

The UMKC Federal Work-Study Handbook

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1. INTRODUCTION

1.a. Purpose of the Handbook

Welcome to the University of Missouri- Kansas City Federal Work-Study (FWS) Program. This handbook provides information about the Federal Work-Study process for both supervisors and student employees. The FWS Program provides tremendous opportunities for students and supervisors. The valuable work experience associated with a Work-Study position will enhance a student's life while in school and in the future. Studies have shown that students who work on-campus tend to be more satisfied with their college experience, stay in school and graduate at a higher rate.

1.b. Description of the Federal Work-Study Program

The FWS program is funded through Federal Title IV resources and subject to Department of Education federal regulations, as well as employment laws on the federal, state and local levels. The program is administered by the Financial Aid and Scholarships Office (FASO). UMKC is allocated funding each year by the Department of Education and is required to match 25% of the funded amount. Funding is limited and varies from year to year.

The intent of the program is to provide jobs for undergraduate and graduate students who have financial need as determined by the Free Application for Federal Student Aid (FAFSA). It allows a student to earn money to help pay education expenses. The program encourages students to find work related to their course of study and it also provides opportunities for community service work. Work-Study jobs are generally located on-campus but there are some off-campus jobs in the community as well. Students are generally paid bi-weekly and students must be paid at least once a month. The maximum a work-study student may earn cannot exceed their total Federal Work-Study award, and having a work-study award does not guarantee that the full amount of the award will be earned. Students' generally will work 15-20 hours per week and can work only one work-study job at a time. Total hours for any work-study and/or other non work-study UMKC job cannot exceed 39 hours per week.

2. NON WORK-STUDY EMPLOYMENT OPPORTUNITIES & THE JOB LOCATION AND DEVELOPMENT PROGRAM

The Job Location and Development (JLD) Program locates and develops off-campus employment opportunities for students during and between periods of enrollment. Student eligibility is NOT based on financial need or the academic standing requirements of FWS. In short, the purpose of JLD is to provide a reasonable opportunity to find employment for every student who desires to work. To look for job opportunities through the JLD Program, you can visit the web-site www.careerexec.com.

3. STUDENT APPLICATION PROCESS

Students apply for work-study each year by completing the Free Application for Federal Student Aid (FAFSA). Students are encouraged to apply as soon after January 1st and no later than March 1st of the upcoming school year but may apply at any time during the academic year. Awards are based on financial need and a student cannot earn more than the amount reflected in the offer on his or her Pathway account. An award must be in place for each period the student works, awarding is on a first-come, first-served basis, and application is not a guarantee of being awarded Work-Study. Students must apply for, and often interview for jobs and there is no guarantee of securing one. Any amount a student earns (works) over his or her offer must be paid by the department where the

student is working. Work-Study awards are always subject to revision based on changes in a student's situation and/or the availability of funding. Students also must be in at least 6 credit hours as an undergraduate or 5 credit hours as a graduate student. Students must be making financial aid **Satisfactory Academic Progress (SAP)** to receive Work-Study funding. If the student does not meet Satisfactory Academic Progress but turns in an appeal to the Financial Aid Office and is given a contract for one semester, the student may continue to participate in the work-study program during that semester. Refer to the web site <http://www.sfa.umkc.edu> to view the SAP Policy. Students may not receive academic credit for a Work-Study job.

4. ALLOCATION and DISTRIBUTION OF WORK-STUDY POSITIONS

4.a. Academic Year Allocations

In mid-June, before the academic year begins, the Financial Aid and Scholarships Office (FASO) will determine how much work-study funding will be available for the up-coming academic year and how many students the funding will allow. Once this determination is made, the Vice Chancellors for each division will be notified of the number of positions the university will be able to employ. Next, the Vice Chancellors determine overall divisional allocations and subsequently appropriate within his or her division the number of positions each academic unit or department may receive. The Financial Aid and Scholarships office does not determine which departments receive work-study assistance or how many positions a department can receive. Departments that do not use their Work-Study allocations may lose them. Unused allocations may be returned to their division to be given to another department. The university is given so much money to use on Work-Study and must use all the money or it will be decreased the following year. So it is imperative that each job is filled.

4.b. Summer Allocations

In mid-March, before the Summer semester begins, the Financial Aid and Scholarships Office will determine how much work-study funding will be available for the up-coming Summer semester and how many positions the funding will allow. There are considerably fewer Work-Study positions available in the summer semester compared to the academic year. Divisional allocations are based upon the percentage allocation made in the previous academic year. Each Vice Chancellor is responsible for distributing his or her divisional allocation to academic units or departments.

4.c. Community Service Allocations

Federal regulations require that 7% of the university's Work-Study funding is used for community service with an additional requirement that some student workers serve as reading tutors for children in a reading tutoring project or performing family literacy activities in a family literacy project. The Division of Student Affairs manages requests for community service positions and the FASO administers the hiring and payroll process unless alternate arrangements are made. All requests for community service positions must submit a request to the Director of Financial Aid & Scholarships Office University of Missouri-Kansas City, 5100 Rockhill Road, AC 336, Kansas City, MO 64110.

5. CREATING AND POSTING POSITION DESCRIPTIONS

Work-Study supervisors are responsible for creating and posting position descriptions. Position descriptions and pay rates should accurately reflect job responsibilities. Use the guidelines below to assist with creating a position description and assigning an appropriate wage rate.

5.a. Create Position Description

The position description is what is posted for students searching for a position to view. The description must accurately reflect the responsibilities and expectations associated with the job and must abide by laws set forth in federal, state and local laws. Work-Study positions should not be used to fill or replace full-time positions within a department. A sample of a job description is provided in APPENDIX 1.

5.b. Determine Pay Level

Two pay levels for student employees at UMKC are provided by the Financial Aid and Scholarships Office. Employers can determine the appropriate pay level by comparing the job description of their student position to the duties of the two pay level descriptions listed below. Pay levels must reflect the type of work, requirements, amount of responsibility, and supervision.

Pay Level 1

Follow instructions, operate basic equipment, perform routine duties, make general decisions, solve general problems; **REQUIRES:** Few decisions, little or no previous training or work experience, little or no specialized knowledge; high to moderate level of direct supervision.

Pay Level 2

Plan and perform operations, make recommendations, solve general problems not covered by instructions, pass information on to others, instruct other students, apply specialized knowledge, deal with complex problems, may supervise other student employees, assign and review others' work, act as group leader; **REQUIRES OR MAY REQUIRE:** Basic office skills, some specialized skills or college coursework, training or experience; comparable training and experience, frequent exercise of initiative and judgment; moderate to low level of supervision.

5.c Student Pay Scale

The pay rate of a UMKC FWS student position falls into a range specified for the level of the position. The initial hiring rate for new employees should be the minimum for that level, unless the employee has had previous experience or training. Remember that the pay rate cannot exceed the maximum rate indicated on the pay scale for the pay level of your position.

PAY SCALE

Pay Level	Min. Hiring	Max. Rate
1	\$8.00	\$9.25
2	\$9.26	\$10.50

Departments may pay more than \$10.50 per hour if the job requires high level skill or background, **but the department must pay the difference.** An example would be jobs such as those in computer programming. PAFs must reflect these overages. The breakdown would occur as the Work-Study percentage of wage vs. the departmental percentage of wage. Example: A department wants to pay a student \$15.00 per hour. \$10.50 of this wage would be charged to the Work-Study mo code at 70%; \$5.00 of the wage would be charged to the department mo code at 30%.

5.d. Academic Year and Summer Awards /Hours Worked per Week

The average award for work-study students for the Fall/Winter semesters is \$4,600 and \$3,600 for the Summer semester. Students will generally work 15-20 hours per week. We strongly encourage students to work no more than 20 hours per week in their work-study job. Research shows that students who work a moderate number of hours on campus (11-20) are academically more successful than those who don't work, or who work full-time. They tend to complete degrees more frequently than their non-working peers, report greater satisfaction with college, and their retention rates are higher.

Students can work only one work-study job at a time, and total hours for any work-study and/or other non work-study UMKC job cannot exceed 39 hours per week. This will make the student exempt from FICA. If a student works 40 hours or more for 6 weeks or more, FICA exemption will be lost. In addition, the UM HR Policy states that regular (non-student) employees who work 30 hours or more for at least nine months become benefit eligible. This is more reason to keep work-study students at 15-20 hours a week.

Since the purpose of the program is to propel students forward academically, students should be conscious of the number of hours they are working while in school, and try to strike a good balance between work and academics. Students should inform all supervisors of all jobs they are working.

The following is a breakdown for the maximum number of hours a student can work based on pay rate and a \$4,600 award for the academic year and \$3,600 in the summer. The award represents the maximum amount a student can earn. It is not guaranteed the student will earn the total award. There are 32 weeks in the academic year and 15 weeks in the Summer semester (See Summer Awards Section below).

PAY RATE	Max Hours		Weekly Hours	
	FALL/WINTER	SUMMER	FALL/WINTER	SUMMER
\$8.00	575.00	450.00	17.97	*
\$8.50	541.18	423.53	16.91	*
\$8.75	525.71	411.43	16.43	*
\$9.00	511.11	400.00	15.97	*
\$9.25	497.30	389.19	15.54	*
\$9.50	484.21	378.95	15.13	*
\$9.75	471.79	369.23	14.74	*
\$10.00	460.00	360.00	14.38	*
\$10.25	448.78	351.22	14.02	*
\$10.50	438.10	342.86	13.69	*

Departments may not pay more than \$10.50 an hour in work-study funds. Departments wanting to pay a student more must pay anything over \$10.50 from their department account. Also, remember the higher the salary the fewer hours the student may work **and** it is more likely the student will exhaust their funds before the award period ends. If this happens, the supervisor must either terminate the student or pay the student from department funds.

Work-Study students are paid hourly and it is suggested that you pay students the same rate if they are performing equal or similar jobs.

***Summer Awards**

During the Summer period students are awarded additional money to allow them to work full time during the four week period between Spring Semester and Summer Semester and the three week period between the Summer Semester and the following Fall Semester. For the Summer Semester any student who is continuing in the Work-Study program from the previous Spring Semester can work up to 39 hours per week (depending on their pay rate) for the four weeks before the Summer session begins. Their earnings during this period come from the Summer award. If a student who has worked in the Summer Semester has been awarded work-study for the Fall Semester, they may work up to 39 hours per week (depending on their pay rate) during the three week period between the end of the Summer and the beginning of the Fall Semester using their Summer award. (See #10 "Length of a Work-Study Award" for specific dates).

See the pay chart on 5.d. for comparison of pay rates and hours. Remember, you the supervisor are responsible for assuring the student DOES NOT earn more than the student has been awarded.

5.e. Posting Positions

Supervisors must post descriptions of their allocated Work-Study positions via the web-based Financial Aid Work-Study Management Program at <https://www.sfa.umkc.edu/workstudy>. This program allows supervisors to post descriptions of an available position, manage the hiring process, change pay rates, and monitor student earnings. Supervisors must register through the Financial Aid Office to receive access to the site and instructions for using it. Students use the Career Exec website to look for jobs. However, the Career Exec site is not set up as a recruiting tool. We do not encourage departments to search for recruits on this site.

6. HIRING PROCEDURES/LOCATING A POSITION

Once a student has been awarded work-study, (s)he or will accept or reject the aid on Pathway. Academic year awards are made separately from Summer semester awards. If the student accepts the work-study award (s)he or will be notified detailing the procedures for finding a work-study position. Students are responsible for finding an employment position. Employment is for one academic year or for the Summer period. Application does not guarantee an award, awards are on a first-come, first-served basis, and being awarded does not guarantee a job.

6.a. Locating a Position

The following information is sent to a student once s/he has accepted his/her work-study offer on Pathway:

Applying for a Work-Study Position:

1. Visit the **CareerExec Employment Database** at www.careerexec.com
2. If you **do** already have an account, login using the entire Email Address and Password you used to create your account. Be sure to click **Student** before clicking Login.

3. If you **do not** have an account, click on **Create a Job Seeker Account** button, and create your account. Your chosen password should be at least 6 characters and must be alphanumeric.
 - a. **NOTE:** Remember your email/password as you will need it to access jobs on this job database in the future. If you forget your password, click on the "Forgot your Password" link located beneath the log in.
4. Once you have logged into your **CareerExec** account click on the **Job Search** link.
5. At the top of this page is a line of text reading "**Looking for work study jobs? You can find them here.**" Click on this link for Work-Study job listings.
6. You will be prompted for a student id. This is your 8 digit Pathway student id, not your social security number.
7. View Work-Study Job Listings.
8. Select the positions that you wish to apply for and contact the supervisors directly to set up an interview. Supervisors will not be viewing resumes posted on the website.
9. Supervisors can visit the Work-Study Administrative Site to confirm Work-Study eligibility. Interview with supervisors until you accept a job.

If you are unable to complete any of the steps in selecting a Work-Study position, please contact the Financial Aid and Scholarships Office at (816) 235-1154.

6.b. Qualifications

Students must qualify for specific jobs based on their ability to perform the job requirements. Students may only have one work-study job at a time and are required to be enrolled at least half-time to participate. Although departments may have their own application for employment, there is a University-wide student employment application at <http://web2.umkc.edu/Cad/jobs/forms/Student%20Employment%20Application.pdf>

6.c. Interviewing

- 1) The employer/supervisor must verify that the student has a work-study award for the appropriate term (academic year or summer). New student employees as well as rehires must have awards for the appropriate term. Supervisors can follow the instructions on the Work-Study Administration Program web-site at <https://www.sfa.umkc.edu/workstudy>.
- 2) Interview each applicant for the job in a similar fashion. All questions should be job related and should adhere to federal, state and local laws.
- 3) The employer/supervisor should inform the student about the:
 - job responsibilities
 - line of authority within the office
 - specific skills required
 - working hours and the student's class schedule
 - pay rate
 - UM policies

A student may not begin work until the hiring process has been completed, the student's eligibility for work-study has been confirmed and the first day of class has begun.

6.d. Rehiring a Student

Students who previously received work-study funding are not guaranteed that they will automatically receive work-study funding each year. Students must apply each year. Work-Study awards are offered to students with the earliest applications on file, financial need, and as long as there is funding available.

6.e. Confidentiality Agreement

It is recommended that each work-study student hired sign a confidentiality agreement. If your department deals directly with confidential information, it is suggested that you also adopt a similar agreement for your student(s) to sign which is similar to the one attached in APPENDIX 2

6.f. Rights and Responsibilities Agreement

It is recommended that each supervisor and each student employee read and sign the Work-Study Rights and Responsibilities Agreement. See APPENDIX 3. This Agreement outlines basic expectations for both the employee and the supervisor. Jointly signing this Agreement helps to begin the employment relationship with a unified understanding of each other's obligations in the work place. The department may want to cover additional employee guidelines that are specific to the job or department.

7. PAYROLL PROCEDURES

7.a. Hiring Paperwork

The required paperwork and instructions to hire a student can be located at the bottom of the page on the HR website under Forms:

<http://www.umkc.edu/hr/forms-checklists/default.asp>

New hires must complete the following forms:

- Direct Deposit
- I-9 Employment Eligibility Verification (photocopies of documents (drivers' license, social security card, etc), are required by Human Resources-UMKC is an E-Verify institution. Your local payroll person will be able to use the system to verify employment eligibility.
- Personnel Action Form
- W-4 Form (both Federal and Missouri)
- Student Employee FICA Checklist (note: a new FICA checklist must be completed at the beginning of each term)
- Personal Data Form

Paperwork for new hires should be submitted to the local Human Resources facilitator. Except for a new PAF and FICA checklist, new paperwork will not have to be completed if the student has changed departments.

7.b. Completing Timesheets

It is the supervisor's responsibility to make sure the student completes a timesheet for each pay period and that it is signed by both the student and the supervisor. Original timesheets are turned in to the appropriate departmental payroll person or local Human Resources employee, and kept in the department for the university's retention period, which is three years after the student departs from the university. Federal regulations require a student be paid at least once a month for hours worked so it is imperative that timesheets are turned in on time. Students who work another, non-work-study job at the

university cannot work more than 39 hours per week in all jobs combined. Students can find the university's preferred time sheet on the web at <http://www.umkc.edu/hr/forms-checklists/default.asp> under "Bi-weekly Payroll Time Record – Non-Benefit Eligible Version Form."

7.c. Pay Periods

Biweekly Pay Schedules including pay dates for 2009 can be located on the HR website under Payroll at <http://www.umkc.edu/hr/payroll/2009-biweekly-payroll-schedule.pdf>

7.d. Monitoring Student Earnings

Supervisors are responsible for monitoring a student's earnings to assure that the student does not exceed the amount of Work-Study earnings allowed in the student's financial aid package. If a student exceeds his or her award, the supervisor's department is responsible for paying the amount of the overage the student has earned. Supervisor's can monitor bi-weekly earnings through the Work-Study Administration Program web-site at <https://www.sfa.umkc.edu/workstudy> .

7.e. Benefits

Work-Study students do not accrue sick leave or vacation, and are only paid for the hours worked. They do not receive pay for holidays and are not eligible for overtime. If a student works overtime, the department will be charged at 100% of the hourly wage.

7.f. Record Retention

Records pertaining to student employment must be retained for a period of three years after the student leaves the university. Example: Records for a student working in a department during sophomore year only must be retained for three years after the student graduates regardless of his/her one year employment.

7.g. Effort Reporting

Sponsored Programs will request each department to complete Effort Reporting which verifies student earnings. When requested, this should be completed as detailed.

8. TRAINING AND GENERAL GUIDELINES

8.a. Training and General Guidelines for Supervisors-

Supervisors should explain to new work-study students all expectations of the office. Office policies including where and when to report to work, any dress code requirements, how and who to notify in case of absence and any other necessary information.

Introduce the student(s) to other staff in the office as well. Tell the students where restrooms are, when and if they can take a break, and any working conditions they should be aware of. Always correct inappropriate behavior as soon as possible. Resolve problems pertaining to performance or working relations with other employees. Maintain accurate reporting of students hours worked and meet the payroll deadlines. Make sure also that the student does not exceed their work-study earnings. Supervisors can monitor an individual student's Work-Study earnings and change pay **rates** on the Federal Work-Study Administration web-site at <https://www.sfa.umkc.edu/workstudy>. **NOTE: Pay rate changes must also be completed via a PAF to be submitted to Payroll.** If the student must be changed from a work-study account to a department account, be sure to change all information on the PAF from the work-study account to your department's account (including Dept Id).

Supervisors are responsible to plan the work, to provide clear oral or written instructions for student employees, and have the assignments ready for student employees at their designated work time. Supervisors must work with students on tasks which require supervision.

Student employees are given all possible means with which to do a good job (i.e. direction, equipment, supervision, training). Work should be constructive and in keeping with the learning environment of the academic community. Student employees assist the department or office to fulfill its functions, and may not perform personal tasks for supervisors.

8.b. General Guidelines for Student Employees

Student employees are responsible to their department supervisor, and must abide by all departmental regulations regarding work assignments. Student employees must maintain complete confidentiality concerning information related to their job and the office in which they work and satisfactorily perform whatever duties are assigned. Remember that although this is a part-time job, the expectations are the same as a full-time job.

8.c. Work Schedule

Each semester, supervisors and students should cooperate and make every effort to arrange working hours in view of students' class schedules. However, student employees' work schedules may include exam week. Once a schedule is established, the student is responsible for working those hours. Student employees may not change work schedules without the approval of their supervisor. Students may not exceed their award limit for the period, usually work approximately 15 hours per week, and may not work more than 8 hours per day or 39 hours per week. The Work-Study Program was established to provide part-time work to students. Therefore, a student working 40 hours per week is not using the program as it was intended. Breaks must be taken if more than four hours are worked in one day.

8.d. Attendance

Student employees are required to work the hours they have agreed upon. Students should report to work on time and inform the supervisor whenever it is not possible to do so. Should illness prevent student employees from working, they are responsible for informing their supervisor as early as possible. For other absences, students must notify their supervisor in writing in advance. On approval of the supervisor, the work hours are rescheduled or adapted.

8.e. Proper Attire

Student employees should dress appropriately:

- Work attire is determined by the supervisor's department
- In general, clothes should be neat and clean
- No obscene or revealing clothing

8.f. Business Etiquette/Customer Service

Student employees will be trained as a professional and will be expected to conduct themselves in this manner. Every interaction a student employee of UMKC has should reflect the University's commitment to customer service. Good customer service requires a positive attitude toward people. This includes being helpful, courteous and, as much as possible, leaving the customer feeling they have received satisfactory service and/or information.

8.g. Evaluation

Providing a performance evaluation is a great benefit to students who are just beginning their work careers. It is recommended that student employees are given a written evaluation by their supervisor once a year or as needed. See APPENDIX 4 for a sample evaluation form.

It is recommended that

- performance evaluations are shared with the reviewed student employee at the time of the evaluation
- written warning notices are shared with students detailing any complaint and setting the conditions desired to resolve the problems
- a written notice of dismissal is rendered when circumstances warrant, detailing reasons for dismissal

8.h. Sexual Harassment

The University intends that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual Harassment is subject to discipline, up to and including separation from the university. Training sessions are available through the Human Resources Office. For more information regarding this university-wide policy, please go to <http://www.umssystem.edu/ums/departments/hr/manual/510.shtml>.

8.i. Computer Utilization

Utilization of University computer networks, equipment, and connecting resources are restricted. Electronic information on University networks or equipment, including, but not limited to, e-mail, and personal information is subject to examination if it is necessary to maintain or improve the functioning of University computing resources. Inspection may also occur if there is a suspicion of misconduct under University policies, suspicion of violation of federal or state law, or if it necessary to comply with or verify compliance with federal or state law. This policy applies to all users including faculty, staff, students and their guests. For more information, please go to <http://www.umssystem.edu/ums/departments/hr/manual/518.shtml>.

8.j. Drug and Alcohol Abuse in the Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on all University-owned or controlled property and at University sponsored or supervised activities. The unlawful possession, use and/or distribution of alcohol is also prohibited on all University-owned or controlled property and at University sponsored or supervised activities. Violations of this policy may result in discharge or other discipline in accordance with University policies and procedures covering the conduct of faculty, staff and students. The University has an obligation to provide a healthy and safe environment for all students, employees and visitors to its campuses. For more information, please go to <http://www.umssystem.edu/ums/departments/hr/manual/508.shtml>.

8.k. Violence in the Workplace

Intimidation, threats and acts of violence, with or without the presence of a weapon, will not be tolerated. Individuals found to engage in behavior in violation of this policy will be subject to discipline up to and including termination. For more information, please go to <http://www.umssystem.edu/ums/departments/hr/manual/517.shtml> .

8.l. Consensual Amorous Relationships

Consensual amorous relationships between members of the University community are prohibited when one participant has direct evaluative or supervisory authority over the

other because such relationships create an inherent conflict of interest. For more information, please go to <http://www.umssystem.edu/ums/departments/hr/manual/519.shtml>

8.m Reporting University-Related Misconduct

Information of University-related misconduct of illegal, improper or dishonest acts should be reported to an employee's supervisor or other University official. Retaliation as a response to such disclosure will not be tolerated. Misconduct in this sense, would include, but is not limited to, corruption, burglary, theft of University property, and conflicts of interest. Such misconduct may lead to termination of employment and/or presentation of information to the appropriate authorities for criminal prosecution. If reporting a student, report to Student Life. If reporting another UMKC employee, contact Human Resources.

8.n. Driving

Students under the age of 17 should not drive as part of their work-study job. They must wait until they turn 18. Students 18 and over must have a MVR (Motor Vehicle Records) check run by the campus police. To do this, departments should send a copy of the student's drivers license to the UMKC Police, attn. Chief Bongartz, who will have the MVR run. If the license is not available, (which it should be if the student is driving legally), the campus police will need the name, date of birth, gender and the name of the state that issued the license. Students should have experience with the type of vehicle they are driving. This is the responsibility of the hiring department.

9. TERMINATIONS & GRIEVANCES

Students may terminate their employment at any time. They should notify their supervisor in writing.

Employers may terminate a student employee for justifiable reasons. The employee should be given an opportunity to correct job related deficiencies which have been noted by the supervisor. In certain circumstances, a student may be dismissed immediately. In general, a student should be given a verbal warning and then a written warning if the student has not shown improvement. This program is mandated to comply with federal or state employment laws. Missouri is an "at will" state meaning that either party, employer or employee, can terminate the relationship at any time, for any cause. Resources are available on campus through Human Resources and Diversity, Access and Equity. Please use their knowledge.

If a student stops working at any time, send an e-mail to the work-study coordinator so the student may be deactivated from the work-study system and the job may be re-posted to Career Exec. A termination PAF will have to be completed through your local payroll person.

9.a. Voluntary Termination

If it should prove necessary for student employees to ask for release from their positions, they must give their supervisors at least two weeks written notice. Student employees are not assured of new job openings.

9.b. Involuntary Termination

9.b.1. Notice of Written Warning:

If a student employees' work performance, behavior or attitude is unacceptable, it is suggested that supervisors issue a notice of warning. A written warning places student employees on employment probation for a time designated on the form. If the situation improves during the probation period, the student may be removed

from probation. Include clear and concise information in case the situation is not resolved and has to be revisited.

9.b.2. Immediate Termination:

Termination of student employees may result if he or she does not correct his/her performance, behavior, or attitude specified on the written warning.

9.c. GRIEVANCES

All student grievances should be referred to the Director of Student Life Office. Missouri is an "at will" state meaning that either party, employer or employee, can terminate the relationship at any time, for any cause.

10. LENGTH OF A WORK-STUDY AWARD

A student who graduates at the end of Summer must stop working at the end of the Summer term (the official last day of classes). A student who continues from Summer into the following Fall and has been awarded work-study for the Fall semester, can keep working using their **Summer work-study monies** until the first day of classes for Fall. Spring semester ends the last day of the term. A student who has a Fall/Spring award but no Summer award must stop working by the last day of the Spring term. A student who had a Fall/Spring award and has a Summer award, may continue working through the break (assuming the department was allocated a position for Summer). **Any hours will count toward their Summer work-study award.** If the student is new to the program, (didn't have work-study the previous Spring) can't start working until the first day of Summer classes. An example time line is shown below:

- Summer term 2009 begins 06/08/09 and ends 07/31/09. If the student graduates at the end of Spring 09, or does not have a summer 09 work-study award, he/she must stop working on 05/08/2009 and timesheets must be turned in by 05/16/09. If the student graduates at the end of summer they must stop working 07/31/09 and time sheets must be turned in 08/08/09. Students working Summer '09 but not Fall '09 must stop working 07/31/09 and turn in time sheets by 08/08/09.
- Students who have a Spring '09 award and a Summer '09 award can continue working through the Spring/Summer break (May 9-June 7) using their Summer award, provided their department has been given approval to hire a work-study student. If not, the student will have to go to Career Exec to find another work-study job.
- If the student does not graduate at the end of Summer and has been awarded work-study for the Fall, (s)he may continue working between Summer and Fall using any remaining Summer work-study funds until 08/22/09. The student will then begin working from their next Fall/Spring work-study funding on 08/24/09. (Again, assuming they will be rehired in the Fall). The student will have to be added back into the administrative site, or "Authorized."
- **Students starting their work-study jobs at the beginning of Fall 09 may begin using their awards (working) on August 24, 2009.**
- Although the Fall semester ends 12/18/09, a student may continue working (as long as their department is open) during the break period between Fall and Spring semester if they have hours to make up, if they have been awarded work-study for

the Spring semester, and if they do not graduate at the end of Fall semester. If they graduate at the end of Fall, they must stop working the last day of classes.

APPENDIX 1

EXAMPLE JOB DESCRIPTION

Department Name: ACADEMIC ADVISING
Supervisor Name: Andrea Advisor
Department Address: 9 Scofield Hall
Work Address:
Telephone: 235-1699
Fax:

Job Title: Advising Assistant
Pay Rate / Hour: 9.00
Work Schedule: Flexible
Times Needed: Establish set hours

Equipment Used:

Equipment: 3-line telephone, computer (must learn the student system), and typewriter.
Skills: Excellent customer service, work well with team, keep confidential information to yourself, ask questions rather than give incorrect information and take responsibility for jobs.

Job Duties:

Answer complicated questions on phone and from students who come in, assist in managing paper flow of forms and student files, type labels and forms, etc. as necessary, learn degree requirements and file.

Physical Effort:

Bending/kneeling to file, carrying stacks of files, sitting at desk for 2-3 hours, occasionally running errands with Scofield Hall and/or to other campus buildings and coping with pressure of a very busy office.

APPENDIX 2

CONFIDENTIALITY AGREEMENT

As a student assistant in the University of Missouri-Kansas City's _____ Office I understand that by the virtue of my employment, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I understand that sharing my password with someone else or leaving a login session unattended (which may allow unauthorized access to confidential data) are breaches of my agreement to maintain confidentiality. I further acknowledge that such willful or unauthorized disclosure also violates the University of Missouri-Kansas City's Policy on Student Records. Violations of this policy constitute just cause for disciplinary action which could include termination of my employment and/or suspension from the University, regardless of whether criminal or civil penalties are imposed.

I have read and understand the above statement, and I agree to maintain confidentiality for the information to which I am or may be granted access.

Printed Name: _____

Signature: _____ Date: _____

APPENDIX 3

RIGHTS AND RESPONSIBILITIES AGREEMENT FOR WORK-STUDY STUDENTS & SUPERVISORS

STUDENTS

Each work-study student is entitled to a number of rights surrounding the job. With those rights come responsibilities, to the supervisor and to the work-study program.

Rights:

- To receive adequate supervision and reasonable task assignments from supervisor
- To be able to earn your work-study allotment and receive pay checks on a bimonthly basis
- To expect your supervisor to turn in your time sheets in time for the payroll process
- To receive a job performance evaluation
- To receive one written warning notice if your work or attendance is not acceptable to your supervisor, with an explanation of the problem

Responsibilities:

- As soon as possible, give your supervisor a copy of your class schedule and create a work schedule based around it
- Be prepared to work the number of hours a week agreed upon to earn your work-study award
- If illness or other unavoidable circumstances make it impossible for you to work, let your supervisor know.

SUPERVISORS

Each supervisor is entitled to a number of rights. With those rights come responsibilities, to the student employee and to the work-study program.

Rights:

- To expect students to arrive on time, work scheduled hours and perform duties as assigned in a satisfactory manner
- To reopen the position if the current student does not fulfill the requirements of the job

Responsibilities:

- To provide a full written job description for each position requested
- To provide adequate training and supervision of student employees
- To check time sheets for accuracy, sign them and turn them in by designated dates
- To complete a job performance evaluation once each year or as needed

I have read the Rights and Responsibilities for both the student and the supervisor that are specified in the document above and I agree to abide by them:

Student Employee: _____ Date: _____

Work-Study Supervisor: _____ Date: _____

APPENDIX 4

JOB PERFORMANCE STANDARDS FORM

Name _____

Date _____

Please evaluate your performance for the past year relative to work-related expectations using the Rating Sheet below. Mark the appropriate Employee (EMP) box with an “x” for each category. You will want to refer to the Rating Definitions on Page Two to assist you with completing the chart. Any box you mark in the “Less than Satisfactory” column please outline a plan for improvement in the Category Comments Section. Any box which you mark as “Outstanding” please provide examples in the Category Comments Section. Your supervisor will also rate you in each of these areas in the Supervisor (SUP) box.

RATING SHEET

CATEGORY	Less than Satisfactory		Satisfactory		Very Good		Outstanding	
	EMP	SUP	EMP	SUP	EMP	SUP	EMP	SUP
Knowledge								
Quantity								
Quality								
Judgment								
Innovation								
Appearance/Habits								
Orderliness								
Courtesy								
Cooperation								
Initiative								
Reliability								
Stability								
Attendance								
Alertness								

CATEGORY COMMENTS SECTION

Employee Signature: _____

Supervisor Signature: _____

DEFINITIONS FOR THE STANDARDS

STANDARD	Less than Satisfactory	Satisfactory	Very Good	Outstanding
KNOWLEDGE <i>Understanding of job duties, responsibilities and relationship to office mission</i>	Noticeable lack of knowledge of job responsibilities	Has basic understanding	Has a very good understanding	Excellent understanding
QUANTITY <i>Level of satisfactory production</i>	Works below acceptable standard	Meets expectation of average output	More than average output	Works fast. Often exceeds requirements
QUALITY <i>Accuracy of work</i>	Work is sloppy or includes constant errors	Work is accurate neat most times	Very good work has few errors	Work is excellent
JUDGMENT <i>Decision making</i>	Uses poor judgment much of the time	Good judgment on a consistent basis	Very good judgment on a consistent basis	High level of judgment all of the time
INNOVATION <i>Interest in improving</i>	No attempt to improve job	Works to achieve acceptable outcomes on individual assignments	Very good effort applied to improve office processes	Proactively seeks to improve office and organization
APPEARANCE/HABITS <i>Personal habits & Clothing</i>	Sloppy and inappropriate	Acceptable	Very good	Always professional
ORDERLINESS <i>Organization of work and work area</i>	Unable to complete tasks because of poor organizational skills	Acceptable	Very good	Always excellent
COURTESY <i>Respect and treatment of others</i>	Sometimes indifferent, rude, inconsiderate or confrontational	Polite and courteous	Demonstrates a proactive attitude with others	Exceptional human relations skills
COOPERATION <i>Willingness to work as a team</i>	Often unwilling or does not seek new work assignments when available	Cooperates or assists when asked	Seeks opportunities to cooperate with or assist others	Takes leadership role
INITIATIVE	Resists change	Accepts most changes	Implements new ideas	Problem solver innovate ideas
RELIABILITY <i>Level of required supervision</i>	Can't complete tasks w/o supervision	Minimal supervision most of the time	Minimal supervision and very accurate	Always performs as expected – no supervision required
STABILITY <i>Ability to separate work and personal problems</i>	Temperamental. Personal life problems/situations frequently interferes with job	Personal problems rarely impact work or interfere with job performance	N/A	Never brings personal problems to work
ATTENDANCE	Frequently late	Usually on time	Always on time	Always on time and manages leave wisely
ALERTNESS <i>Ability to understand new information and situations</i>	Very slow to grasp and accept new information	Can grasp most new ideas and information	Quickly and consistently grasps new ideas and information	Implements new ideas and information with accuracy and enthusiasm