

New Mexico State University

*S*tudent *E*mployment *S*ervice
Handbook

Revised 2007

Prepared by

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Student Employment Service
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I. INTRODUCTION

Purpose of the Student Employment Service (SES) - To assist students in obtaining jobs which will help defray the cost of a college education; to provide an equitable personnel practices program; to provide students with career related work where possible; to provide all students seeking employment an equal opportunity to obtain jobs; and to assist employers in finding qualified employees.

Authorization - In 1975, the Academic Deans' Council authorized the centralization of responsibility for all student employee policies and activities in the Student Employment Service at Placement and Career Services. Additional authorization is outlined in the Administrative Policies and Procedures Manual.

Definition of a Student Employee - A student employee is a part-time employee who is enrolled as a full-time student (12 undergraduate or nine graduate credits) at New Mexico State University, and whose primary purpose for being at the University is the achievement of a degree, diploma, or certificate. This person's term of employment is subordinate to the pursuit of an educational objective and is contingent upon academic progress as defined in this handbook.

A student employed by the University through the Cooperative Education Program, whether on a parallel or alternating workphase, is considered a student employee. Participation in the Cooperative Education Program is considered an extension of the classroom teaching/learning process.

EEO/AA - Employers are reminded that NMSU is an Affirmative Action/Equal Opportunity Employer. All offices of the University having employment responsibilities will take affirmative action to ensure that employees and applicants are treated during employment without regard to age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status. It is against University policy to promise jobs, to pre-select prior to receipt of referrals from SES, or to knowingly hire students who have not applied through established application procedures or are not otherwise eligible for employment.

Immigration Reform and Control Act of 1986 - In compliance with the Immigration Reform and Control Act of 1986 (IRCA), it is the policy of New Mexico State University to verify the employment eligibility status of all those hired after November 6, 1986. Accordingly, the completion of an Employment Eligibility Verification Form is required of all employers at the time of initial employment of any faculty or staff member at the University. The University's commitment to anti-discrimination practices will continue under IRCA. Discrimination is prohibited in all recruitment, hiring, discharge, or any other terms of employment.

Disability Accommodation – New Mexico State University is committed to complying with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Qualified students with disabilities are to be provided with reasonable accommodation in accessing buildings, programs, and services. Students are encouraged to contact Services for Students With Disabilities to register for services and may refer to the “Campus Directory” for

resource information, telephone numbers, and Telecommunication Devices for the Deaf (TDD) locations. Student Employment accommodation questions and/or requests may be directed to the Student Employment Service.

II. EMPLOYMENT TERMINOLOGY

Crimson Scholar Program – a university-wide program that recognizes academic achievement, offering several benefits to students who qualify. One of the benefits of being a Crimson Scholar is the opportunity to work in an academic area and have compensation supplemented (50% of wages) by a work-study award. Information on the Crimson Scholar Program may be obtained from the Financial Aid Office.

Graduate Assistants - employment status for graduate students involving teaching and/or research, which will provide practical and professional experience related to the student's degree program. Graduate assistants normally work 20 hours per week. Information on graduate assistantships may be obtained from the Graduate School.

Holiday Pay - compensation for work on designated school holidays. Students receive straight-time pay only for hours worked up to forty (40) per week.

Overtime Pay - Generally, students are limited to 20 hours of work per week. However, during those periods when a 40 hour work week is permitted (e.g., winter break), students may be eligible for overtime pay. Employment law dictates that employees be paid at an increased rate (time and one-half) for all hours worked in excess of 40 within a given work week.

University Student Employment – university employment for all eligible students paid entirely through departmental funds on a part-time (academic year) or full-time (summers, school vacations) basis.

Student Employment Office - the office making referrals for a specific type of employment (i.e., Student Employment Service for university student employment, Cooperative Education Program for co-op employment, Financial Aid Office for federal and state work-study, and the Graduate School for graduate assistantships).

Student Employment Service (SES) - the component of Placement and Career Services that handles all university student employment. The Student Employment Service is located in Garcia Annex, Room 203.

Unemployment Compensation – Student employees are not eligible to receive unemployment compensation.

Ventana – Also referred to as SES Ventana, this web-based employment system allows for posting of jobs, student registration and application, monitoring of student eligibility, emailing and electronic notifications, selection of candidates, and automatic feed to EAF for routing to the Human Resource Management System. All actions related to the hiring of university

student employees are performed exclusively on SES Ventana. Employers who wish to utilize the system must first register with the Student Employment Service and will be required to use a loginID and password to gain access. Ventana is available on the Placement and Career Services web site (careerservices.nmsu.edu).

Work-Study – The work-study program is administered by the Financial Aid Office to provide funding for student employment on campus and some non-profit agencies in the community. There are three categories: Federal, State, and Crimson Scholar. Work-study is funded by federal, state, and/or institutional allocations and is awarded to students who qualify. The federal and state monies must be matched by employers. The current match is 70% (government) and 30% (employer) (50/50 for Crimson Scholar work-study), and is subject to change due to federal requirements and/or availability of funds. Participants in the Teacher Education Co-op Program are employed under the federal or state work-study eligibility criteria.

Those seeking more information on the work-study program may access the web site at <http://www.nmsu.edu/finaid/fawrkbk.html> or call 646-6157.

Work Week – For scheduling and payroll purposes, it is important that employers understand that the work week officially begins on Sunday and ends on Saturday.

III. GENERAL CONDITIONS OF EMPLOYMENT

- A.** All university student employees at NMSU, regardless of the department in which they are employed, are subject to the conditions of employment as outlined in this handbook.
- B.** There are often unique circumstances or requirements associated with a student's job that cannot be addressed in a general policy manual. It is the employer's responsibility to ensure that the student employee understands all of the conditions of employment at the time of hire. These conditions must include the duties of the job, length of employment period, working hours, leave policy, pay rate, performance evaluations, and other departmental personnel policies. Employers are also strongly encouraged to provide the student employee with a written position description.
- C.** Student employees must be processed through the appropriate student employment office **prior to starting work.**
- D.** Satisfactory work performance is expected of all student employees. If an employer feels that a student is not fulfilling the duties of his/her job, the situation must be discussed with the student as soon as it is recognized. This will ensure that the student fully understands the responsibilities of the job before additional time elapses.
- E.** Campus-wide student employment policies pertaining to eligibility criteria, wages, hours worked, hiring procedures and utilization of student labor (other than graduate assistants or work-study students) at New Mexico State University will be established by the

Student Employment Service.

Occasionally circumstances arise that necessitate closer examination of a student's relationship with the University. One such situation pertains to contract law within the State of New Mexico. Section 21-1-17 NMSA (1978) clearly prohibits university employees from entering into contracts with the University out of concern that a contractual relationship may bring about a conflict of interest. This section provides that:

No employee or member of a board of regents of any state educational institution shall have any direct or indirect financial interest in any contract for building or improving any of the state educational institution or for the furnishing of supplies or services to that institution except as permitted pursuant to the University Research Park Act [21-28 to 21-28-25 NMSA 1978].

IV. UNIVERSITY STUDENT EMPLOYMENT ELIGIBILITY

To be eligible for university student employment, one must be a full-time, degree-seeking student in good standing. Exceptions may be made on a case-by-case basis and should be requested by the employee/candidate (see Waiver Process below).

Enrollment/Credit Hour Progression Requirement (Regular Semester) – An undergraduate student must be enrolled for at least 12 credits throughout the semester. A graduate student must be enrolled for at least nine (9) graduate credits throughout the semester.

To maintain employment eligibility from one semester to the next, an undergraduate student must have completed and passed 12 credits and a graduate student must have completed and passed nine (9) graduate credits the previous semester. This expectation also applies to student employees going from the spring semester to summer session.

Courses in which a student has earned a PR or RR grade count toward the credit-hour progression requirement. However, courses taken for AUDIT do not count toward the 12 or nine (9) credit minimum requirement for employment purposes.

Required Academic Average - Undergraduate students must maintain a **2.0 CUMULATIVE GPA**; graduate students must maintain a **3.0 CUMULATIVE GPA**. This does not apply to students enrolled (or about to enroll) in their first semester who have not yet established an earned GPA at NMSU.

Summer - During the summer, a student must meet one of the following requirements:

1. A continuing NMSU student must meet the academic average requirements and (if a

- continuing student employee) credit-hour progression requirements as stated above.
2. An incoming transfer student or freshman must be formally admitted to NMSU as a degree-seeking student in good standing for the ensuing academic semester.

Waiver Process – A student who fails to meet eligibility requirements and who wishes to work for the University may request an exception to policy and approval to pursue/continue university student employment. Waiver requests on the Main and Dona Ana campuses may be submitted electronically via SES Ventana. Students who have requested waivers and their employers (if employed by NMSU) will be informed via email and Ventana when a decision has been made.

At the Alamogordo, Carlsbad, and Grants campuses, waiver request forms must be submitted to the administrators who have been designated to oversee the waiver process.

COMMUNITY STUDENT EMPLOYMENT ELIGIBILITY

Undergraduate or Graduate Students

To be eligible for community student employment, one must be an NMSU degree-seeking student enrolled for at least one (1) credit hour (fall and spring semesters) OR an NMSU degree-seeking student, continuing student (summer) to apply.

NOTE: Employers may verify eligibility of student employees at any time by contacting the Student Employment Service.

Graduating Students - A graduating student may be employed as a student employee for a maximum of 30 calendar days past the date of course work completion. This does not apply to students employed under the Federal or State Work-Study Programs.

Student vs. Regular Staff Employment - Any individual employed in a staff position and eligible for fringe benefits is not considered a student for employment purposes. An individual SHOULD NOT be employed in a student position and a staff position simultaneously.

Multiple Jobs - A student is permitted to work in more than one position simultaneously as a student employee. However, the total combined hours worked cannot exceed the weekly maximum as stated in section V. It is each employer's responsibility to monitor the student's working hours.

V. WORK AND ACADEMIC LOAD

Regular Semester - Employees paid through the student payroll are limited to 20 hours of

work per week (note exceptions for some Co-op students: Section VI). This limitation allows for a larger number of students to be employed by the University.

Summer and Holidays - Students may work up to 40 hours per week during the spring vacation and holidays that total one-week or more. During the summer, students who are enrolled for fewer than five (5) credits per session may work up to 40 hours per week. Students enrolled for five (5) or more credit hours are limited to 20 hours per week. All hours worked by student employees are subject to departmental approval and the availability of funds.

VI. COOPERATIVE EDUCATION STUDENTS

Cooperative Education is an experience-based learning program in which students are employed in jobs directly related to their academic and career interests.

Alternating Co-op - a student who alternates periods of full-time employment (40 hours per week) with periods of full-time study. Alternating co-ops employed by the University may enroll for a maximum of one class up to four credits per semester or summer session.

Parallel Co-op - a student who is employed on a part-time (20-30 hours per week) basis while attending school on a full-time basis.

University Assignments - Co-op students employed by the University must satisfy requirements of both SES and the Cooperative Education Program.

Enrollment - Both alternating and parallel co-op students are required to enroll with the Co-op Office (Garcia Annex, Room 200) as soon as they have been selected for an assignment. Students must re-enroll at the beginning of every semester or summer term during which they will be employed as co-op students.

VII. INTERNATIONAL STUDENTS

The laws of the United States regulate very closely whether students from foreign countries are eligible to work. Employment of international students must be approved by the Center for International Programs through the appropriate student employment office **prior to beginning work**.

VIII. JOB CLASSIFICATIONS AND CODES

Using the broad categories listed below, employing departments may select the appropriate job classification and accompanying code for each of their student positions. These classifications and codes are used to help define the work environment and for payroll purposes. Job titles, on the other hand, may be unique to specific positions and departments

and should be descriptive of duties performed by the incumbent. Employing departments will determine their own job titles and are encouraged to develop job descriptions for all positions available to students. The availability of a job description will be conducive to establishing a systematic plan of student performance appraisal. All student employees will be classified into one of the following categories:

- **STUDENT AIDE:** student employees whose duties are primarily clerical, labor, or service-worker functions and who usually are not required to bring experience or expertise to the job. These individuals do not supervise the work of others.

Student Aides generally will be paid hourly with rates of pay ranging from a minimum of \$6.50 (or its equivalent) to a maximum of \$7.80 (for highly experienced and/or long-term employees) per hour. Raises are optional and at the discretion of the employer.

- **STUDENT ASSISTANT:** student employees, whose duties are of a technical and/or professional nature and entail significant responsibility, possibly including the supervision of others. Typically a specific expertise and/or previous experience will be required for a Student Assistant position.

Student Assistants generally will be paid hourly with rates of pay ranging from a minimum of \$6.63 (or its equivalent) to a maximum of \$9.92 (for highly experienced and/or long-term employees or where expertise of the candidate/incumbent demands a high rate of pay) per hour. Raises are optional and at the discretion of the employer.

- **STUDENT CO-OP:** student employees whose duties meet the standards for cooperative education as prescribed by the New Mexico Commission on Higher Education, Cooperative Education Network. “Cooperative Education (Co-op) is a formalized program, under the direction of a post-secondary institution, to optimize learning in an alternate setting. Cooperative Education provides experience-based learning for college students through paid employment in practical, curriculum-related work assignments structured to meet students’ interests, abilities, and aptitudes while meeting employers’ needs.” Each term, co-op assignments must be approved by, and students enrolled with, the appropriate Cooperative Education Program office (i.e., the Co-op Office on the main or branch campus that offers the student’s major).

Student Co-ops generally will be paid hourly with rates of pay ranging from a minimum of \$6.50 (or its equivalent) to a maximum of \$15.65 (for highly experienced and/or long-term employees or where expertise of the candidate/incumbent demands a high rate of pay) per hour. Raises are optional and at the discretion of the employer.

NOTE: Employees classified as Student Aides, Student Assistants, or Student Co-ops may be either undergraduate or graduate students.

- **STUDENT GRADUATE SPECIALIST:** graduate student employees whose duties are of a technical and/or professional nature similar to those performed by Graduate Assistants (e.g., Teaching Assistants, Research Assistants, etc.). Graduate Specialists

generally will be paid hourly at rates of pay equivalent to those of Graduate Assistants, as determined by the Graduate School Dean.

Exceptions to the above guidelines may be necessary from time to time. For example, rates and/or methods of payment may be altered if an employer has a contract with an outside agency that dictates a different pay scale, or if the nature of the work is so highly technical that it requires a wage outside the prescribed range for a given classification. In such cases, approval must be obtained in advance from the appropriate student employment office.

IX. PAY PERIODS AND BENEFITS

A. There are 24 pay periods in a calendar year and students are normally paid the 15th and the last working day of each month.

B. Student employees ARE eligible for:

1. Student Health Insurance Program
2. Worker's Compensation

C. Student employees ARE NOT eligible for:

1. Annual or Sick Leave
2. Educational Retirement
3. Holiday Pay, except as stated in section II
4. Unemployment Insurance

New Mexico State University Worker's Compensation procedure for work related injuries:

LAS CRUCES AREA

Emergency, After Hours & Weekends:

1. Go to nearest emergency room.
2. Report to your supervisor.
3. Contact Employee Health Services the next working day for designated follow-up care. Call 646-6600 for instructions.

Non-emergency, Normal Working Hours - Medical Care Needed:

1. Report immediately to your supervisor
2. Call Employee Health Services at 646-6600

Injury not requiring medical attention:

1. Report immediately to your supervisor

OUTSIDE LAS CRUCES AREA
WITHIN THE STATE OF NEW MEXICO

Emergency, After Hours & Weekends:

1. Go to nearest emergency room.
2. Report to your supervisor.
3. Contact the Workers' Compensation Bureau the next working day for follow-up care including subsequent medication.

Non-emergency, Normal Working Hours - Medical Care Needed:

1. Report immediately to your supervisor.
2. Contact the Workers' Compensation Bureau at 827-0232.

Injury Not Requiring Medical Attention:

1. Report immediately to your supervisor.

X. POSTING INFORMATION AND REHIRING

Posting - A posting may include one or multiple jobs. However, employers will receive one pool of applicants per posting, regardless of the number of jobs included under the posting. Therefore, jobs that call for very different qualifications should be posted separately.

All student jobs (excluding federal and state work-study and graduate assistants) except immediate referrals must allow a minimal posting period of three full working days prior to the selection of a candidate. Employers are encouraged to initiate the posting process well in advance of the anticipated hiring date, and should make every effort to hire students from the pool of applicants made available on SES Ventana.

Employers may hire students from the applicant pool anytime within the semester in which the position was posted and up to the onset of the following regular semester as long as they have not again posted the job since the pool was made available to them.

Additional applicants should not be solicited until it has been determined that a sufficient number of qualified applicants is not available in the initial pool. Should it be determined that

additional applicants are needed; it will be necessary to re-post the position. It is recommended that employers interview at least three (3) students for each opening during the selection process.

Special Circumstances – Although all positions must be posted, some situations may justify accommodations beyond the scope of a standard posting. At times like this, the Student Employment Service should be contacted for assistance and posting instructions. Please note the following examples:

- A. Positions being funded by grants or scholarships - If a specific student is named in the award by the individual or organization providing it, it may be inappropriate to post for the general student population. In such cases, the employer is asked to furnish SES with a copy of the grant or scholarship specifications.
- B. ASNMSU Appointed Positions – Certain positions have been approved for exclusion of the standard posting requirement and direct appointment of the ASNMSU President. It will be necessary for SES to assist with the hiring process.
- C. Temporary/Emergency Positions - From time to time, employers feel a sense of urgency when seeking a student employee (e.g., when faced with an impending deadline where short-term help is needed to meet it). The emergency hire allows for the employment of a student for up to 30 days without initiating a competitive selection process. The Student Employment Service must review requests for emergency hires prior to the selection of the student.

Employing departments, may fill a given position using the emergency hiring process only once per semester. A student holding a temporary/emergency position cannot be converted to permanent status in the same or another position within the same work unit unless the position has been posted and the student (incumbent) applies according to standard procedure.

- D. Rehires - A position need not be posted for the general student population if a department wants to rehire a student who has been employed in the same position and work unit within the past 12 months other than as a temporary/emergency employee. It will be necessary for SES to assist with the rehire process.

XI. STUDENT EMPLOYMENT JOB ANNOUNCEMENT

All jobs must be posted on SES Ventana. As indicated above, a posting may include one or multiple jobs; it will be assigned a unique number by the system. Student applications will be viewable by the employer as soon as the deadline has passed.

XII. STUDENT ORIENTATION

All students, upon registering to use the Student Employment Service via SES Ventana, will be required to view the orientation document and signify that they understand and accept

stated conditions. Only after this acknowledgement will students be permitted to proceed with registration and application for job postings.

XIII. STUDENT EMPLOYMENT SERVICE REGISTRATION/APPLICATION

Students: Those who wish to apply for university or community jobs through SES will need to complete a Registration on SES Ventana. When completed, the registration profile will appear much like a resume and will be submitted to the employer when the student applies for a posting. Each time a student applies for a posting (s) he will have the opportunity to revise the registration form as appropriate to the position sought. Each registration form will be saved in the system just as it was submitted to the employer. Student eligibility will be checked each time a student applies for a posting and only eligible students will be included in the pool of applicants.

Employers: Employers who wish to utilize the Student Employment Service to post positions and hire students must register for SES Ventana. At the time of registration, access levels will be identified and a Non-Disclosure Agreement will be submitted for each employer contact. To register, come to the Student Employment Office at 203 Garcia Annex, call 646-4711, or send an email message to ses@nmsu.edu.

XIV. NEW NAME HERE EMPLOYMENT AUTHORIZATION FORM

The Employment Authorization Form (EAF) is part of the Human Resource Management System (HRMS), an on-line computerized system that stores, processes, and reports employment and payroll records. It is used for all student appointments. For university (non-work-study) student employment, selections are made within SES Ventana, which will automatically complete the EAF for the employer. (**Note:** At the time you hire a student, the EAF requires compensation to be provided in the form of an hourly wage. If you are paying the student in some other form, e.g., flat rate, salary, etc., you must calculate an hourly wage by dividing the amount paid by the approximate or average number of hours per unit of pay that the student is expected to work.) The EAF will then be routed for approval through the appropriate individuals and on to HRMS and the NMSU Payroll Office.

Routing for the EAF will be monitored by the Student Employment Service. The HRMS system will notify the employer of any errors or problems with the EAF before accepting it. Should there be a problem in processing the EAF to HRMS, it will be necessary to contact the Student Employment Service for assistance. Questions about HRMS can be directed to the help line at 646-HELP (4357) or you may send email to HRMS-help@boffice.nmsu.edu.

XV. IMMIGRATION REFORM AND CONTROL ACT OF 1986

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), it is the policy

of New Mexico State University to verify the employment eligibility status of all new student hires.

An Employment Eligibility Form (I-9) must be completed within three days of the hire date or preferably before employment begins. At the time the job offer is made, the student should be informed that eligibility to work in the United States must be demonstrated by showing appropriate documentation. Acceptable documents are itemized on the reverse side of the I-9 Form. Any questions regarding the acceptability of documents should be directed to the Student Employment Service.

To comply with the verification requirements, the employee will complete Section 1 of the I-9 form attesting that (s) he is a citizen, permanent resident or alien authorized to work in the United States. If the new employee is a citizen, the hiring department will then examine the person's documents. If they appear to be genuine, the department will complete and sign Section 2 of the I-9 form attesting that the documents were examined and appear to be genuine. If the person is a non-citizen, (s) he will be sent to the Center for International Programs to have the I-9 completed. After having the I-9 completed, the newly hired student will return the form to the hiring department.

The original I-9 form is then sent through the normal channels to the Personnel Office. Forms I-9 are available at <http://www.nmsu.edu/~personnel/forms.html>.

For non-citizens on temporary visas, the initial Employment Authorization Form must include a termination date, which may not exceed the expiration date on the temporary visa. For example, if a new hire has a temporary visa with an expiration date of December 15, 2004, the EAF must have a stop date no later than December 15, 2004. If the visa status changes in any way (e.g., extended expiration date, revocation of visa, change of visa status, etc.), it is the responsibility of the hiring department to modify the student's employment status accordingly.

The Policy Statement on Equal Employment Opportunity/Affirmative Action (Section I) is intended to cover the provisions of the IRCA. Any employee or applicant for employment who has questions, problems, or complaints arising under the provisions of the IRCA may pursue the matter utilizing procedures outlined in Section XX.

XVI. PROBATIONARY PERIOD

It is the responsibility of the employing department to ensure that all student employees are familiar and in compliance with the policies and procedures contained in this handbook. In addition, the employer should discuss with the student job expectations, as well as the department's specific policies and procedures, such as dress code, working hours, chain of command, and others that may directly affect the student employee.

All university student employees are employed in a probationary status for the **first three**

months in any new job, during which time the student determines if the position is acceptable and the supervisor determines whether the student is able to perform satisfactorily in the position. A student employee who does not meet the required standard of performance during the probationary period may be terminated without prior notice or recourse to the grievance procedure. The student employee may also resign without notice.

Upon completion of the initial probationary period, the student should be given a performance evaluation by the employing department. If the student employee has performed sufficiently to be retained, but shows deficiencies that must be corrected, the individual may be continued in a probationary status, based on performance. In such a case, deficiencies must be spelled out clearly in writing and the employee given ample time to correct them. The length of the extension of probation should be specified and the Student Employment Service must be notified by copy of the correspondence to the student.

XVII. PERFORMANCE APPRAISAL

Department Heads or selected representatives are strongly encouraged to prepare a formal, written appraisal of a student's performance on a regular basis during the student's period of employment. The purpose of the evaluation is to create a learning environment for the student by discussing strengths and weaknesses, providing for recognition of good work, as well as presenting guidelines for improvement.

A sample performance appraisal form can be obtained from the Student Employment Service. Employers may also utilize their own forms. Students should be advised in advance that they will be evaluated and that appraisal forms will become a part of their employment files in the employing department.

XVIII. PERSONNEL ACTION FORM

The Personnel Action Form (PAF) is an HRMS system generated document. ~~A PAF is sent to the department after an initial hire or any employment change to a current employee's record. It should be kept in departmental files until a change of existing information is required.~~ The PAF should be used for student employees for the following types of transactions:

- Currently PAF's may be used to make changes in the employee's name, salary, demographic information, give raises and process terminations. PAF's should not be used to extend employment dates, change employment status from student work study to student regular or vice-versa, rehire a student employee or switch an employee from one department to another. ~~Changes in the employee's name, salary, job title or classification, social security number, start or stop date, or demographic information.~~

Converting an employee from work study to student regular status (SW to SR). Employers wishing to continue work study employees who have depleted their funds must:

1. Log into SES Ventana and enter a private posting to hire the student as a non-work-study employee.
2. Submit a PAF to terminate the student's work-study employment record effective the day before the non-work-study begin date.

The process is reversed if the student returns in the fall and has work-study money. To convert a student from non-work-study to work-study status:

1. Log into Banner to hire the student as a work-study employee.
 2. Submit a PAF to terminate the student's non-work study employment record effective the day before the work-study begin date.
- Termination of employment. University student employees are not automatically terminated at the end of the spring semester. Therefore, if a student is continuing employment from the spring semester into the summer session, or if leaving for the summer and returning in the fall, a Personnel Action Form (PAF) need not be executed at the end of the spring semester.

NOTE: The PAF must indicate in the comment section the reason for termination. Involuntary terminations require documentation of verbal and written warnings, which should be attached to the PAF and forwarded to the Student Employment Service.

XIX. TERMINATIONS

Student employees may terminate for a number of reasons. However, there are five broad categories under which the student employee's termination will fall:

- A. **End of Employment Period** - All student employees are automatically terminated as of the job end date specified in Ventana at the time of hire. It should be noted, however, that an incumbent has the right to continue working if the position has not been dissolved.
- B. **Depleted Budget** - A student employee may be terminated when departmental funding for the position is eliminated or depleted. When a termination occurs for this reason, a notation should be made on the Personnel Action Form (PAF).
- C. **Failure to Meet Eligibility Criteria** - The student should be terminated when:

- Student is no longer pursuing a sufficient number of credit hours at the University
- Student is no longer maintaining the required cumulative GPA
- Credit-hour progression has not been satisfactory
- Student withdraws from the University entirely

The Student Employment Service will advise the employing department when a university student employee has failed to meet eligibility criteria. However, if the employer has prior knowledge that an employee will be deficient in any of the above requirements, it is the employer's responsibility to contact the SES immediately to determine the student's eligibility for employment.

Students (other than Work-Study) who do not meet the full-time enrollment, GPA, or credit-hour progression requirement may petition the Student Employment Service for an exception to the specific policy requirement (see "Waiver Process" under IV above). Students requesting such exceptions must be able to show that special circumstances beyond their control were the cause of the ineligibility.

D. Voluntary Termination - The student employee may be terminated at the student's request. Such a request is normally presented to the employing department in written or verbal form. However, a student employee is considered to have resigned when (s) he:

1. walks off the job and does not return the next scheduled work day;
2. is absent for three consecutive scheduled work days without permission or notifying the employer;
3. does not report to assigned work that requires attention seven days a week such as livestock feeding, continuous research, building supervision, machinery maintenance, or similar positions. This type of employee may be replaced immediately.

E. Involuntary Termination - It is the University's policy to provide the employee with an opportunity to correct job-related deficiencies that have been noted by the supervisor; however, the employee must make progress to correct them. Failure to make satisfactory progress may result in disciplinary action and/or involuntary termination. The supervisor may select action appropriate to the nature of the offense. The student employee may be involuntarily terminated when (s) he:

1. does not perform in a satisfactory manner.
2. is found guilty of any violations listed below under Immediate Termination.
3. does not schedule working hours in accordance with the job announcement

under which (s) he was initially hired.

Due Process - The proper method to use when terminating a student employee (except for immediate terminations) is to take the following steps:

1. A verbal warning noting deficiencies is given to the student employee with ample opportunity for improvement.
2. A written warning is given to the student employee with a copy of the warning sent to SES. The written warning should specify performance problems and give ample opportunity to correct them. It should explain possible consequences if problems are not corrected (e.g. more serious sanctions to include probation and/or termination of employment). Additionally, the warning should invite the student to come to the supervisor with questions.
3. The student is terminated with a written summary of the case attached to the PAF and sent through channels to the Student Employment Service. The student must be given a letter specifying reasons for termination and the next level of supervision to whom an appeal should be directed, should the student wish to file an appeal. An appeal must be filed within two working days after the date the student receives the letter.

When questions arise at any point in this process, the employer is encouraged to consult with the Student Employment Service.

If a student is involved in a disciplinary action or is involuntarily terminated, (s) he has the option of pursuing the issue by following Grievance Procedures, as outlined in Section XX.

Immediate Termination - The employing department may, after approval by the appropriate administrator(s), dismiss or remove any student employee immediately for violations of the items listed below. The supervisor will furnish the appropriate Student Employment Office and the employee with a written statement of the reasons at time of dismissal.

1. Gross misconduct (e.g., dishonesty, sleeping on the job, fighting, or threatening a supervisor and/or other employees) or misconduct on University property or elsewhere adversely affecting the interests, reputation, or safety of the University or its employees.
2. Use of alcohol or narcotics, or being under the influence, while on the job.
3. Insubordination or refusal to accept a valid assignment from an authorized supervisor.

4. Conviction of a job-related felony. In cases of the commission of a job-related felony, when the facts are admitted, the student employee may be dismissed immediately, and the same applies when the student is convicted by court action.
5. Careless, negligent, improper, and malicious use of or theft of University property, equipment, or funds.

XX. GRIEVANCE PROCEDURES

While the university tries to maintain pleasant working conditions, it is also recognized that misunderstandings and disagreements may arise regarding terms and conditions of employment. Disagreements that arise in the daily operation of a university department should be resolved promptly through a discussion between the student employee and the immediate supervisor. Questions involving interpretation of university policies contained herein should be referred to the Student Employment Service.

If the disagreement cannot be resolved to the satisfaction of the employee and the supervisor through informal discussion, the student employee may appeal to the next level of administration. After exhausting the administrative appeal, and if satisfaction is not attained, then the employee should exercise the formal grievance procedure that follows:

At any step or level of the proceedings, a representative of SES may be requested by the aggrieved or the supervisor to serve as consultant to the proceedings. In such cases, the consultant will serve in the capacity of an information gathering and advising person only.

NOTE: In alleged cases of discrimination the EEO Officer should be consulted.

Step I The affected student employee must submit a formal, written grievance. The grievance must be submitted to the Student Employment Service (in cases of alleged discrimination, to the EEO Officer) within five (5) working days of the action in question.

Step II The Student Employment Service will appoint a Grievance Review Officer upon receipt of the written grievance. The Review Officer will initiate an investigation within five (5) working days after the grievance was submitted in order to:

- a. review testimony from the employee and employer.
- b. interview such witnesses as necessary to render a just and equitable decision.

Step III The Review Officer will review and summarize the findings and make a recommendation to both parties of the grievance within five (5) working days

of the date the investigation was initiated (where possible). If both parties concur with the recommendation, the grievance is settled. However, if either of the parties involved in the grievance refuses to accept the recommendation, the grievance will move to Step IV of the procedure. Acceptance or refusal must be submitted in writing to the Grievance Review Officer within two (2) working days after the recommendation was made.

Step IV

The Review Officer will report to the Vice President for Student Services that the grievance is at an impasse and request it be submitted to a Student Personnel Grievance Board for review and recommendation. The Grievance Board will be assembled and will convene to review the case within eight (8) working days (or as soon thereafter as possible) after the Vice President for Student Services has been notified by the Grievance Review Officer.

Composition of the Student Personnel Grievance Board:

Chair: A student appointed by the ASNMSU President.

Member: A student appointed by the ASNMSU President.

Member: A faculty or staff member to be selected by the employee filing the appeal.

Member: A staff member to be selected by the Student Employment Service.

NOTE: Student members shall, by University definition, be full-time students in good academic standing.

Guidelines for Board Review:

1. All materials related to the case will be solicited from those involved (e.g., critical incident documentation, related correspondence, notes from administrative hearings, performance appraisals, etc.).
2. While reviewing case materials, the Board may contact individuals for additional information or clarification.
3. Upon completing review of case materials, the Board will convene a hearing and will meet with both parties to the grievance individually and if deemed necessary, together. The Board may also, at its own discretion, call any others who may have information pertinent to the case. Appointment times will be scheduled for those called before the Board and all testimony will be taped.
4. As soon as possible after the conclusion of the hearing, the Board will continue deliberations and arrive at a decision, requiring three-fourths majority. No one, but the members of the Board, may be present during these deliberations.

5. The Chair of the Board will document findings and a recommendation to be forwarded to the Vice President for Student Services, along with all supporting case materials.

NOTE: It is expected that the recommendation of the Student Grievance Board will reach the Vice President within eight working days (or as soon thereafter as possible) after it convenes for the first time.

Step V The Vice President for Student Services, considering the recommendation of the Board, will render a decision. The decision of the Vice President shall be final in all cases of student personnel grievances. The student employee is assured that there will be no coercion or reprisal for using the grievance procedure.

XXI. STUDENT EMPLOYMENT RECORDS RETENTION

In order to comply with state and federal requirements for employment records retention, SES will retain for a period of three years all SES Registration Forms included in application pools. Employing departments are required to keep student employees' personnel files (i.e., contracts, performance evaluations, references, etc.) for a period of six (6) years after the employee has terminated.

XXII. STUDENT EMPLOYMENT OFFICES

The Student Employment Offices' functions and locations are as follows:

- A. **Cooperative Education Program** - The Co-op Office acts as a central clearing-house for co-op work assignments, (except those in teacher education); internships, and career related summer employment, as well as volunteer/service learning opportunities. The office is located in Garcia Annex, Room 200.
- B. **Financial Aid Office** - The Financial Aid Office administers loans, scholarships, grants, Federal and State Work-Study programs, and the Crimson Scholar employment program. The office is located in the Educational Services Center, Suite F.
- C. **Graduate School** - The Graduate School administers the Graduate Study Programs of the University and is located in the Educational Services Center, Suite G.
- D. **Student Employment Service (SES)** - A major component of the Office of Placement and Career Services, SES administers all university student employment activities, as well as providing listings and referrals pertaining to community employment for students. The office is located in Garcia Annex, Room 203.