunities by:
 - Posting of all available campus job opportunities as reported by the department via the "Cat PAWS" system
 - Providing job descriptions for review
 - Coordinate the receiving and processing of all applications for campus student employment via the "Cat PAWS" system
- Process and ensure the completion of the necessary forms for payroll purposes by both the student and the hiring manager.
- It is to be noted that employment will be facilitated by the Career Services Center. The Career Services Center, however, is not responsible for filling job vacancies or obtaining employees for a department.

To The Student:

- Current and accessible listings for all campus student employment positions and job descriptions.
- Provide a place for students to secure and return completed applications either on-line via the "Cat PAWS" system or directly to the Career Services Center.
- Provide students with the necessary information regarding policies and requirements for working on campus including access to Student Employment Policies and Procedures Manual.
- Fair and consistent procedures for posting campus student employment positions.
- Assistance with problems related to campus employment.
- Assistance in finding employment on or off campus.

It is to be noted that the Career Services Center is here to serve the needs of the University of California, Merced and its students and alumni. We will make every effort to assist our students in finding consistent and meaningful work. However, it is not the responsibility of the Career Services Center to assign jobs to students and an award of Work Study at UC Merced is not a guarantee of employment.

DEPARTMENT OF HUMAN RESOURCES RESPONSIBILITIES:

- Provide consultation to the Career Services Center in the development of campus student employment policies and procedures, in the establishment of classifications and working titles and in the resolution of disputes related to campus student employment.

APPO RESPONSIBILITIES:

- Ensure the accurate remuneration of student employees.
- Track student employee earnings, generating reports as requested.
- Work toward resolution and maintenance of accurate employment records and work history to comply with state and federal regulations.
- Obtain all necessary forms, records and information from students and supervisors to comply with funding source requirements.
- Provide input and recommendations for structure and implementation of the campus student employment program.

FINANCIAL AID & SCHOLARSHIPS' RESPONSIBILITIES:

- Determine eligibility for work study and coordinate with the APPO office and the Employing Unit's MSO regarding eligibility status.
- Regulate award amounts, making appropriate changes in eligibility as needed.
- Inform Hiring Manager and the Employing Unit's MSO immediately of any changes to a student worker' eligibility.
- Monitor all earnings of work study employees in conjunction with the APPO, Hiring Manager and the Employing Unit's MSO.
- Furnish the Career Services Center and the Employing Unit's MSO with student information required for the work study process including a list of all students eligible for Work Study via DocuShare.

- Inform/update the Career Services Center regarding work study regulations.
- Provide input and recommendations for structure of the work study program.

EMPLOYING UNIT'S MANAGEMENT SERVICE OFFICER RESPONSIBILITIES (MSO):

- Coordinate with Hiring Manager/Supervisor to identify budget and FAU.
- Provide APPO with necessary information to maintain the student employee's employment history with the university.
- Provide input and recommendations for structure of campus student employment program.

SUPERVISOR'S RESPONSIBILITIES:

- Compliance with all policies and regulations as outlined in this manual.
- Provide complete and accurate job descriptions for ALL student positions in your unit.
- Determine hiring needs prior to the beginning of each semester and inform and post all openings with the Career Services Center by the requested deadline.
- Follow the established hiring process for student employees.
- Submit request to change of student's status in classification or employment status.
- Ensure the prompt completion of the required employment forms, along with all other forms as required insuring correct payment, change of status or termination of a student.
- Inform student employee on departmental expectations including fair notice of absenteeism.
- Show flexibility in terms of working hours since the main goal of each student is education. Supervisors should have scheduled work hours and policies for changing those assigned work schedules, covering absences, illness, etc.
- Attend all scheduled supervisors' workshops and maintain open communication with the Career Services Center to provide an optimum

work environment.

- Process change of status or termination with a student in such a way as to enable the student to develop and mature as an employee.

Supervisor Rights:

- An honest, reliable, helpful and respectful employee.
- Fair work for fair compensation.

STUDENT EMPLOYEE RESPONSIBILITIES:

- Compliance with all policies and regulations regarding campus student employment.
- Responsible to know and understand all information covered in the Campus Student Employment Policies and Procedures Manual.
- Completion of all required Financial Aid forms with accurate information by the required deadline and to furnish any information requested by the Financial Aid or Employing Unit's MSO in a timely and efficient manner.
- Submit completed time records in accordance with departmental guidelines.
- Informing Financial Aid & Scholarships of any changes in present academic or financial status.
- Review all Financial Aid publications/notices and prompt discussion of any questions or problems regarding notices and obligations with the appropriate office.
- Immediately complete and return all required employment forms to the Career Services Center prior to the first day of work.
- Furnish accurate and updated information/documents as requested by a supervisor, MSO, APPO or Career Services Center.
- Courteous and professional behavior to all members of the university community and to any visitors on campus.
- Act in a professional and responsible manner in dealing with confidential university records and other information which comes to the student by virtue of his/her work. Breaches of confidentiality and other acts of dishonesty are just reason for dismissal from employment.

- Student employee is expected to arrange a satisfactory work schedule with his/her supervisor and abide by it. Any changes to your work schedule must be discussed in advance with the supervisor. If permission to be absent is denied, the student must report to work. It is expected that permission will be withheld only for justifiable reasons. Leaving a message for a supervisor is not to be construed as permission to be absent. Also, excessive socializing on the job is to be avoided.

Student Rights:

- Written job description
- Clearly defined job expectations
- A safe and positive work environment
- Periodic performance feedback

CLASSIFICATION AND COMPENSATION

STUDENT EMPLOYEE CASUAL-RESTRICTED STATUS

The terms and conditions of student assistant positions are governed by Personnel Policies for Staff Members (PPSM) and student employees are designated as Professional and Support Staff (PSS) with Casual/Restricted status.

- Student Assistants normally work less than 45 percent, except for semester breaks or during the summer, during which time the student may work up to full-time.
- Student Assistant positions are reserved for registered undergraduate students of the University of California, Merced.
- The appointment is temporary.
- Working hours are irregular.
- Work is secondary to the student's academic success.
- Work schedules are flexible enough to support the academic program of the student.
- As distinguished from regular staff positions, Student Assistant positions have less complex responsibilities, require fewer skills, less knowledge, experience and training; are absent continuing responsibility and/or on-going accountability for the work performed. Incumbents work less independently and exercise judgment less often.

JOB LIMITATIONS

Students seeking to work in more than one position on campus **must** petition the Career Services Center Office for approval prior to the acceptance of the second position. The petition can be obtained by visiting the Career Services Center in the Kollgian Library, West Wing, Suite 127 or on-line at <http://careerservices.ucmerced.edu/sites/careerservices/files/public/documents/StudentPetitionforMultipleUnitAppointment.pdf>. No student can work in more than 2 jobs at one time.

As a campus policy, relatives cannot be employed within the same department. More specifically, a student cannot be employed in a department where that student's parent is employed or in a department that reports to the student's parent.

No student may work more than **18** hours per week during the academic year and no more than **40** hours a week during the semester break. Students can begin to work 40 hours a week the day after the semester ends, but must return to their normal schedule upon the first day of the instruction.

STUDENT ASSISTANT CLASSIFICATION SERIES CONCEPT

Positions in the Student Assistant Series are assigned duties in a variety of jobs ranging from routine to advanced and/or specialized, which usually require the use of manual, clerical, advising, public contact, and/or analytical skills. The series consists of four levels with the distinctions between levels based on the relative degree of difficulty inherent in duties performed.

Student Assistant I - Title Code 4922

Under close supervision, Student Assistant I's perform a variety of unskilled clerical and/or manual related duties. The nature of duties assigned at this level may provide incumbents with free time for such activities as studying and reading. Incumbents may be required to have a general knowledge of the areas to which they are assigned.

Note: Specific examples of job duties are defined by the appropriate user departments.

Student Assistant II - Title Code 4921

Under supervision, Student Assistant II's perform a variety of clerical and/or manual related duties that are usually semi-skilled in nature and do not require extensive skill, training, or experience.

The Student Assistant II class is distinguished from the Student Assistant I class in that the duties assigned at the Assistant I level are unskilled in nature and usually allows incumbents time for such activities as studying and reading.

Note: Specific examples of job duties are defined by the appropriate user departments.

Student Assistant III - Title Code - 4920

Under general supervision, Student Assistant III's perform a variety of skilled duties in support of academic research projects, student advising and contact with the public; perform clerical and manual duties that involve limited use of specialized skills; and may in addition coordinate the work of a group of lower level Assistants.

The Student Assistant III class is distinguished from the Student Assistant II class by the greater use of specialized skills and/or the responsibility for coordinating the work of one or more student assistants.

Note: Specific examples of job duties are defined by the appropriate user departments.

Student Assistant IV - Title Code - 4919

Under general supervision, Student Assistant IV's perform a variety of complex duties in support of academic research projects; perform clerical, manual, advising, and/or public contact duties that require the use of specialized skills, and may, in addition, coordinate the work of a group of lower level Student Assistants.

The Student Assistant IV class is distinguished from the Student Assistant III class by the greater degree of complexity involved in research and related assignments, more frequent use of specialized skills, and/or the responsibility for coordinating the work of a larger number of Assistants.

Note: Specific examples of job duties are defined by the appropriate user departments.

Resident Assistant – Title Code – 4126

This is reserved for Resident Assistants that work in the Resident Halls.

Minimum Qualifications

Incumbents for positions included in the Assistant series are expected to have the ability to read, write, perform basic arithmetic calculations, follow oral instructions and possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the position.

Note: Specific minimum qualification requirements for positions are defined by the appropriate user departments.

DETERMINING CLASSIFICATION & COMPENSATION

Determining Classification: Policy

The classification determination is a flexible one whereby Employing Units have authority to determine/suggest the classification of *Assistant I and II, III & IV positions*. The final approval for the classification/compensation is given by the Career Services Center when the "Campus Student Employment Job Announcement" and "Job Description" forms are submitted. The internal check list in the "Student Assistant Classification Guide", which can be obtained from the Career Services Center, may be used as a tool for determining the classification of a student position. Employing Units may choose to modify this form with unit specific considerations. The check list may be retained in the employee file or centrally within the Employing Unit for reference in classifying future positions. Please see student assistant job listings for examples of Student Assistant I, II, III and IV jobs at the Career Services Center web site.

If the position does not fit the majority of the criteria at each level, the Employing Unit may consult with the Career Services Center regarding the appropriate classification. When the determination for the classification of a position is made, Employing Units should record that information, e.g., on the checklist, for future reference when classifying similar positions. Employing Units are encouraged to determine the classification level for replacement or similar positions.

Determining Compensation: Policy

Recruitment at or above Minimum Pay Rate: Student Assistant I, II, III and IV pay rates are ranged according to the pay schedule for a given academic year. Students are normally hired at the minimum pay rate of the range for a given classification. However, Employing Units will have the flexibility to recruit above the minimum pay rate. Recruitment and/or retention issues are intended as the primary consideration for posting of positions with above minimum pay rates. Consistency in pay rates is strongly encouraged for future hires for like/similar positions within Employing Units.

If the pay rate exceeds the minimum pay for a given classification by no more than the 25th percentile, there is no need for consultation or prior approval by the Career Services Center.

If the recommendation exceeds the 25th percentile of the minimum pay rate, Employing Unit must obtain approval from the Career Services Center *prior* to posting the position. (The assumption is that there will not be many requests for salary rates exceeding the 25th percentile of the minimum; such requests will be

approved by the Career Center based on existing or known criteria/circumstances, e.g. higher summer pay rates due to retention issues, etc.)

STUDENT ASSISTANT PAY SCHEDULE

| Position Title | Position Code | Minimum | 25 th percentile | Midpoint | 75 th percentile | Maximum |
|-----------------------|---------------|---------|-----------------------------|----------|-----------------------------|---------|
| Student Assistant I | 4922 | \$8.00 | \$8.90 | \$9.80 | \$10.70 | \$11.60 |
| Student Assistant II | 4921 | \$8.40 | \$9.35 | \$10.29 | \$11.24 | \$12.18 |
| Student Assistant III | 4920 | \$8.82 | \$9.81 | \$10.80 | \$11.80 | \$12.79 |
| Student Assistant IV | 4919 | \$9.26 | \$10.30 | \$11.34 | \$12.39 | \$13.43 |

POLICY FOR MOVEMENT THROUGH THE SALARY RANGE

All four Student Assistant classification levels allow for *unit funded* movement through the salary range, whereby the Employing Unit may grant increases up to 25% in a single fiscal year, provided that the increase does not exceed the maximum pay for that classification, based on either merit performance following a satisfactory performance evaluation or "unit specific" considerations such as:

- assumption of greater independence
- more complex or additional new duties that are NOT re-classifiable to a higher classification level
- difficulty retaining incumbents
- extensive/significant experience related to the requirements of the position

NOTE: Employing Units have the option to adopt performance related salary adjustments and to establish their own internal criteria, policies, procedures and forms. Such increases will be funded by *the unit*.

Authority/Documentation for Pay Increase:

Increase within 25% of current pay: Employing Units have the authority to approve "Movement Through the Range" increases for individual pay rate increases not exceeding 25% of the student's current pay rate in a single fiscal year, provided that the increase does not exceed the maximum pay for that classification. All such changes require the submission of the "Change Form," which can be obtained from the Career Services Center's website at <http://careerservices.ucmerced.edu>. The "Change Form," along with some form of supportive documentation that initiates the justification for the action (revised job description and/or performance evaluation) and action/budgetary

authorization according to Employing Unit's procedures, is to be submitted to the APPO.

Pay Adjustment: Documentation for performance-related increases may be maintained at the employing unit and a copy sent to the APPO for inclusion in the Student Employee's file. No revised job description is required.

Changed Duties: If the duties change, the existing job description must be modified to reflect the increased level of responsibility.

Increase above 25% of current pay: Any changes exceeding 25% of the student's current pay rate must be approved by the Career Services Center. As above, no new job description is required for merit increases, but if duties change, the existing job description must be modified and approved by the Career Services Center.

POLICY AND PROCEDURE FOR CHANGE IN CLASSIFICATION

Policy:

A job classification may be changed if the student assumes duties of greater or lesser responsibility. Employing Units are delegated authority to classify/reclassify Student Assistant I's, II's, III's & IV's based on their evaluation of the Student Assistant Classification Guide. If the classification is unclear, the Employing Unit can request Career Services Center review of the position. Appropriate documentation, e.g., a new job description should support the change in classification.

Procedure:

Reclassification for Increase within 25% of Current Pay

Reclassification upward from Student Assistant I through Student Assistant IV with up to 25% increase above the employee's current pay rate does **not** require pre-consultation by the Career Services Center provided that the increase does not exceed the maximum pay for that classification. The Employing Unit must submit a "Change Form" and a "No-Post" Job Description form for the new classification which will be automatically approved by the Career Services Center.

Reclassification Approval for above 25% of Current Pay

If the reclassification increase exceeds 25% of current base pay rate, the Employing Unit must obtain prior approval from the Career Services Center (via the Job Description and "Change Form" approval process).

OVERTIME

Students are not allowed to work more than **18** hours/week during the school year and **40** hours/week during the semester break.

As a campus policy, students **are not permitted to work overtime**. It is the Supervisor's responsibility to make sure that their students not exceed 18 hours a week during the fall and spring semester and 40 hours a week during the semester break.

WORK SCHEDULES

Undergraduate Student Employees

As stated above, student employees are not to work more than 18 hours per week while school is in session. They are entitled to work up to a maximum of 40 hours per week when school is not in session, between semesters and during summer vacation.

Rest Periods

Per Staff Personnel Policy 32-B.2: "A part-time employee may be granted one paid 15-minute rest period for each work period of three continuous hours or more not to exceed two rest periods per day." This policy applies to Student Assistant employees. Additionally, lunch breaks will be taken at the discretion of the supervisor and will not be paid.

STUDENT EMPLOYEE BENEFITS

Holiday and Sick Pay

Employees must be on pay status at least one-half of the working hours of a month or quadriweekly cycle to be eligible for sick and holiday benefits pursuant to the University of California Staff Personnel Policy for Staff Members (PPSM). These benefits will generally only apply to Student Assistant employees who work more than 50% of a full-time schedule during the summer. During the academic year students are limited to working no more than a total of 18 hours per week. Students who work 40 hours/week during school breaks are eligible to accrue sick leave. They are allowed to use their sick leave at anytime, but must note the number of sick hours used on their timesheet (under Sick Leave). Students are not eligible to cash out their sick leave upon graduation/separation from job.

For specifics on these benefits, please visit the University of California Staff Personnel Policy for Staff Members at http://atyourservice.ucop.edu/employees/policies/staff_policies/index.html

Jury Duty – Students employed in Casual/Restricted positions are not eligible for pay for scheduled hours forfeited due to jury duty obligations.

Planned Educational Leave Program Status

Maintaining Current Position

Students who are employed in a campus position at the time they receive approval for PELP status may, upon the request of their supervisor, maintain their

current campus position(s) for one semester (four months only), including summers. If the student was previously on work-study status, the employer is responsible for paying 100% of the student's wages earned while on approved PELP status.

Student FICA Status

While on Approved Academic Leave of Absence, a student retaining UC employment for one semester will be charged DCP/Medicare, as s/he does not carry the required registered units to remain exempt. See Student FICA.

Use of Career Services Center

Students on **approved** Planned Educational Leave Program Status may **not** apply for any work-study or non work-study campus jobs, except during summer unless they intend to register for the following fall term.

STUDENT FICA (DCP/MEDICARE) - OTHERWISE REFERRED TO AS 'SAFE HARBOR'

As defined under the Department of Education regulations and detailed below, students employed by the University (who are not members of UCRS) must be enrolled at least half-time to qualify for the FICA Exception. Student employees who meet the following requirements are not subject to FICA withholding.

1. Minimum Number of Units – Undergraduate Students

To be considered exempt from withholding, undergraduate students must be enrolled in a minimum of 6 units.

2. Work Requirement

A student working for the University on a full-time basis, based on the student's normal work schedule, is not eligible for the FICA exception.
(An exception applies to all services performed during all payroll periods of a month or less that fall wholly or partially within the academic term.)

3. Summer Enrollment

A student employed during the summer is subject to withholding, unless the student is taking the minimum number of units established for Summer Session and not employed on a full-time basis.

4. Employment During Intersession and Breaks

Withholding is not required during intersession and break periods of 5 weeks or less as long as the student is otherwise eligible for the exception on the last day of classes preceding the break and is eligible to enroll in classes in the academic period following the break.

A) If a student is enrolled less than half-time, the student can still be eligible if the student is in his last semester or quarter of a course of study, and is enrolled in the number of units needed to complete the requirements for obtaining a degree.

B) An exception applies to all services performed during all payroll periods of a month or less that fall wholly or partially within the academic term.

Appeals

If a student feels s/he has been incorrectly charged DCP/Medicare, s/he may request a refund. Central Payroll will investigate the student's registered/employee status for the pay period in question, and if the student has been incorrectly charged an authorization will be sent to Central Payroll to issue a refund of the Retirement portion of the charges.

WORKERS COMPENSATION

The university is required by law to pay medical expenses for on-the-job injuries and disability payments for time lost from work in accordance with the State of California Workers' Compensation regulations. Employees are to report any injuries incurred on the job to their supervisor immediately. A worker's compensation incident report must be filled out within 24 hours and submitted to HR. There are sections to be completed by the employee, supervisor and medical provider, if medical attention is sought. It is up to the employee whether or not they seek medical attention. If the injury is not severe and it occurs during regular business hours, they can go to the Health Center on campus for first aid treatment. If the injury is more severe or occurs after work hours, they can go to Urgent Care at Castle Air Force base. Additionally, a worker's compensation pamphlet must be distributed to the injured student employee. The incident report and Facts about Workers Compensation Pamphlet may be downloaded here:

<http://careerservices.ucmerced.edu/sites/careerservices/files/public/documents/Facts%20About%20Workers%20Compensation%20Pamphlet.doc>.

TEMPORARY EMPLOYEES

To hire students on a temporary basis, follow the same procedures as for hiring any other student employee. The Campus Job Posting Request form includes a field for "Estimated Appointment End Date". Simply complete that field with the date the position will end. When posted, the announcement will indicate that the position is for a short-term period. See the Recruitment and Hiring section below for more specific of the hiring process.

Temporary student employees are funded through unit budgets only.

CAMPUS STUDENT EMPLOYMENT FUNDING

For the 2009-2010 budgetary years, the majority of on-campus student employment is funded through unit budgets or grants. Federal Work-Study funding is administered to a small number of select units per campus

administration. Regardless, supervisors are to give hiring priority to students who have been awarded a UCM work-study award.

RECRUITMENT AND HIRING

The University is an equal opportunity employer. As a best practice, in order to allow all interested students to apply for open positions, to facilitate a competitive environment, and to build an adequate applicant pool for best selection by the hiring manager/supervisor, a recruitment should remain open for a reasonable period. However, a filing deadline is required by Cat PAWS in order to post a job. The hiring department should establish a reasonable deadline for closure of a recruitment period and extend the deadline if there are too few qualified applicants. Recruitment for student jobs is done through the Career Services Center.

Campus employers are requested to give priority consideration to the hiring of UC Merced students for all temporary staff positions requiring less than 18 hours of work per week during the academic year and temporary positions during the summer months for 20 to 40 hours of work per week.

Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Appointment

It is the policy of the University not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,¹ physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.² This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans. The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

Non-discrimination Policy Statement for University Of California Publications Regarding Student-Related Matters

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. The non-discrimination policy covers admission, access and treatment in University programs and activities.

Inquires regarding the University's student-related non-discrimination policies may be directed to:

Le' Trice Curl

Director of Student Life
(209) 228-7881
lcurl@ucmerced.edu

JOB POSTING GUIDELINES

To begin the hiring process, hiring managers must submit a completed Campus Student Employment Job Posting Request form and a Job Description form via email to the Career Services Center at careerservices@ucmerced.edu. These forms can be obtained on-line at <http://careerservices.ucmerced.edu> or by contacting the Career Services Center at 209-228-7272.

After review by the Career Service Center, the Campus Student Employment Job Posting Request form will be posted on "Cat PAWS," UC Merced's web based campus student employment job posting system. Please submit the Campus Student Employment Job Posting form at least 2 working days prior to the desired posting date. If the Employing Unit wishes to publicize its position further at different locations around the campus, they are encouraged to do so. However, the official job announcement and all applications are to be processed through the Career Services Center.

Once the job is posted, the Career Services Center will prepare hiring packets for the position to be filled. These packets will include:

- The Campus Student Employment Job Posting Request form as approved by the Career Services Center
- The Job Description form
- Campus Student Employment Time Reporting Method Request
- Personal Data Form
- Demographic Data Transmittal
- Payroll Earnings Distribution Authorization
- State Oath of Allegiance, Patent Policy and Patent Policy Acknowledgement
- Employment Eligibility Verification(I-9)

- Statement Concerning Your Employment in a University Position not Covered by Social Security
- University of California Employee's Federal-State Withholding Allowance Certificate (W-4)

Waiver of Open Recruitment

Waiver requests for casual-restricted appointments that may be justifiably not appropriate for open recruitment may be considered by the Career Services Center upon submission of the Campus Student Employment Job Posting Request form and the Job Description form to the Career Services Center's via email at careerservices@ucmerced.edu. The waiver request must be consistent with equal opportunity and affirmative action objectives of the university. The student candidate must be in good academic standing. Upon approval, the start date of a student hired by exception **must not** be before the submission date of the exception request.

The Campus Student Employment Job posting form includes a field to indicate a request for waiver to open recruitment. In such a case the hiring manager is to include in the "minimum requirements of position" section of the form the student's first and last name, Student I.D. Number and state the justification for hiring this student in lieu of open recruitment.

Special circumstances under which a waiver may be approved include the following situations: a candidate who is uniquely qualified in terms of skills, knowledge or ability, with confirmation that there is no other viable candidate; or time or funding constraints.

Period of Job Posting

Employing Units must provide a closing deadline when posting their position due to the fact that the Cat PAWS system requires a closing deadline in order to post the position on-line. This date must be in number form only (no "when filled"). Supervisors can request that any deadline be extended by contacting the Career Services Center.

The following table suggests a guideline for minimum number of candidates to be interviewed.

| Number of Applicants | Minimum Number of Interview Candidates |
|-----------------------------|---|
| 10 or Less | Interview 3 |
| 11 – 20 | Interview 5 |
| 21 - 40 | Interview 7 |
| 40 or more | Interview 10 |

THE "CAT PAWS" STUDENT EMPLOYMENT JOB POSTING SYSTEM

The online "Cat PAWS" system integrates the recruitment of all on-campus student employment positions.

Once the position is posted students can access the system by visiting the Career Services Center website at <http://careerservices.ucmerced.edu> or directly at http://jobs.ucmerced.edu/list_student_positions.faces. To apply students must use their UC Merced Net ID and Password.

Employers can view applicants by visiting http://jobs.ucmerced.edu/mgmt/area_mgmt.faces and entering their UC Merced Net ID and Password.

APPLICATION AND HIRING

Student Application Process

Students will review and apply for available campus positions via the "Cat PAWS" system which can be accessed through the Career Services Center website at <http://careerservices.ucmerced.edu> or directly by visiting http://jobs.ucmerced.edu/list_student_positions.faces.

While most on-campus student employment positions are funded by the unit, on-campus employers are to give preference to those students who have been awarded "Campus Work-Study." A list of student eligible for "Campus Work-Study" is posted via DocuShare by the Financial Aid office. To access this document, visit the DocuShare website at:

<https://ucmshare.ucmerced.edu/docushare/dsweb/HomePage>

Select the UC Merced – Internal file and then select the On-Campus Student Employment file.

Interview & Hiring

Employing units have the flexibility to determine their interview-hiring processes according to their own needs and style of operation. The procedural hiring guidelines are as follows:

- **Review of Applications - Scheduling of Interviews**
 - Hiring manager listed on job announcement may, at any time during recruitment, review applications.
 - Supervisor may click student email link to schedule interview.
- **The Hiring Manager Makes the Job Offer**

For critical positions (those requiring a fingerprint check); the offer is conditional. The fingerprint check must be completed before employment begins. Please contact the campus police department regarding conducting background checks.

▪ **New Student Employee Completes the Hiring Packet**

When a job is posted the following steps are to take place to hire and activate the student employee in the payroll system:

- The Career Services Center staff will prepare a job description form and send it to the Hiring Manager.
- This job description form must be completed and signed by both the student employee and the hiring manager prior to the student's first day of work. The hiring manager will instruct the new student employee to report to the Career Services Center with the completed and signed job description form and all the necessary identification (e.g. Driver's License, Visa/Passport, Social Security Card, etc.) prior to his or her first day of work to complete the hiring packet.
- Upon completion of the hiring packet, the hiring manager will receive an e-mail indicating that the student employee is eligible to begin working. No student can begin working prior to this time.

As stated above the hiring packet includes the following documents:

- The Campus Student Employment Job Posting Request form as approved by the Career Services Center
- The Job Description form
- New Hire Form – Environmental Health and Safety
- UC Merced Bi-Weekly Staff Time Card Submit Deadlines and Pay Dates
- Personal Data Form
- Demographic Data Transmittal
- Payroll Earnings Distribution Authorization
- State Oath of Allegiance, Patent Policy and Patent Policy Acknowledgement
- Employment Eligibility Verification(I-9)
- Statement Concerning Your Employment in a University Position not Covered by Social Security
- Certificate of Foreign Status for Federal Tax Withholding
- University of California Employee's Federal-State Withholding Allowance Certificate (W-4)

▪ **Completed Hiring Packets are Delivered to Academic Resource Center Payroll by Career Services Center staff**

GUIDELINES FOR THE HIRING AND INTERVIEW PROCESS

Beginning the Hiring Process

When hiring, keep the following points in mind:

- Plan ahead and hire students prior to peak work periods.
- Be clear about the job being offered. Know the job duties, hours, who will supervise, etc.

- Read the applications carefully before the interviews.
- Give priority to those students who have "Campus Work-study" awards. To see a list of students who have been awarded "Campus Work-Study" status, please visit <https://ucmshare.ucmerced.edu/docushare/>. Enter your UCM Net ID and Password and then enter the "UC Merced – Internal" file folder, followed by the "On-Campus Student Employment" folder.
- If you have questions regarding the hiring process, refer to this manual. If you still need information, call the Career Services Center prior to starting the hiring process.

The Interview Process

The interview is the most important part of the hiring process. Treat the student applicant as if you were hiring a regular career employee, as this person may become a part of your workforce.

Be organized going into the interview to create a sense of security and relaxation for the job applicant.

- Have a copy of the job description available for review by the applicant.
- Introduce yourself and address the applicant by name.
- Let the applicant know how long the interview will last.
- Do not allow interruptions from telephone calls, knocks on door, etc.
- Be enthusiastic and courteous during the interview.
- Evaluate the applicant objectively.
- It is strongly recommended that interviewers create a set of questions at the beginning of the interview process that all applicants will be asked. Careful, written notes about applicant responses will assist in making the correct hiring decisions.
- Questions asked in an interview should be relevant to the job. Personal questions are inappropriate. The Career Services Center staff is available to assist in developing interview questions for any position.
- Do not criticize an applicant during the interview. If, for example, an applicant's appearance is not acceptable, you may not criticize on this personal issue. However, you can point out that appropriate attire is expected on the job and ask if the interviewee is willing to comply.
- Tell the applicant what the job requires, including a description of office rules. You can explain rules about coming to work on time and when work breaks are allowed, for example. Talk with the students about wages and benefits.
- Have the applicant tell you how his or her experience relates to the job. Many students have relevant unpaid or volunteer experience that should be explored in the interview.
- Do not hesitate to encourage the applicant to respond to a question in more detail.
- Silence is acceptable. Give the applicant time to think before answering an interview question.

Making a Decision

- Make a list of the advertised job requirements for the job prior to the interview and evaluate each applicant against the items on the list after each interview.
- Be prepared to explain selection criteria and why a particular applicant was or was not hired.
- For candidates not selected for a position, there is a standard email rejection letter that can be obtained from the Career Services Center by emailing careerservices@ucmerced.edu. Supervisors are encouraged to send either this generic letter or a personal email informing the candidate that the job is already filled.

After Hiring

- This may be a student's first job, so do not assume he or she knows what to do without training and supervision.
- Supporting and training a student for a position will enhance performance.
- Explain work rules and regulations; what the employee's rights are; when a merit increase can be expected, etc.
- Explain the use of the PTR time reporting system/electronic time card.
- This may not be the student's only job; make the work hours clear so scheduling conflicts do not arise.

CLEARANCE TO COMMENCE WORK

It is the Employing Unit's responsibility to verify that one of the three following employment processes has been completed before the student begins working:

Students New to the UC Merced APPO Payroll System:

It is the Employing Unit's responsibility to verify that its student employees have completed the initial hire procedures. Hiring managers will receive an e-mail when their students have completed their portion of the hiring packet and are authorized to begin work. Consequences for allowing a student to work before employment forms are completed and submitted to APPO include the following:

- The student is not officially employed.
- The student is not covered by worker's compensation.
- The employing unit is responsible for processing a damage payment.
- The student's paycheck for hours worked before the signing of UC employment forms will be considerably delayed.

Re-hired Students:

If the student is "Inactive" or "Separated" on the Employee database, s/he must complete all the forms in the hiring packet again and follow the same hiring procedure as a student employee new to the payroll system. Please contact the APPO to confirm the student's employment status with the university.

Students Currently Active in the UC Merced APPO Payroll System:

Student employees who are starting a new position and are currently active on the UC Merced Payroll system still must report to the Career Services Center and bring the job description (signed by both the hiring manager and the student employee). The Career Services Center will confirm that the student is still active on the UC Merced Payroll system. They will also have the option of making changes to their W-4 form and their preference for an EFT or check payroll distribution. Upon completion of those forms, the Career Services Center will e-mail the hiring manager to notify them that the student is now eligible to begin work. The Career Services Center will send the APPO the following documents:

- Completed and signed Job Description Form
- Completed and signed Job Posting Request
- W-4 (Optional)
- Payroll Earnings Distribution Authorization (Optional)
- Multiple Assignment Form

EMPLOYMENT FORMS AND REQUIRED DOCUMENTS**Employment Forms**

Student employees must report to the Career Services Center prior to their first day of work to complete all necessary hiring forms. The student employee must not accrue work hours until he or she has completed all necessary hiring forms. The completed form must be submitted to payroll within 48 hours of the Student Assistant's start date. It is critical that all hiring documents are dated with the same date. That date must be on or before the student employees first day of employment.

It is the policy of the university that all individuals must sign the State Oath of Allegiance, (unless a non-citizen) and Patent Agreement prior to commencing employment. Supervisors are responsible for assuring that work is not performed prior to Employing Unit's employment authorization. The individual is not an employee of the university until the Oath and the Patent Agreement are signed. If employment forms are not completed before work commences, damage payment forms will need to be completed by the Employing Unit, and the student's paycheck will be considerably delayed.

Immigration Reform and Control Act of 1986

In accordance with the Federal Immigration Reform and Control Act of 1986, no one will be hired or re-hired for any UC Merced position without providing documentation to establish proof of identity and employment eligibility. Students must be prepared to show the Career Services Center original documents, and provide those documents before they will be allowed to sign university employment forms. Column A documents will satisfy requirements for both identity and employment eligibility. In lieu of Column A documents, hired individuals must supply one of the documents listed in Column B along with one of the documents listed in Column C.

Immigration & Naturalization Service's Form I-9

Under the Federal Immigration Reform and Control Act of 1986, employers must certify that anyone they hire is legally entitled to work in the U.S. This law applies to EVERYONE, native-born U.S. citizens as well as immigrants, foreign visitors, and naturalized citizens.

Whether a student intends to work on- or off-campus (anywhere in the US), s/he must provide documentation of eligibility to work before s/he can be hired or re-hired. No one will be hired or re-hired at UC Merced for any position, including academic appointments, without proof of identity and employment eligibility. To avoid delays in hiring dates, late paychecks, etc., please visit the link below for the I-9 form and the list of acceptable documents.

<http://www.uscis.gov/files/form/i-9.pdf>

NOTE: Students who have applied for a duplicate social security card may complete the employment process by showing an official "receipt for duplicate social security card" issued by the Social Security Administration. They are in pending I-9 status until they bring in the new social security card. Students must present their new cards to the Career Services Center within 90 days of their duplicate receipt. Notice of the student's temporary payroll status will be given to the Hiring Manager.

STUDENT EMPLOYEE ORIENTATION

When the student reports to work, the supervisor should provide specific orientation for the new employee in that office and review all department standards, regulations and general UC Merced guidelines so that expectations are clearly defined from the start. Some items to include in the department orientation are:

- Work schedule
- Appropriate attire
- Policies regarding reporting illness or other changes in work schedule
- Use of the PTR electronic time card system and time card submission deadlines
- Safety training and requirements to report work related accidents and injuries
- Policies regarding confidentiality
- Expectations regarding socializing while on the job
- Evaluation procedure (including providing the student with a copy of the evaluation form to be used)

TRIAL EMPLOYMENT PERIOD

Casual restricted employees can be released from employment with or without cause at any time. The first three weeks of employment, however, should be

considered a trial period. During this time the student should be evaluating their job and the supervisor should be evaluating the student. The supervisor needs to provide direct attention and supervision to the student during this time, evaluating their performance, attitude, ability and areas for improvement. It is also the time to resolve any problems or questions about the position and determine if the student and job are compatible. No formal evaluation or review will be conducted and no pay raise is to be given for the trial period. If it is determined that a student and the position are not compatible, the supervisor should complete the appropriate section on the "Change Form". Release from a position during the trial period will not reflect on a student negatively or affect their future ability to work on campus unless there has been gross misconduct.

RETAINING, EXTENDING AND SEPARATING EMPLOYEES

STUDENT EMPLOYER BEST PRACTICES

1. Establish clear goals.
2. Clear written expectations.
3. Utilize active listening.
4. Regularly scheduled meetings.
5. Provide student with the tools necessary for performing the work assigned (training, materials, etc.).
6. Give plenty of feedback. Let people know if their work is on or off track. Expect new workers to make some mistakes. When the performance is off track, assume first that the instructions were not clear, and clarify expectations.
7. Delegate!
8. Set a positive example of professional, polite and ethical behavior.
9. Remember that student employees are students first.
10. Show appreciation for exceptional work.
11. Ask for student's input.
12. Be an accessible supervisor.
13. Be a student.
14. Be a teacher.
15. Encourage risk taking and decision-making.
16. Communicate openly and honestly.
17. Get to know your people. Offer a friendly greeting at the beginning of each workday; talk to them occasionally about outside interests. Let them know that you care about them as individuals.
18. Don't ignore non-performance. As soon as you realize someone is not doing the job, check to see what's happening. Let the worker know that you expect performance.
19. Remember that the most important intangible part of the work climate is a healthy sense of self-esteem. When workers feel good about themselves,

about the company and the work they do, it will be much easier to get cooperation from them.

20. Follow-up. After assigning work, be sure it is being done correctly.

EVALUATION PROCESS

Evaluations are to be completed at least once a year and preferably once a semester. A final evaluation is also to be completed at the end of the student's employment, whether from separation or end of contract term.

Supervisors must complete a Student Employee Evaluation form and then review it personally with the student, taking time to discuss positive areas as well as areas where improvement may be needed.

Both the supervisor AND the student must sign the completed evaluation form. A copy of the evaluation form is to be given to the student employee and the original is to be maintained by the Hiring Manager. The Hiring Manager is to complete the Change Form to adjust the student employees pay if a merit increase is given.

Supervisors should be very specific regarding performance the student needs to improve on and instructive in how the student might measurably improve their performance.

Evaluation forms will be available upon request from the Career Services Center.

RENEWALS AND EXTENSIONS OF EMPLOYMENT

Student employee in a Casual/Restricted appointment who is a registered student in good academic standing in the spring semester, who will be returning as a registered student the following fall semester, is eligible to have his/her appointment renewed for the following academic year if funding and need permits.

Because Student Casual Restricted positions automatically terminate on or before the last day of the academic year, campus units must formally request extension of the appointment for students who will continue to work over the summer. To extend spring employment into the summer, supervisors must notify APPO by May 1st of each year.

Student employees are only eligible for appointment renewal if there is reasonable certainty that the student will return to the same unit and job in the fall. To renew the appointments of student employees who will be returning in the fall (but who will not be working over the summer), supervisors must submit authorization to APPO, including a list of renewing student employees, and their new appointment end dates, by May 1st of each year.

APPO will update the Payroll/Personnel System with the revised appointment begin/end dates, based on authorization provided by the supervisor.

Student employees are directed to At Your Service Online (<http://atyourservice.ucop.edu/ayso>) in order to update any personal information that has changed (such as address, telephone number, tax filing and withholding status, etc.) relating to their employment record.

Because many students do not understand the casual/restricted appointment renewal/extension process, it is important that they be informed when and to whom they should report upon return to school in the fall. In the event that the returning student whose appointment was renewed/extended does not have hours worked in the first 30 days of the new academic year, the appointment will be terminated and the student will be separated as of their last day on pay status.

SUMMER EMPLOYMENT

As stated above, campus units must formally extend the appointment of those students who will continue to work over the summer. To extend employment the Hiring Manager must notify the APPO. Student employees should be extended only if there is reasonable certainty that the student will return to the same unit and job in the fall. In fall, they will need to provide only address changes, check disposition, or W-4 changes in order to update their EDB (Employment Database) record.

Students working in the summer are limited to 40 hours per week.

Student employees who work during the summer will see a change in their paychecks as FICA will be taken out during the months that they are not enrolled in the minimum number of units required for FICA exemption.

Students who are employed during the summer must purchase a summer parking permit for varying prices (ranging from \$27.00 to \$74.50). Tickets will be available for sale starting May 1, 2010 in the Cashier's Cage or TAPS office. Students must park in the "Lake Lot only." Parking will be enforced from 7:00 a.m. – 6:00 p.m.

CONFLICT RESOLUTION

In most situations effective communication can solve most problems that may arise between a student employee and supervisor. If a problem exists between a student employee and supervisor, the first step is to discuss the issue to determine if a possible solution exists. If the issue remains unresolved, the supervisor should contact the Director of Career Services. The Director of Career Services, with input from the Department of Human Resources, will function as a

mediator and assist in resolving the conflict, whether through discussion with the student employee or a meeting between the student employee and supervisor.

PROGRESSIVE DISCIPLINE/TERMINATION

While casual/restricted employees can be released from employment at any time pursuant to Personnel Policies for Staff Members Policy 61, the philosophy of the UC Merced Student Employment Program is that an on-campus position is also an opportunity for student learning. In order to assist our students in their development as professionals, it is recommended that employers follow this procedure for progressive discipline when they find that the quality and/or quantity of their student employee's work is less than satisfactory.

1. **Identification of the problem.** Documentation is very important.
2. **Coaching.** - Verbal warning is given stating deficiencies. Supervisors should document the date the warning is given.
3. **First warning** - Written warning stating: (with a copy to the student employee and the Career Services Center)
 - What the employee is doing wrong
 - What the employee needs to do to fix it
 - By when the employee is to fix the problem
 - Consequences if the problem isn't fixed
4. **Second warning** - Written warning: (with a copy to the student and the Career Services Center)
 - Giving new examples of the problem
 - Development of a performance improvement plan stating specific performance goals with a timeline for completion of those goals
 - Return to "Trial Employment Period" status
 - Establishment of a specific date for a feed back conference at which time the problem will be resolved or the employment terminated.
5. **Termination** - If the problem has not been resolved the employer will then terminate the student employee and a written report explaining the termination is to be sent to the Director of Career Services within **two** working days of the termination.

Immediate Termination - Immediate termination without progressive discipline is to occur in cases of gross misconduct or negligence which includes, but is not limited to, violations of law, dishonesty, theft or misappropriation of University property, fighting on the job, insubordination, or acts endangering others. If this should happen, the supervisor should contact the Director of Career Services prior to the termination. No advance notice needs to be given to employee for termination. A written explanation should be sent within **two** working days to the Associate Director of Career Services. In addition, the supervisor should notify the appropriate payroll department to have the student employee's final check on hand upon termination. APPO will need **three** days to prepare final check.

ENDING APPOINTMENTS AND SEPARATION GUIDELINES

Voluntary Separation: The decision to leave a job is usually not an easy one, and requires careful thought. If a student is considering leaving a job, they should first discuss their situation with their supervisor. Each employee is a valued asset and therefore is not easily replaced. If the decision to leave is reached, the student is asked to give at least two weeks written notice unless extenuating circumstances exist and less notice is agreed to. If an employee has an end date, and there is no intention to renew/extend/continue the employee's appointment, a rush check must be in hand on the appointment end date.

Involuntary Separation: Occasionally, it becomes the difficult job of an employer to terminate an employee. When this occurs, except during the trial employment period, the use of the progressive discipline policy is strongly encouraged, except as noted above in the cases of gross misconduct.

MULTIPLE ASSIGNMENT STUDENT EMPLOYEES

As stated above under "Job Limitations", in order for a student to work in more than one unit at the same time, the student must submit a Petition for Multiple Appointment prior to formally accepting the second position. This form can be obtained from the Career Services Center in Kolligian 127 or by visiting <http://careerservices.ucmerced.edu/sites/careerservices/files/public/documents/StudentPetitionforMultipleUnitAppointment.pdf>.

When a student is employed by two units in non-academic jobs, it is the responsibility of the Hiring Managers to communicate with each other. The following guideline applies:

- The unit in which the person was first employed will act automatically as the home department.

The Home Employing Unit is responsible for distribution of the paychecks.

BASIC STANDARDS

DEPARTMENT STANDARDS

Each department should have a policy covering department standards and regulations.

Items that need to be covered in your department's policy:

- Standards of conduct and speech
- Standards of dress
- Policies covering: absences, illness, tardiness and substitutions
- Policies covering: handling of sensitive and classified information
- Use of department/office equipment

- Department/office structure
- Work schedules/breaks/time cards etc.
- Overtime policy for student employees

STUDENT STANDARDS

A student's conduct on the job is to be that of an honest, reliable and helpful employee. Students are expected to abide by their unit's specific standards.

It is the responsibility of the student to report to work on time, at the proper place, ready to work. All units will have specific regulations covering absences, illness etc. and students will be expected to abide by these regulations. In general, students should notify their supervisor immediately regarding illness or unusual circumstances.

Student employees are compensated only for hours worked. During the summer break student working 50% or more of full-time accrue sick time and holiday pay. Student employees are covered under Worker's Compensation.

SAFETY AND HEALTH

The University of California, Merced is committed to providing a safe and healthy workplace and to eliminate conditions that could result in personal injury and ill health. All University operations will comply with applicable regulations, and with accepted health and safety, and environmental protection standards. Safety is everyone's responsibility. For the University to maintain a high level of safety awareness all employees must do their part in preventing and minimizing workplace accidents and hazards. All injuries and/or unsafe work conditions must be reported to the employee's supervisor immediately.

In order to provide a safe work environment UC Merced has implemented an Injury and Illness Prevention Program which all employees must comply with as part of their continued employment. Each employee may have to complete various EH&S safety courses, including annual refresher courses depending on their job duties and associated hazards. In addition, all employees will receive initial job specific training from their supervisor at the time they are hired, when they move to another position, or when new substances, processes, procedures, or equipment are introduced to the work place.

USE OF PERSONAL VEHICLES

For student employees using their personal vehicles on university business, please be aware that University insurance programs do not cover damage or loss to personal vehicles used for approved University business. A vehicle owner's personal liability policy is primary in the event of an accident when using a personal car for UC Merced business. Employees must possess the minimum liability coverage prescribed by California Law.

- \$50,000 for personal injury to, or death of one person
- \$100,000 for injury to, or death of two or more persons in one accident
- \$50,000 for property damage

In order to manage your department's risk, it is strongly encouraged that all hiring managers of student employees (who travel as part of their job duties), keep on file a valid copy of their driver's license and insurance. For more information on university travel, please consult Business and Finance Bulletin G-28, Policy and Regulations Governing Travel:

<http://www.ucop.edu/ucophome/policies/bfb/g28.html>.

TIME CARDS / PAYROLL

- When a new student employee is hired, upon submission of the completed hiring packet to APPO, the student employee will be established in the PTR (Payroll Time Reporting) system within one week (unless employed in a off-campus work study position)

ALL STUDENT employees must complete electronic time cards, unless employed in an off-campus work study position. Student employees must submit an electronic time card bi-weekly to the supervisor(s) according to the dates indicated on the Bi-Weekly Payroll Calendar. The supervisor or the supervisor's designate will ensure electronic delivery of the approved time card to APPO on or before the Tuesday immediately following the bi-weekly period ending date. (e.g.: pay period ends Saturday, October 3, 2009. An approved timesheet must be received by APPO no later than Tuesday, October 6, 2009). Failure to promptly approve a timesheet which is submitted on time by the student, may result in a delay of payment to the employee and/or the requirement of a rush check. Rush checks require a minimum of 72 hours for processing and preparation charges may be charged to the supervisor's department.

The time card is the only payroll form that will be used for issuing checks. NO check will be issued without receipt of a complete time card with appropriate supervisor signature(s). Time cards submitted for a student who has not completed and returned the hiring packet will be returned to the department. Time sheets submitted by students AFTER the processing deadlines may be held until the next payroll cycle.

PAYDAYS

There are usually two biweekly (B1 and B2) paydays for student employees. Biweekly pay period end dates are every other Saturday, and those dates are circled on the Biweekly Payroll Calendar. Biweekly paydays are every other Wednesday, and those dates are outlined with a square on the Biweekly Payroll Calendar. The biweekly payday is normally scheduled on the second Wednesday following the associated pay period end date.

RECORDS & FILES

EMPLOYING UNITS

Employing Units will maintain files and records containing:

- Copies of all completed student employment job descriptions which are signed by the supervisor and the student employee.
- Documentation of progressive discipline, separations and terminations sending a copy to the APPO
- Copies of all departmental policies
- Copies of all Employee Safety Training Record
- Originals of Student Employee Evaluations sending a copy to the Academic Resource Center Payroll

APPO

The Academic Resource Center Payroll will maintain the following forms/records:

- All original hiring packet forms
- Any change of status forms
- Documentation of progressive discipline documentation, separations and terminations
- Evaluation forms (optional)
- Original of Employee Safety Training Record (optional)

CAREER SERVICES CENTER

The Career Services Center will maintain the following forms/records:

- Documentation of progressive discipline and multiple assignment forms.