



STUDENT EMPLOYMENT GUIDE



2024-2025





Our Mission

As a Catholic university rooted in the liberal arts, we are a welcoming community of learners challenged by Franciscan values and charism, engaged in a continuous pursuit of knowledge, faith, wisdom, and justice, and ever mindful of a tradition that emphasizes reverence for creation, compassion, and peacemaking. We strive for academic excellence in all programs, preparing students to contribute to the world through service and leadership.

Our Vision Statement

Transform students into leaders inspired by Franciscan values and tradition to serve and shape our world.

Our Franciscan Values

RESPECT: We are a welcoming community of learners.

INTEGRITY: We manifest an ethic of care.

SERVICE: We are a campus of doers.


COMPASSION: We serve those who serve others.





TABLE OF CONTENTS

Mission, Vision, Values	I.F.C.
Who to ask about student employment?	Pg. 04
What are the types of student employment?	Pg. 05 - 06
Application & Federal Work-Study Status	Pg. 07 - 08
How to Apply for Student Employment	Pg. 09
Federal Work-Study off campus jobs	Pg. 10
Job Search	Pg. 11 - 12
Onboarding	Pg. 13
Human Resources Paperwork / New Hire Forms	Pg. 14 - 15
The Posting and Hiring Process for Supervisors	Pg. 16 - 17
University Policies for Supervisors to Understand	Pg. 18 - 21
NACE Competencies	Pg. 22- 23
Checklist for SUPERVISORS	Pg. 24
Recognition!	Pg. 25
Checklist for STUDENT WORKERS	Pg. 26
University policies for Student Workers to follow	Pg. 27 - 31
Acknowledgement Form	Pg. 32



Who to ask about student employment?

Student Employment @ University of St. Francis.

Student Employment is managed in cooperation with the Career Success Center, Financial Aid Services, and Human Resources departments. Student employees and their supervisors should contact the Student Employment Coordinator in the Career Success Center with any questions or suggestions regarding their student employment.

- Career Success Center, Tower Hall, N204 – Information on applying to positions, supervisor assistance with job descriptions, performance, evaluations & discipline, Student Employment Recognition Program & Ceremony
- Financial Aid Services, Tower Hall, N320 – Federal Work-Study process, eligibility and related financial aid questions
- Human Resources Department, Guardian Angel Hall, 245 (and Tower Hall S202, Tuesdays-Thursdays 8:30 am-12:00 pm, Fall & Spring semesters) – New hire paperwork, laws & compliance (hr@stfrancis.edu)

What is Student Employment?

Student employment is a means for students to earn money while pursuing their education. The positions are part-time, exempt, and hourly and are intended for students currently enrolled in coursework at the University of St. Francis (USF). The student's primary relationship with USF is educational, and the work obtained from their studies is secondary to education. Experience gained as a student employee can be valuable when building a solid resume.



Student Employment at the University of St. Francis

Student Employees, please read the contents of this Student Employment Guide carefully. Read and sign the Acknowledgement (final page), and submit to the Human Resources department.

Experiential Learning

Experiential Learning is the process of learning by doing. It involves hands-on application and experiences in which learners can connect concepts and competencies to real-world situations. Student employment is experiential learning that allows students to learn workplace competencies and classroom theories and apply the knowledge in a work setting within an educational environment.

What are the types of student employment?

On Campus Positions

Student Employee, Work-study

Work-study is a federally funded program through Financial Aid designed to offer employment opportunities for students who have a financial need for earnings from such employment. Most or all the wages paid to student employees are funded by the federal government. These positions might require a student to be Federal Work-Study eligible to be hired.

Student Employee, Departmental

Wages paid to student employees are paid through the department budget in which they work.

Student Employee Campus Partner:

Barnes and Noble, another campus partner, does post positions on the University of St. Francis employment website located at <https://stfrancis.peopleadmin.com/>. The University of St. Francis will employ the student, and the campus partner will manage the student. Barnes and Noble's positions are facilitated through the University.

Other Campus Opportunities: Students may work via other campus opportunities, including but not limited to Saints Ambassadors (<https://www.stfrancis.edu/sac/>) and our dining partner, Quest. NOTE: USF's job search website does not facilitate these applications and positions. Contact them directly for questions you have regarding those opportunities.

Title V DHSI (Developing Hispanic Serving Institutions) Grant Positions

The University of St. Francis has a Title V DHSI (Developing Hispanic Serving Institutions) designation. With this designation, USF can provide additional student employment positions, with funding initially covered by the Title V grant.

Positions are posted in the same website location (<https://stfrancis.peopleadmin.com/postings/search>) as all other USF employment postings and students are governed by all the same application and employment processes and procedures listed throughout this Guide, with two exceptions:

-
- **Eligibility:** Due to grant compliance, students must be Federal Work-Study eligible to be considered for a DHSI position. International students who have no other campus jobs are also eligible for such roles.
 - **Work hours:** Student employees working in grant positions can work up to 160 hours per semester, which averages to roughly 10 hours per week. Summer hours may also be available, pending grant budget.

After employment in the DHSI role has begun and if the student has a financial need and/or desire to work additional hours, the student employee can apply for a traditional (non-DHSI) position. If offered a second position, the student employee can work no more than 20 hours per week total (combined total for both positions).

DHSI-funded positions. Supervisors shall follow the same application and student employment supervisory procedures, with two exceptions:

1. **Position title:** The position title, as listed on the PeopleAdmin job postings website, shall include “DHSI Grant Funded” (for example, Call Center Student Worker - DHSI Grant Funded). Students who are interested in grant roles must apply for positions in which the titles include this specific wording.
2. **Eligibility:** Due to grant compliance requirements, students must be Federal Work-Study eligible to be considered for a DHSI position. International students who have no other campus jobs are also eligible for such roles.

Supervisors, please check with the Student Employment Coordinator to confirm eligibility prior to arranging an interview with the candidate(s).

International Students

International students are not Federal Work-Study eligible, but are allowed to work on-campus, and are encouraged to apply for student employment jobs. Additional documentation is needed to work on-campus. For more information about the documentation, please contact the International Admissions Office at 815.740.3419, [mail to:](mailto:)

Please note, international students may not work off-campus jobs. Working off-campus employment is a serious violation of immigration status.

Application

All students interested in student employment opportunities must complete an online application for employment. Students can apply for on-campus jobs with or without Federal Work-Study (FWS).

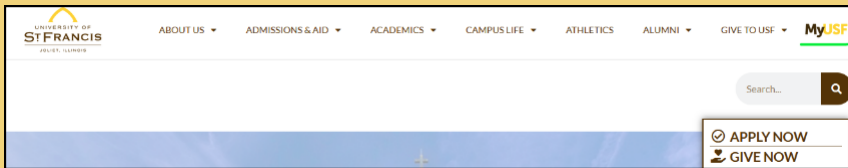
Federal Work-Study Status

Students may check their MYUSF portal for FWS status or contact Financial Aid Services for this information. **To check your Federal Work-Study status:**

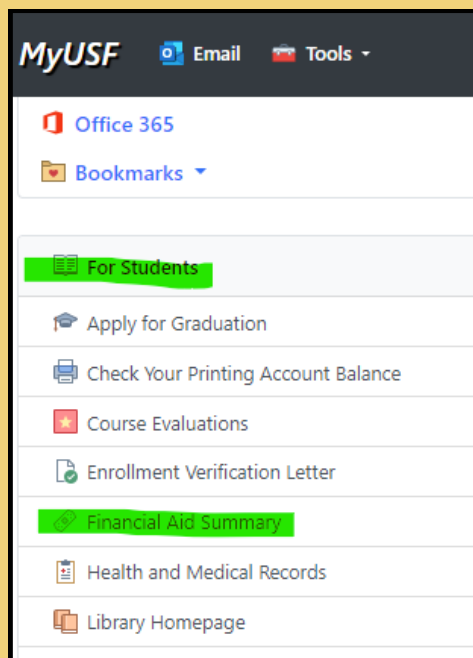
Log into MyUSF, click on the For Students Tab, and then click on Financial Aid Summary. Students will then see any offered awards and other important requirements and messages. If students are eligible for Federal Work-Study, it would be listed here. Students can then accept/decline FWS offers here.

Steps:

1. Log into MyUSF.



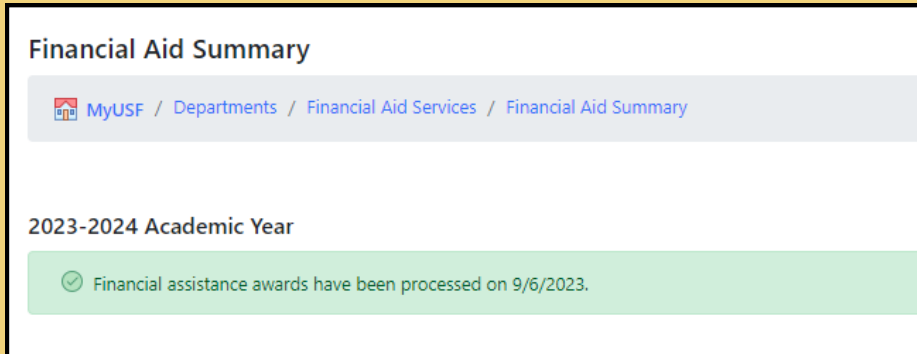
2. Click on the For Students Tab and then Click Financial Aid Summary.



Please refer to the following page for the rest of the content.

3. Review the listed information

Here, students will see any offered awards, and other important requirements and messages. If students are eligible for Federal Work-Study, it will be listed. Students can then accept/decline FWS offers here.



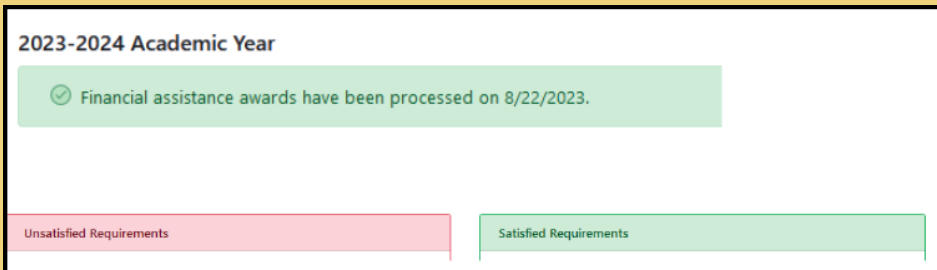
Financial Aid Summary

[MyUSF](#) / [Departments](#) / [Financial Aid Services](#) / [Financial Aid Summary](#)

2023-2024 Academic Year

✔ Financial assistance awards have been processed on 9/6/2023.

4.



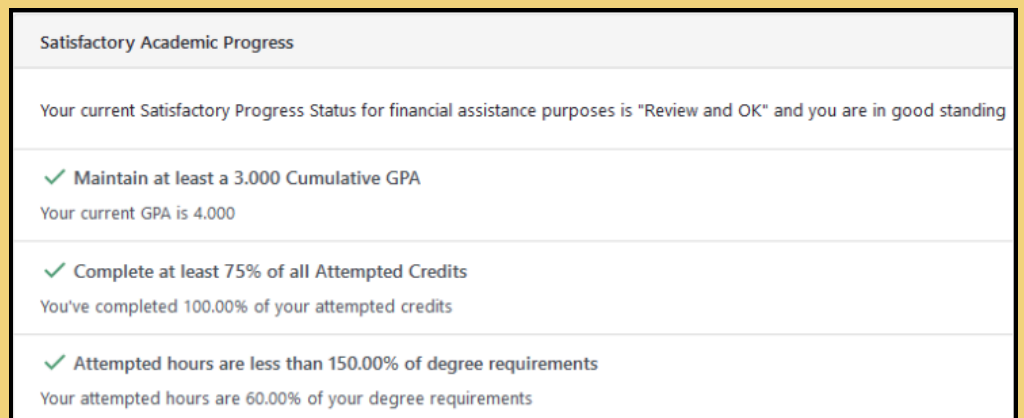
2023-2024 Academic Year

✔ Financial assistance awards have been processed on 8/22/2023.

Unsatisfied Requirements

Satisfied Requirements

5.



Satisfactory Academic Progress

Your current Satisfactory Progress Status for financial assistance purposes is "Review and OK" and you are in good standing

✔ Maintain at least a 3.000 Cumulative GPA
Your current GPA is 4.000

✔ Complete at least 75% of all Attempted Credits
You've completed 100.00% of your attempted credits

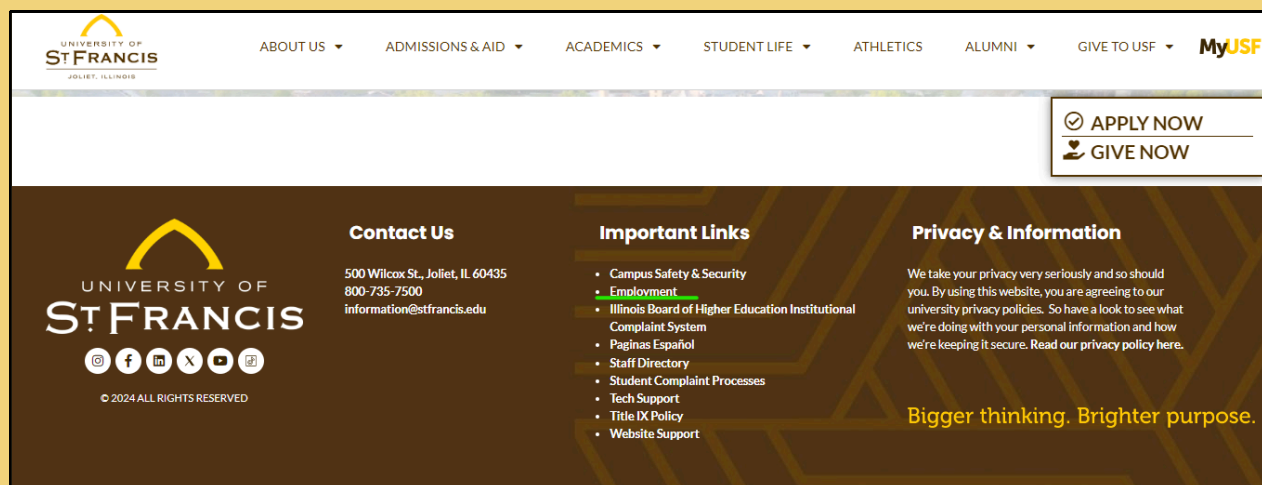
✔ Attempted hours are less than 150.00% of degree requirements
Your attempted hours are 60.00% of your degree requirements

How to Apply for Student Employment :

Students can apply for student employment with or without FWS. Please take these steps to search for and complete applications for on-campus positions:

1. Review job openings

Review postings at <https://stfrancis.peopleadmin.com/postings/search> or from the main USF website (<https://www.stfrancis.edu/>) by clicking on the Employment link at the bottom of the page.



2. You may choose to filter search by selecting “student”
3. Review open positions.
4. Apply for open positions (include documents if requested - resume, cover letter).
5. Complete application thoroughly, with correct grammar and punctuation.
6. Proofread.

Next Steps – Interview and Employment

- Prepare the interview (if contacted)
- Accept job offer (if offered)
- Look for, and read the email from the Human Resources department, confirm appointment
- Complete New Hire paperwork
- Meet with supervisor, then start work!

***Students, please note, submitting a student employment application does not guarantee an interview or job offer.**

Federal Work-Study off campus jobs

Students who receive financial aid and federal work-study may choose to apply for and potentially work off-campus positions. These include America Reads and some nonprofit opportunities.

Off-campus student employment positions allow students to earn their financial aid work-study awards while working at a local nonprofit organization or elementary school. The program is designed to create institutional partnerships between the University of St. Francis and local community organizations. The program's focus is to encourage students to serve as a bridge between local organizations and USF, enabling both to build on the varied resources of one another. Community organizations receive assistance from the student while the university pays the student's entire wage.

The program provides an opportunity for students to contribute to community change by dedicating a significant amount of time to a local project. Students in the program learn about community issues and develop new skills while providing a needed service. All students in the program are required to pass a background check.

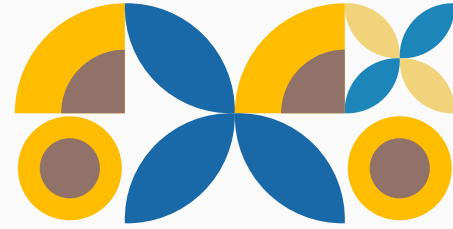
To be considered for employment through the program, students must apply through the University of St Francis employment website, located at <https://stfrancis.peopleadmin.com/>. Students are responsible for their own transportation to and from the sites and are encouraged to consider the logistics of transportation before applying for off-campus positions.



Off campus jobs & internship opportunities



Job Search



Start with the websites to search for opportunities

Students are responsible for finding their own on-campus jobs. USF's online job search and hiring process intentionally parallels the job search process in the (real) post-graduate world. USF allows students to look for a job of interest, apply for it (and possibly submit a resume), and have an interview.

It also creates an opportunity for both students and departments to fill open positions in a competitive manner. Through their application and interview, students can present themselves as the best possible fit for an open position(s).



Schedule a meeting with CSC for resume review

Many jobs will require a resume and or cover letter to apply. Be sure to visit the Career Success Center portal for sample resume documents and assistance. When you have a draft ready, contact the Career Success Center for an in-person or online review, We are happy to help you!

Remember the Career Success Center Team is here for you!

Handshake, Off-campus Jobs and Internships

If you are considering internships and off-campus employment, now or as you prepare to graduate, check out Handshake! Handshake is an online career resource website where employers post their job openings and recruit college students and alumni. Additionally, there is great information and resources listed on Handshake, including career fair listings and more! Visit this link to get started, <https://stfrancis.joinhandshake.com/login>.

Additionally, internship information and forms are located on MYUSF – Departments, Career Success Center, Internships, Internship Information & Forms. You may also access the information and forms via this link, <https://myusf.stfrancis.edu/portal/secure/content/15104>. The Internship Specialist in the Career Success Center can also assist you with internship information and resources.



Onboarding

If hired, students will receive an email from the Human Resources Department outlining the steps to complete and meet all the terms and conditions of employment. Students will be required to complete a background check and make an in-person appointment to complete new hire paperwork with the Human Resources Department. Students will be asked to complete the Federal I-9 form, Federal and State tax form W-4, Student Employee Confidentiality Agreement and a Direct Deposit Enrollment Authorization.

The Human Resources Department is located in Assembly Hall on the St. Clare Campus (in the same building as the Leach College of Nursing). Students can take the shuttle from any campus to the St. Clare Campus. Enter through Door #4 (down the ramp) and Security will escort the student to the Human Resources Department suite located on the 2nd floor. It is requested that students contact the Human Resources Department before going to the St. Clare Campus. Satellite office hours at the Main Campus (Tower S202) are available Tuesday, Wednesday and Thursday from 8:30am - 12:00pm during the Fall and Spring semesters. Students are requested to contact the Human Resources Department before stopping by the Tower Hall office location.



Human Resources Paperwork / New Hire Forms



I-9 Form

The Federal I-9 form verifies the student's identity and eligibility to work in the United States. By federal law, every employee who has accepted an offer to work for USF must complete Section 1 of this paperwork in-person on or before their first day of work. To prove eligibility for employment, students are required to present original, unexpired documents on or before your third day of work. Students will be sent an email outlining the acceptable forms of identification. Photocopies and faxed documents are not allowed; only original documents can be used as proof of eligibility for employment.

International students attending the University of St Francis on an F-1 visa are permitted to work on-campus. To complete the I-9 form, they will need to provide a foreign passport, Form I-94 (Arrival and Departure Record), and Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status). Also, they will need to obtain a Social Security Number (SSN) through the Social Security Administration (SSA). In order to be eligible, the student will need to provide supporting documentation. The Human Resources Department will provide the employment letter that will be used as proof of employment.

HR Paperwork / New Hire Forms

Federal and State Tax Forms

Students must submit Form W-4, both Federal and State, in order to enable the University to withhold the correct amount of tax from their paycheck. Students will need to provide information such as their name, address, and the number of allowances.

Please note: USF is unable to advise students on what to claim for tax purposes. They will be advised to seek tax advice from a parent/guardian or tax professional.

Student Employee Confidentiality Agreement

Student employee positions will have access to individual student and employee information from various sources and will be asked to sign a confidentiality agreement as they support USF administrative functions.

Direct Deposit Enrollment Authorization

If students opt into direct deposit, they will need to complete a direct deposit enrollment authorization form. Students will need to provide the (1) name of the financial institution, (2) routing number, and (3) account number. With direct deposit, a student's earnings will be electronically deposited into a checking or savings account of their choice and will be immediately available for their use at the start of each pay day. They will receive an e-mail notification of the amount deposited into their account each pay date. If direct deposit is not selected, a physical check will be mailed to their address on file.

Background Check

University of St. Francis policy requires a background investigation on all new hires. The University of St. Francis uses a third-party background screening firm, Justifacts, to conduct background checks. These background checks include social security address history trace, Federal District Court Search, National Criminal Database (including Sex Offender Registry in 50 states), and all areas of residency for 7 years criminal record check. Students will receive an email from Justifacts where they will be asked to fill out their personal information and complete the "Authorization and Release for the Procurement of a Consumer and/or Investigative Consumer Report" form. Students have 72 hours to complete the request. The results of the background check may influence the final hiring decision for the student job.

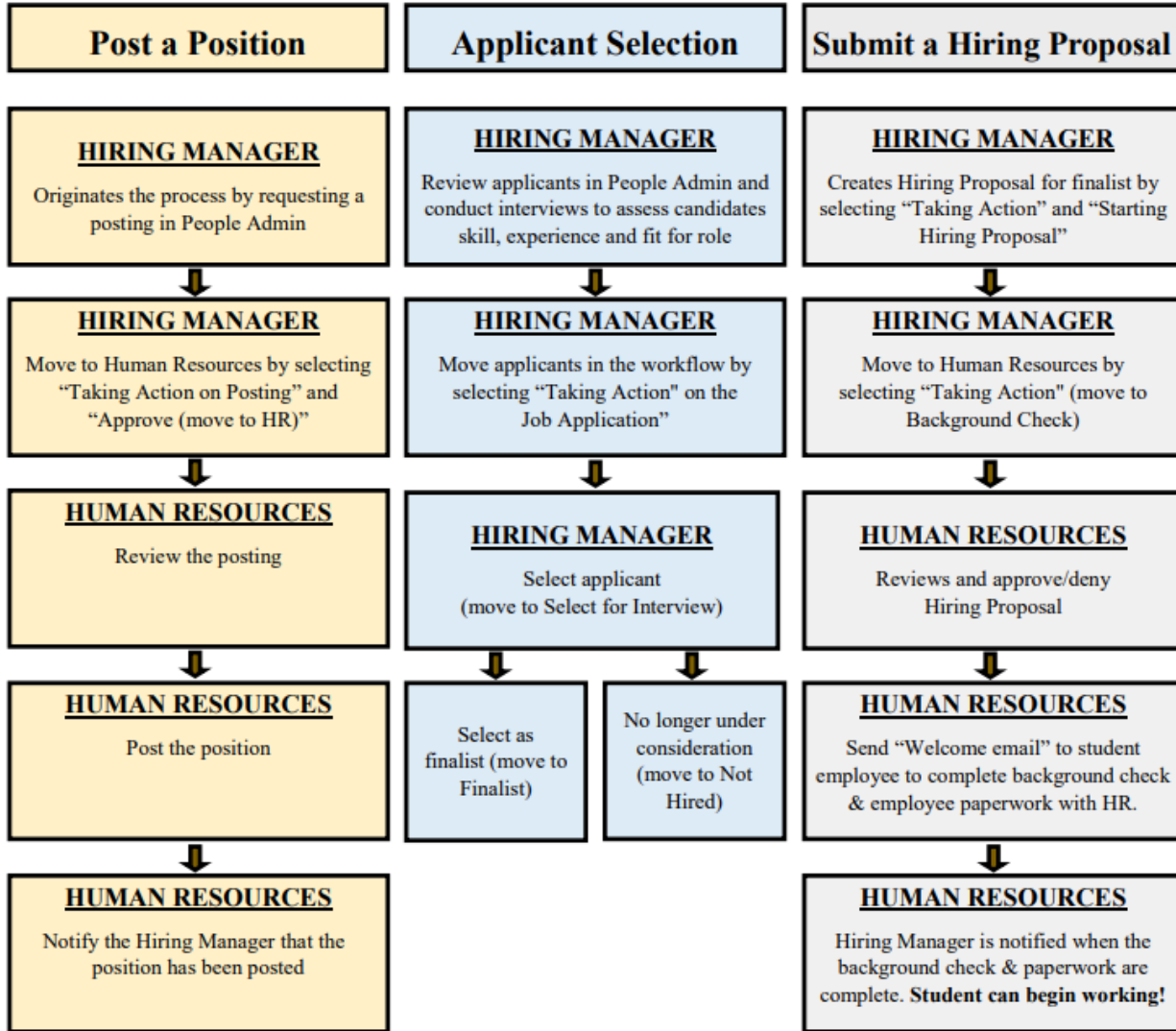
The Posting and Hiring Process for Supervisors

Before finalizing the job posting, supervisors, should write or revise the job description, including the NACE Competencies. Please review information on NACE Competencies in this Guide. Contact Evera Ivy, Student Employment Coordinator for further assistance, eivy@stfrancis.edu.

Once the job description is written, take these steps to post your open positions, and hire students!

Note for supervisors: The link to PeopleAdmin and the instructions for using PeopleAdmin can be found on the MYUSF portal, via this link <https://stfrancis.peopleadmin.com/hr/sessions/new>. You can also access the instructions by clicking Departments, Human Resources Department, Student Employment, Student Jobs/Hiring Students.

Student Employment New Hire Flowchart



University Policies for Supervisors to Understand

Workload/Hours

Student employees, regardless of funding source and classification can work up to 20 hours per week during the Fall and Spring semesters.

To maintain consistency across the university, no student employee is allowed to work more than 20 hours in a given week while class is in session. This policy will be strongly upheld. A student employee, by its very definition, should be a student first and an employee second. This policy applies to each individual week of the semester (not an average of weeks). A student cannot work more 25 hours one week and then work 15 hours the next week to balance out the hours worked. Any week in which the student exceeds a total of 20 hours of work is a violation of the Student Employment Program policy.

Holidays and Class Breaks

Student employees can work up to 40 hours per week during Fall Break, Winter Break, Spring Break and Summer Break if funding is available.

Criteria for employing students during breaks:

- Students are to be hired only to perform work which must be done over break and cannot be done by a staff member.
- Students may not be hired to replace vacationing staff members.
- Money earned over breaks will count towards the student's accepted award amount (for Federal Work-Study positions). Work during the Summer break, does not impact FWS awards.

Departments do not receive additional funding to employ students during the summer months and breaks. Earnings will be deducted from the department's current academic year student employment budget. Please confirm budgets before students are hired. Supervisors, please manage budgets to avoid cutting work hours in the Spring semester, due to overextending hours during the Fall semester.

Students may only be paid for hours actually worked. If the university is closed for an official holiday, such as Labor Day, Good Friday or Memorial Day, students will not be paid for any work done on those days unless they have received prior approval from their supervisors. Students are not eligible for holiday pay, or pay for days on which the university is officially closed. Likewise, if the university officially closes early and employees are sent home for any reason, students will not receive pay for the work missed, but do have the option of making up those hours at a later time, with the supervisor's prior approval.

Time Sheets

Students are paid semi-monthly. The pay dates typically occur on the 15th and last day of every month. If a pay date falls on a weekend or holiday, then the payment will be processed on the work day immediately preceding that date. A schedule of the payroll dates and time sheet submission dates is available through the portal, via MyUSF, Departments, Human Resources, Forms, Payroll, tax and timesheet forms.

Once a student has been hired for a job and completed all required documentation, an electronic time sheet will be provided to the student through the USF portal. Time sheets should be filled in as the hours are worked. At the end of the payroll period, the student employee will submit the time sheet to their supervisor for approval and signature. Supervisors are responsible for submitting the form to The Human Resources Department for payroll processing.

If a student has failed to report hours from a previous pay period, those hours will need to be recorded on a paper time sheet available on the Human Resources department Student Employment Forms page in My USF. The student must print the form and submit it to the Human Resources department. Any hours from a previous pay period submitted without the supervisor's signature will not be paid.

Performance Management

Student employees are expected to conduct themselves in an appropriate and professional manner. Supervisors should provide a professional workplace and experiential learning environment, with ongoing coaching conversations that incorporates performance and behavior feedback. Supervisors are also encouraged to reference CliftonStrengths and NACE Career Readiness Competencies during coaching sessions to help student employees connect the dots as they develop and enhance (life and) workplace skills during the experiential learning opportunity.

Unemployment Insurance

Pursuant to the Illinois Unemployment Insurance Act, Section 224, "the term 'employment' shall not include service performed in the employ of a school, college or university by a student who is enrolled and is regularly attending classes at such school, college, or university..." For further information on unemployment benefits and eligibility for such benefits, contact the local Illinois Department of Employment Security Office.



Shift Breaks

No student will be allowed to work more than eight hours in one working day. During an eight-hour period, a student employee is entitled to one 30-minute, unpaid lunch break. During a four-hour period, a student employee is entitled to a 15-minute paid break.

Termination of Student Employees

The role of the student employment supervisor in a case where a serious infraction or a third violation has occurred after two written warnings have been given to a student is to recommend termination of the student employee to the Student Employment Coordinator and the Human Resources Department. Termination is ultimately the decision of the Human Resources Department.

If a termination occurs, the student may not work on-campus again until the following semester. If the student has two jobs and is terminated from one of them, they are limited to the hours defined in the remaining job and cannot use that job to make up lost hours. Students terminated in Fall Semester may apply for any vacant positions for Spring Semester; however, supervisors may call the previous supervisor for a job reference.

Grievance / Appeal Procedures

The University of St. Francis seeks to provide just and equitable treatment of all employees, and to protect their legal rights in matters of employment. Success in attaining and maintaining this goal depends upon the cooperation of all faculty, staff and student employees, and the availability of an adequate grievance procedure.

USF encourages its employees to seek informal resolution of differences and believes most problems can be solved if approached in a spirit of cooperation, trust and openness. However, if a solution cannot be determined, the employee has a right to make a formal appeal to the Dean of Student Life or the Human Resources Department.

Fringe Benefits

The University of St. Francis complies with federal and state OSHA regulations. Students who have an accident or are injured while on the job are covered by Workers' Compensation, as are faculty, administrators and staff. Student employees are expected to comply with all safety laws, rules and regulations. Any unsafe working conditions, equipment or practices should be reported immediately to one's supervisor. Students are expected to wear any and all required safety equipment and attire while on the job. Fire protection and prevention practices must be complied with at all times.

All on-the-job accidents or injuries, no matter how small, must be reported to the student's supervisor and to the Human Resources Department within 24 hours of their occurrence in order for Workers' Compensation coverage to take effect.

Student Employee Disciplinary Procedures

An important goal of the student employment program is to provide a work environment which will teach students about the responsibilities and opportunities associated with employment, and will help them to develop and enhance good work habits and skills to take with them as they pursue careers after graduation. One of the most challenging situations supervisors encounter is handling non-productive or ineffective student employees. In these cases, the students will need kind, yet firm, guidance on how to improve their performance and become a better employee. Supervisors who do not offer constructive criticism and opportunities to develop better work habits, are doing both the student and the university a great disservice.

Conflicts and problems of any sort should first be corrected on a personal and informal basis. Students must be made aware of what exactly it is that needs improvement, what specifically they need to do (or not do) to correct the problem, and be given a definite date by which the improvement needs to happen. It is imperative that students be given a chance to improve their performance before being terminated, and therefore the following procedures should be followed before terminating a student employee:

- Make every effort to discuss the problem informally with the student. Oftentimes, sitting down and talking about the problem (what behavior is problematic, why it's important the behavior be corrected, how the student and supervisor can work together to make it happen, etc.), may be all that's necessary for the problem to be resolved.
- If the problem persists, issue one verbal warning and make a note in your file of date and content of warning.
- If the verbal warning doesn't correct the problem, an action plan should be drawn up, and the plan should be signed by both the student and the supervisor. If the student fails to report to the supervisor to discuss and sign the report, the supervisor may forward the report to the Student Employment Coordinator and send a copy to the student. This report will constitute the first of two written warnings.
- Additional incidents related to discipline also require a written report, and a copy of these reports should also be forwarded to the Student Employment Coordinator. The third written report is considered sufficient grounds for immediate recommendation of termination of the student employee.
- The Student Employment Coordinator will inform/involve the Human Resources department in the disciplinary process.
- It is the goal of the Student Employment Program for this to be a learning experience for the student employee, and to that end we want to give the student the opportunity to learn from their mistakes and improve their work performance and attitude. All warning letters should therefore include the specific actions the student did or didn't take which created a problem, and what the expected behavior is to be in the future. It should also clearly indicate a specific date by which the behavior needs to improve. Students cannot be recommended for termination unless they have received: 1) one verbal warning and two written warnings for the same behavior, 2) a specific date by which the behavior needs to have improved, and 3) a written statement that if the behavior hasn't been rectified by that date, the result will be an immediate recommendation of termination. At the discretion of the Human Resources department, multiple warnings for independent behaviors may be cause for termination.
- Although most cases should be dealt with as outlined above, certain serious infractions may result in immediate termination, including, but not limited to, falsification of time sheets and insubordination.

CSC Takes on NACE Competencies Mirror Project

CAREER READINESS

Competencies for a Career-Ready Workforce



Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

[nacweb.org/career-readiness-competencies](https://www.nacweb.org/career-readiness-competencies)

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What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.



For more information...
<https://www.nacweb.org/career-readiness/competencies/career-readiness-defined>
or
Scan the QR...



Preparing for Workplace Success During and after college :

NACE Competencies

According to the National Association of Colleges and Employers (NACE), career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

For new college graduates, career readiness is key to ensuring successful entrance into the workforce. Career readiness is the foundation upon which a successful career is launched. Career readiness is, quite simply, the new career currency.

For higher education, career readiness provides a framework for addressing career-related goals and outcomes of curricular and extracurricular activities, regardless of the student's field of study. For employers, career readiness plays an important role in sourcing talent, providing a means of identifying key skills and abilities across all job functions; similarly, career readiness offers employers a framework for developing talent through internship and other experiential education programs (like student employment).

At the University of St. Francis, the Student Employment Program is in alignment with NACE's Career Readiness Competencies, and has updated all student employee job descriptions to include the competencies, which include: Career & Self Development, Communication, Critical Thinking, Equity & Inclusion, Leadership, Professionalism, Teamwork and Technology.

Each of the responsibilities/job duties include competencies that will be developed and/or enhanced as a result of performing the tasks, with the intention and effort to perform them well or with improvement. The competencies will help both student employees and supervisors focus on enhancing the competencies as tasks are executed. Additionally, the listed competencies can assist students in articulating their skills as they progress through their college career and during the job search process, as they prepare for post-graduate career success.

CHECKLIST FOR SUPERVISORS

Supervisor Checklist – General Responsibilities Checklist

Supervisor responsibilities include, but are not limited to:

- Ensure student employees complete all new hire paperwork prior to being scheduled for their first work shift.
- Provide student employees with complete written job descriptions that include the NACE Career Readiness Competencies.
- Provide training and orientation to the office or department on a student’s first day on the job.
- Provide timely notification of any schedule changes that affect your student employees.
- Provide a clear and detailed list of your expectations for your student employees. A written list of these expectations is preferable to a verbal list and will undoubtedly result in better compliance.
- Assume the responsibilities associated with hiring, disciplining, and terminating student employees as outlined in this Guide.
- Provide regular performance feedback to students and conduct informal performance review meetings with students at least once per academic year.
- Perform student employment-related tasks such as approving time sheets and monitoring the department’s student employment budget and individual student earnings.
- If you are planning to hire a student for a one-time event, you must notify the Human Resources Department in advance, as this does affect the student’s work award. It also will ensure that the student has an I-9 Form on file so they can be paid and that they will have a timesheet available. Supervisors will need to complete a “request for supplemental pay application”. The form can be found in the portal at: [MyUSF/Departments/HumanResources/Forms/Supplemental Pay Application](#).
- Report all student job-related injuries or illnesses to the Human Resources Department within 24 hours of the occurrence. Students are covered by Workers’ Compensation, so reporting injuries or illnesses in a timely manner is critical to their receiving benefits.
- Incorporate CliftonStrengths and NACE Career Readiness Competencies as a guide to discuss where student employees are performing well, and where improvement is needed. NACE Competencies are included in this Guide (above). CliftonStrengths information is located on the MYUSF portal under Departments, Human Resources, CliftonStrengths & Q12 Information, CliftonStrengths Information.



Recognition!



The University of St. Francis is a member of the Midwest Association of Student Employment Administrators (MASEA), through which an annual awards recognition program is facilitated. Several acknowledgements are presented as part of this event, including: Student Employee of the Year, Graduate Student Employee of the Year, and Student Employment Supervisor of the Year. The intent of these awards is to recognize the great contributions and achievements of students who work while pursuing higher education, and the invaluable role our supervisors play in the development of student employees, providing education outside the classroom.

Supervisors are encouraged to nominate outstanding student employees for Student Employee of the Year. A student employee can be nominated in any one category or up to all five categories:

- Community Service
- Leadership
- Innovation & Technology
- Critical Thinking

Additionally, graduate students can be nominated for Graduate Student Employee of the Year. Graduate students who go above and beyond in their contributions to their department in the areas of Diversity & Inclusion, Impact, Professionalism, Effective Communication & Interpersonal Skills and Leadership should be considered for nomination.

Lastly, student employees can also nominate their supervisors for Student Employment Supervisor of the Year. Supervisors who provide a great experiential learning environment through mentoring, professionalism and leadership provided to the student employee(s) should be considered for nomination. USF employees may also nominate their supervisor colleagues for recognition.

The nomination process takes place each January through mid-February (exact dates vary), and culminates with a Student Employment Recognition Ceremony in mid-April. During this festive ceremony - all nominees are acknowledged, awardees are announced, Student Employment Program highlights are provided, and a keynote speaker addresses attendees. Food is also provided (budget pending).

The Student Employment Coordinator will send out a notice (and other communication) each January to kick-off the nomination and celebration period.

CHECKLIST FOR STUDENT WORKERS

Student Checklist – General Responsibilities Checklist

Foundational expectations and responsibilities include, but are not limited to:

- Report to the Human Resources Department to complete the required employment documentation (I-9, tax forms, and background check release form) prior to starting work.
- Report to work on time.
- Contact your supervisor prior to your start date (or during your first shift) to arrange your work schedule.
- Personally contact your supervisor by phone, e-mail or in person, according to your supervisor's instructions, if you are going to be absent from work for any reason.
- Ask your supervisor ahead of time if you wish to revise your work schedule or take time off from work.
- Perform your job to the very best of your ability.
- Ask questions if you are uncertain about what is expected of you at your job, or how a task should be done.
- Limit socializing on the job, and use the telephone and computer for business purposes only while on the job.
- Be courteous to your supervisor and co-workers.
- Dress appropriately. Although USF doesn't have a formal dress code policy, your supervisor will tell you what type of attire is appropriate for your position.
- Maintain confidentiality of all student and university information and records to which you have access on the job. The university requires you to sign a confidentiality statement. Any breach of this confidentiality agreement will result in immediate termination, which will become part of your permanent record. The infraction may also be referred to the Dean of Student Life for further disciplinary action.
- Record hours worked on your time sheet at the end of each shift.
- Discuss any work-related problems or questions with your supervisor. If you and your supervisor cannot resolve a problem, feel free to contact the Career Success Center.
- Comply with all employment policies and procedures of the University of St. Francis.

UNIVERSITY POLICIES FOR STUDENT WORKERS TO FOLLOW

Anti-Nepotism Policy

Student employees shall not be employed in the same department as a relative, or on a job assignment that would bring them into a work space with a relative on a regular basis.

Notice of Nondiscrimination:

The University of St. Francis does not discriminate in its employment practices or in its educational programs on the basis of age, citizenship status, color, creed, disability, domestic violence victim status, ethnicity, family responsibilities, gender expression, gender identity, genetic information, height, marital status, national origin, personal appearance, place of business, political belief or affiliation, pregnancy or related conditions, race, religion, residence, sex, sexual orientation, source of income, veteran or military status, weight, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission (EEOC), and/or other human/civil rights agency. Reports of non-sex-based misconduct regarding employees and third parties should be directed to Human Resources. Reports of non-sex-based misconduct regarding students should be directed to the Dean of Student Life. Reports of sex discrimination or sex-based harassment, questions regarding Title IX, and other concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of USF's Policy on Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees and Third Parties or for more information, please go to <https://www.stfrancis.edu/titleix/> or contact the Title IX Coordinator at TitleIX@stfrancis.edu. Address any complaints to the Assistant Secretary of Education within the U.S. Department of Education Office for Civil Rights (OCR).

Mandatory Annual Title IX Training

All student employees are required to complete Title IX Training, annually. The online training should be completed during your work shift, and within 30 days of hire. Your supervisor will update you about the training.

Institutional Policy for Employing People with Disabilities:

It is the policy of the university to comply with the Americans with Disabilities Act (ADA) and applicable state and local laws that forbid discrimination in employment against qualified individuals with disabilities.

This information was pulled from the policy manual that is located on the portal (MyUSF/HumanResouces/Organization/Policy Manual).

UNIVERSITY POLICIES FOR STUDENT WORKERS TO FOLLOW

University Policy on Accommodation of Disabilities:

4.8.2

University of St. Francis is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself. Disability Coordinator and Learning Specialist has been designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any complaint alleging noncompliance.

4.8.2.1 Students with Disabilities:

The University of St. Francis is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the University.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Disability Coordinator and Learning Specialist who coordinates services for students with disabilities. The director reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs.

Technology-based Work:

It is strongly recommended that all technology-based work assigned to and completed by student-employees is performed on a USF-issued device (laptop) for security and other access purposes. Requests for the assignment of a USF-issued device should be submitted to the USF IT Department (name of portal form?). Use of personal devices for assigned work that can be completed on USF-issued devices, such as social media posting, should be performed only with the permission of the hiring manager and at the discretion of the student-employee. Note that the USF IT Department does not service personal devices, including but not limited to computers, cellphones and mobile devices.

Accessing the Code of Conduct

Workspace for Student-Employees

Hiring managers should work within their department and with their direct supervisors to identify and allocate needed workspace for student-employees. Work permitted to be completed remotely is permissible only at the discretion of the hiring manager. USF-issued devices may be used in these cases but should be checked-out through and returned to the hiring manager upon shift completion.

Campus Interruptions or Partial Closures

In the event of campus interruptions or partial closures due to unexpected reasons, such as a major power outage or significant snow storm, direct supervisors should contact their student employees (as should be done with other direct reports) to provide any necessary information and to answer any questions. Student employees who are able to work remotely may do so with the approval of their direct supervisor. Student employees who are unable to work remotely may be able to make up their hours at a later date, with their direct supervisor's approval.

Conduct

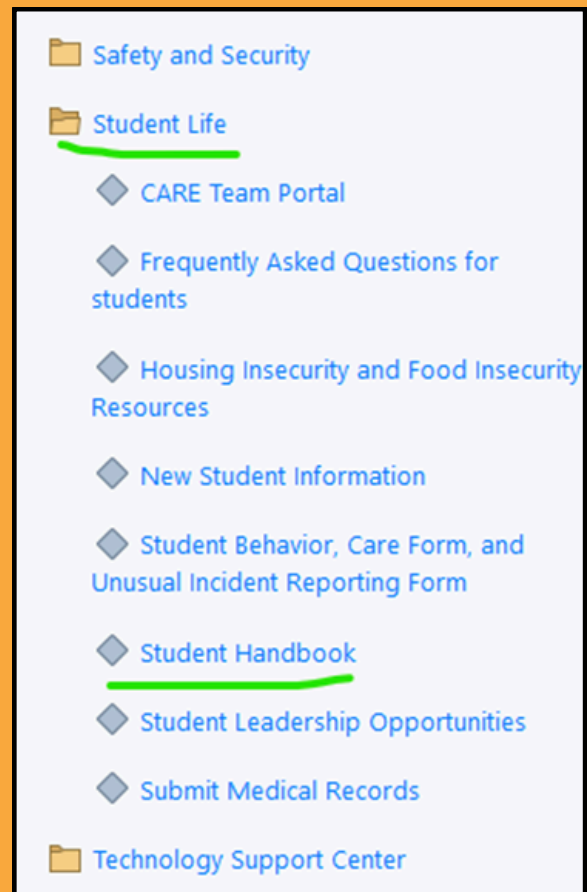
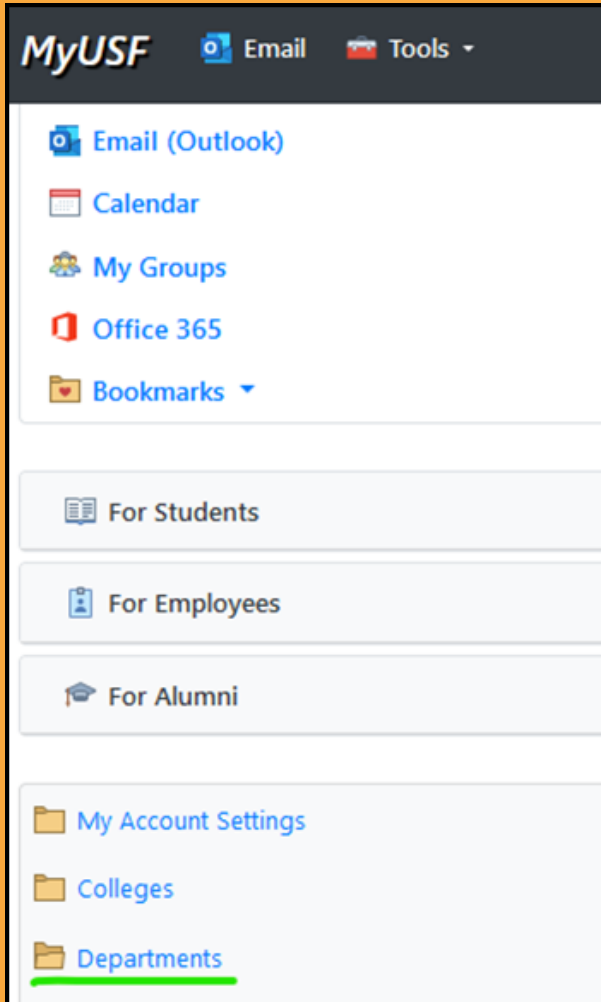
Student employees are expected to uphold all of the policies of the university, including the Substance and Alcohol Abuse Policy, Policy on Harassment and Discrimination, and all sections of the **Student Code of Conduct**.

The Student Code of Conduct can be found via this link:

https://myusf.stfrancis.edu/portal/secure/content/STUDENT_HANDBOOK. Or students may access it via these steps: Login to My USF, click Departments, then Student Life, and finally click Student Handbook. Here the student Code of Conduct and other important information can be found.

UNIVERSITY POLICIES FOR STUDENT WORKERS TO FOLLOW


Click Student Life, and finally click Student Handbook.



UNIVERSITY POLICIES FOR STUDENT WORKERS TO FOLLOW.....

Here the student Code of Conduct and other important information can be found.

Student Handbook

 [MyUSF](#) / [Departments](#) / [Student Life](#) / [Student Handbook](#)

Below is the latest versions of the Student Handbooks.

There are several places where student policies can be found. The Code of Conduct, Faculty, Students and Employees, the College of Nursing handbook and the Academic Catalog.

Click on the links below for each policy

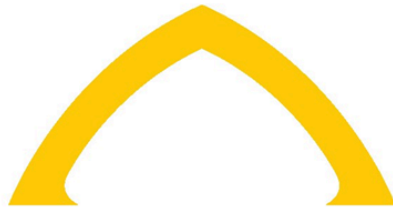
- [Code of Conduct](#)
- [Leach College of Nursing Handbook](#)
- [COE Initial Program Candidate Resource Center](#)
- [USF Policy on Equal Opportunity, Harassment and Nondiscrimination for all Faculty and Staff](#)
- [Academic Catalog](#)
- Physician Assistant [Didactic Student Manual](#) and [Student Clinical Manual](#)

If you need reader software, [click here](#) for Adobe PDF files.

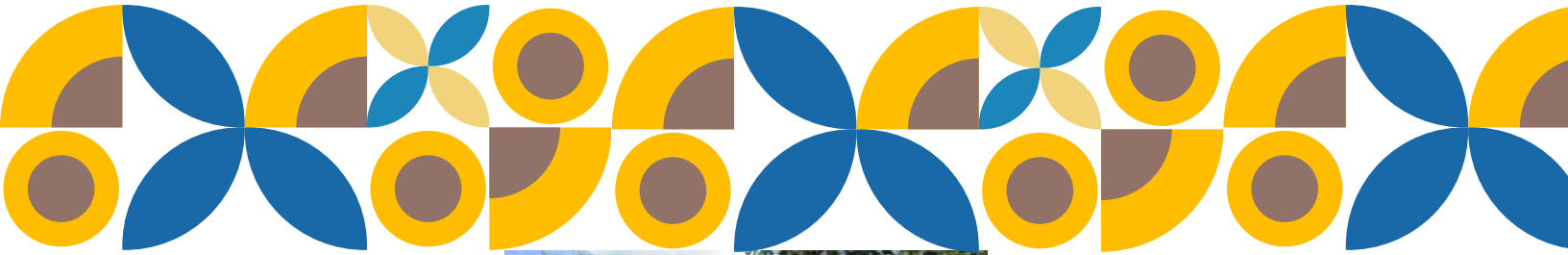
Additional Student Policy documents:

[End Student Housing Insecurity Guidelines](#) --Updated Resources Website

[Chosen Name Policy](#)



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