



Student Employment Handbook 2023-2024

GENERAL INFORMATION

Students as Employees

- [Basic employment](#) laws apply to students.
- Work during scheduled class time is strictly prohibited in the Federal Work Study Program.
- The university's primary relationship with students is educational. The number of hours a student works must not interfere with their ability to focus on their studies.
- As a recommended best practice, student employees scheduled for 20 hours or less per week while classes are in session allows them to consider education their #1 priority.
- Students hired through student employment are bi-weekly hourly, non-benefitted employees. Jobs are available for students with or without FWS.

The CARE Network

- The CARE Network enables members of the University Community to express their concern about a student.

University Ombuds Office

- Support services for staff, faculty, and students.
- The goal of the Intercessor is to promote a respectful and inclusive University for all members of the community by resolving disputes, challenging perceptions, and advocating for fairness at the University.

STUDENT EMPLOYEE OF THE YEAR (SEOTY) – NATIONAL STUDENT EMPLOYMENT ASSOCIATION

Recognizing Student Employee Contributions

- Colleges and universities across the country have the opportunity to recognize the importance of the student work experience during National Student Employment Week.
- UR participates in the [National Student Employment Week](#) each year in April, sponsored by the National Student Employment Association (NSEA).
- Student employees perform invaluable services, and many schools depend on the contributions of the student employee workforce. National Student Employment Week draws awareness to the contributions that student workers make in the numerous roles that they fill.
- The Student Employment Office provides suggestions each year on a variety of ways that supervisors can let student employees know how much their contribution is appreciated.
- The University of Rochester also participates in the [National Student Employee of the Year](#) (NSEOTY) program one day in April during National Student Employment Week each year.
- The Student Employee of the Year (SEOTY) program allows departments the opportunity to formally recognize the outstanding achievements and contributions made by student employees.
- The Student Employment Office distributes nomination forms and requirements at the end of the calendar year. This includes instructions for supervisors to nominate student employees deserving of this national recognition

FEDERAL WORK STUDY

Federal Work Study (FWS) is a federally funded, campus-based student aid program.

- Eligibility for campus-based financial aid, including FWS, is determined by the appropriate Financial Aid Office based on the information filed on the student's Free Application for Federal Student Aid (FAFSA).
- The amount of the student's FWS award depends on the extent of his/her financial need and available funds.
- If eligible, students are granted an annual dollar amount which is the maximum the student is eligible to earn while receiving the FWS. Should the student receive other financial aid at a later point, this amount may be adjusted.
- If a student(s) work(s) at more than one FWS eligible position, the wages for both positions will be subsidized, and the combined earned wages will count toward the student's maximum FWS eligibility.
- The Student Employment JobLink system is updated after each payroll run to reflect the amount of FWS earnings remaining.
- FWS subsidy is applied toward wages at any job that has been approved as FWS eligible.
- Due to funding constraints and other requirements, not all jobs are eligible for FWS subsidy. The Financial Aid Office makes the determination of eligibility when positions are listed, and departments are notified if a position is not eligible for FWS funding*.
- FWS is combined with department funds to provide student with a paycheck. Students may earn more than the awarded amount; the excess amount would be paid in full by the employing department.
- Departments should be aware that no subsidy is provided in cases where errors are made by the department or student, time is submitted late, a student's total FWS earnings exceed his/her FWS

eligibility, or any other action that may occur that would have a foreseeable impact that might prevent the student from being eligible for continued FWS funding.

- There is no FWS during the summer employment period. FWS Funds are only applied to Student Employment positions.

FWS subsidy rates are as follows:

Except for the LEAP program, the subsidy is based on where the student is enrolled, not where the student is working.

- Students enrolled in The College: 45% (e.g., the employer pays 55% of the FWS wages earned)
- Students enrolled at Eastman: 75% (e.g., the employer pays 25% of the FWS wages earned)
- Students enrolled in the School of Medicine and Dentistry: 75% (e.g., the employer pays 25% of the FWS wages earned)
- Students participating in the Learning and Exploring at Play (LEAP) program: 100% (the federal government pays 100% of the FWS wages earned)

Experiential/Service Learning

*The following positions in the Medical Center, the School of Nursing, the Simon School, and the Warner School are currently not eligible for FWS funding:

- Office Assistant positions (Level I & II)
- Program Assistant positions (Level I)
- Service Assistant positions (Level I & II)

Financial Literacy

The Financial Aid Office has partnered with an outside agency to provide prospective and current students, alumni, and staff with a robust, campus-wide financial literacy program that will prepare our constituents to be financially savvy. The program provides articles, videos, lessons and tutorials on budgeting, savings, finding scholarships, job search, credit management, and making smart decisions about money and student loans. Applying for a job, understanding your paycheck, and completing payroll forms are an important part of a student's financial literacy and money management skills.

FICA

- Matriculated students are exempt from FICA withholding during the fall and spring semesters.
- This exemption begins with the first full payroll period after classes start in The College (fall) in and ends with the last full payroll period that may or may not include Commencement in The College (spring).
- Matriculated students who are working while not enrolled in coursework (summer) are subject to FICA withholding from their paychecks.
- If a student is subject to FICA withholding, the employing department is subject to a fringe benefit charge to cover FICA and other statutory benefits.

Tax Forms

- Students may sign up to receive Form W-2/W-2c electronically through HRMS >Self-Service >Payroll and Compensation >W-2/W-2c Consent.
- Student should check their W-4 forms and other withholding in HRMS.

Paychecks

- Encourage students to sign up for direct deposit through HRMS >Self-Service >Payroll and Compensation >Direct Deposit.
- Students who have chosen direct deposit can review their payroll history online through HRMS >Main Menu >View Paycheck.
- Direct deposit eliminates delays in receiving pay and eliminates the possibility of misplaced checks.
- If a student does not sign up for direct deposit, their paycheck will be sent to their CMC box or their local address.
- Direct deposit is not available to students without an SSN on file with the University.
- For any additional questions please contact the [Payroll Office](#)

UNIVERSITY OF ROCHESTER POLICIES THAT DO APPLY TO STUDENT EMPLOYEES

On Call Pay

[University of Rochester, Personnel Policy & Procedures, Policy 220](#)

- Defined as being readily available to arrive at work upon being summoned.
- Student must provide a telephone number where they can be reached.

Overtime

[University of Rochester, Personnel Policy & Procedures, Policy 223](#)

- Student employees whose weekly work hours (for 7 consecutive calendar days beginning at 11:00 p.m. Saturday) exceed 40 for all jobs combined will be eligible for overtime pay.
- Supervisors should approve overtime before overtime work is performed.

Shift Differential

[University of Rochester, Personnel Policy & Procedures, Policy 226](#)

- Student employees scheduled to work the night shift receive a shift differential.
- Any work period which includes four or more consecutive hours between 11:00PM and 7:00AM.
- Shift differential is paid in addition to the regular hourly rate for all hours worked on the shift.
- Students do not receive a shift differential for “evening” hours.

Travel-Accident Insurance Plan

[University of Rochester, Personnel Policy & Procedures, Policy 263](#)

- Registered University of Rochester students and their covered dependents are eligible for Travel-Accident Insurance upon appointment.

Workers' Compensation Benefits

[University of Rochester, Personnel Policy and Procedures, Policy 271](#)

- Workers' compensation is insurance that provides employees injured on the job with wage reimbursement and payment for medical care related to the illness or injury.

Paid Family Leave (PFL)

[University of Rochester, Personnel Policy and Procedures, Policy 267](#)

[Student Employment -Paid Family Leave \(PFL\) Summary](#)

- Policy applies to those who work in New York State.

Work Locations Outside NYS & USA

[University of Rochester, Policy and Procedures, Policy 132](#)

- It is important to be aware of the rules regarding student employees working outside of New York State (NYS). While some work can be done remotely, the legal rules related to employment can change depending on where the work is being performed. This means that the UR has different legal obligations when a student works in another state or another country. Based on this, the UR must evaluate any legal risk in advance to determine if there is support for any out-of-state effort.

Sick Leave Plan

[University of Rochester, Policy and Procedures, Policy 337](#)

- All eligible employees are provided protected time off (56 hours) and will earn 1 hour for every 30 hours worked.

Short-Term Disability

[University of Rochester, Policy and Procedures, Policy 339](#)

- Short-Term Disability pays all or part of wages for an eligible individual who is absent from work for a period of days, weeks, or months due to disability that is not related to the job, and which prevents the individual from performing University duties and responsibilities.

Minimum Standards Policy: Working with Minors

[Programs for Minor](#)

- A Central Registry for Programs for Minors has been established within the Office of Counsel/Risk Management (“Central Registry/Risk Management”). This Central Registry is where Programs for Minors should be registered, and it will also serve as a resource for information and forms related to these programs.

UNIVERSITY OF ROCHESTER POLICIES THAT DO NOT APPLY TO STUDENT EMPLOYEES

The below University policies do not apply to student employees or, are administered through other *offices as indicated.

For additional resources and policies, visit the [Office of Human Resources](#).

General Personnel

- Policy #115, *Procedures for Attendance That May Be Affected by Severe Weather Conditions and Other Emergencies*, specifically excludes student employees.
- Policy #119, *Death of Faculty or Staff Member* (insert student) is addressed through the *Office of the Dean of Students.

Staffing

- Policy #123, *Outside Employment (Moonlighting)* does not apply to student employees.

- Policy #125, *Hiring Replacements for Staff Members on an Approved Work Related or Non-Work-Related Illness or Injury Absence* does not apply to student employees.
- Policy #134, *Reinstatement of Previous Service Time When Rehired* does not apply to student employees.

Conditions of Employment and Employment Status

- Policy #169, *Probationary Period* does not apply to student employees.
- Policy #173, *Flexible Scheduling* does not apply to student employees per say, all employers of students are encouraged to be flexible with student scheduling.

Wage and Salary Administration

- All policies under this section are administered in consultation with the *Office of Human Resources and Compensation and University Finance through the Student Employment Office.

Additional Compensation

- Policy #211, *Additional Work & Additional Compensation* does not apply to student employees. Please contact our office for guidance on how to pay a student for additional work or prizes and awards.
- Students who perform work for jobs outside of their normal duties (i.e., performances, videography/photography, honorariums, etc.) can be paid through Accounts Payable using the appropriate spend category.
- Talk with your HR Business Partner regarding additional appointments for students.

Insurance

- Policy #251, *Health Care Plans* does not apply to student employees.
- Policy # 255, *Dental Assistance* does not apply to student employees.
- Policy #257, *Flexible Spending Accounts (FSA)* does not apply to student employees.
- Policy # 265, *Long-Term Disability (LTD) Plan* does not apply to student employees.
- Policy #273, *Unemployment Insurance* does not apply to student employees.

Retirement Plans

- Student employees are ineligible for benefits; therefore, this policy does not apply to student employees.

Under Training and Education

- None of the policies in this section apply to student employees.

Absences with Pay

- Student employees are ineligible for benefits; therefore, most of the policies in this section do not apply to student employees (exception being Policy #339, Sick Leave Plan and Short-Term Disability).

Absences without Pay

- Policy #351, *Arrest of a Staff Member* (insert student) is administered through the *Office of the Dean of Students.
- The remaining policies in this section do not apply to student employees.

Miscellaneous Benefit Programs and Services

- Policy #386, *Service Awards*, does not apply to student employees

Records

- Policy #401, *Changes in Personal Data*, is overseen by the Registrar.

INTERNATIONAL STUDENTS

- International students with an F-1 Visa can work as student employees through Student Employment
- Students should go to the International Services Office (ISO) to inquire about their status as laws frequently change.
- International students are in violation of their visa status if the combined hours for all their on-campus jobs exceed 20 hours per week when classes are in session.
- International students can work more than 20 hours per week during school breaks longer than one week. Winter break and summer (up to the department's equivalent of full-time).
- International students are encouraged to create a user profile in Glacier. Glacier is a comprehensive online tax compliance system that specializes in tax issues for foreign nationals, <http://iso.rochester.edu/taxes/glacier/index.html>.
- The Student Employment Office partners with other offices on campus who conduct the SSN Information Sessions.

STUDENT EMPLOYMENT JOB CLASSIFICATION SYSTEM

- Student Employment job classifications (Level I - III) apply to all hourly student positions at the University per the Federal Work Study Program.
- Student Employment job classifications (Level IV-V) applies to hourly student positions.
- The levels increase as the knowledge, skills, and abilities (KSA's) required for the position increase (business purpose, decision making, authority, independence) and the qualifications of the job (education, specialized or technical knowledge, length of experience and required certifications/licenses, or registrations) increase/change.
- Job classifications provide the foundation for the Student Employee Wage Schedule.
- Supervisors must identify the job family, category, and level that seems the most appropriate for the requested position.
- The Student Employment Office will review the job description to determine the appropriate job family, skill level, job code, and classification.
- Career Competencies should be identified when creating job descriptions.

JOB FAMILIES

- All student employment positions are classified into one of the following six job families:
 - Office Assistant
 - Program Assistant
 - Research Assistant

- Service Assistant
- Technical Assistant

SKILL LEVEL

- Student employment positions are defined into one of five levels.
- The levels increase as the knowledge, skills, abilities, and qualifications required for the position increase/change.

Level I (Spend Category [SC] 58450)

- No experience required.
- Under supervision, performs basic duties that require no or limited knowledge, skills, and abilities.
- Requires performance of repetitive and routine duties in accordance with established standards and procedures.

Level II (Spend Category [SC] 58450)

- Requires some experience.
- Under indirect supervision, performs duties that require knowledge, skills, and abilities acquired through previous experience.
- Requires performance of non-routine duties and assignments through completion and exercise of some judgment and interpretation of applied procedures.
- May require use of specialized equipment or software.
- Resume required effective July 1, 2017

Level III (Spend Category [SC] 58450)

- Requires experience.
- Working independently and with latitude for judgment, performs complex duties that require advanced knowledge, specialized skills, and abilities.
- Requires planning and performance of non-routine duties and complex assignments to determine work procedures and methods in accordance with broadly outlined objectives.
- May involve use of complex and specialized equipment or software.
- May involve supervising and instructing other student employees.
- Must submit a resume.

Level IV (Graduate [SC] 57850)

- Master Level
- Pertains to Program, Technical, and Research job families.
- Requires highly advanced experience, training, and coursework.
- With latitude to make recommendations, has specialized experience in a related field.
- Plans and analyzes processes, non-routine and challenging in nature, in accordance with broadly outlined objectives.
- Involves the use of sophisticated equipment or instrumentation.
- May integrate/supervise the work of others.
- Must submit a resume.

Level V (Postgraduate [SC] 57850)

- Ph.D. Level
- Pertains to Program, Technical and Research job families.

- Requires progressive experience, training, and coursework in a specialized area.
- Exercises autonomous independent judgement, has highly advanced and focused experience in a related field with a high level of discretion.
- Robust analytical skills: interprets problems and selects approaches.
- Plans and conducts vigorous experiments and techniques that create new knowledge.
- Designs and creates new procedures and practices.
- Involves the use of specialized equipment or instrumentation
- Integrates/supervises the work of others.
- Must submit a resume.

JOB CODE / CLASSIFICATION

Job Code 273 - Office Assistant I

Basic clerical and administrative activities that typically occur in an office setting that may include:

- Filing and making files making copies, running errands, labeling envelopes, answering, and referring phone calls, and organizing supplies and records.
- Preparing, delivering, picking up, sorting, or distributing mail.
- Using department software, preparing general materials (correspondence, reports, labels, bookplates, or envelopes), etc.
- Data entry such as preparing, updating, verifying, and discharging records, files, books; recording or calculating charges.

Job Code 274 - Office Assistant II

In addition to the basic duties described in the Office Assistant I, additional duties may include:

- Preparing, processing, or coordinating records.
- Performing routine and non-routine data entry and retrieval.
- Providing information or directing visitors, students or staff, screening phone calls.
- Making appointments, reporting discrepancies in records or accounts, making recommendations or adjustments, taking minutes in meetings.

Job Code 275 - Office Assistant III

In addition to the duties described in Office Assistant II, additional duties may include:

- Supervising and instructing other student employees.
- Developing routine or non-routine correspondence, reports, and charts.
- Assisting in the development of departmental procedures and policies, enforcing departmental policies and procedures. Providing input and documenting departmental data and records.
- Assisting in monitoring of office expenses, ordering supplies with approval, problem solving, performing complex calculations, or billing transactions, making travel arrangements, scheduling meetings.
- Representing department to other students, staff, or visitors; representing department at meetings.

Job Code 278 - Service Assistant I

Basic activities and duties that occur in one of the service-related departments on campus (maintenance, athletics, dining services, etc.) and require physical exertion that may include:

- Cleaning, lifting, pushing, moving, and arranging furniture, equipment, or property, identifying needed repairs, and making minor repairs, issuing receipts.

- Assisting skilled staff with manual tasks, i.e., transporting goods, patients, equipment, specimens, or other materials.
- Limited food preparation and serving, washing dishes and pots in a food related area, bussing tables, assisting in receiving, issuing, shelving, or storing stock, sports equipment, books, etc.
- Ushering at special events.

Job Code 279 - Service Assistant II

In addition to the duties described in Service Assistant I, additional duties may include:

- Checking stock and maintaining inventory, supplies, books, suggesting purchases, providing delivery or transportation services using auto, van, or light duty truck.
- Patrolling University property to maintain security.
- Performing limited printing, carpentry, painting, taking, and delivering meal orders, performing grounds-keeping duties i.e., mowing, weeding, or using lawn and garden tools.
- Performing complex cash or business transactions; providing tours or assisting visitors to campus.

Job Code 280 - Service Assistant III

In addition to the duties described in Service Assistant II, additional duties may include:

- Supervising and instructing other student employees
- Coordinating and scheduling office, social, or recreational activities.
- Assisting in preventative maintenance and mechanical work.
- Performing painting, carpentry, or other mechanical repairs, operating a vehicle to transport passengers.
- Mixing and serving alcoholic drinks, preparing simple menus and meals.

Job Code 287 - Program Assistant I

Basic activities to support a program whereas the student is on the program team, this requires communication and organizational skill and may also include:

- Duties as described in Office Assistant I above.
- Researching information needed to develop program materials, gathering data.
- Using department software, design posters, prepares presentation materials, etc.
- Advising (tutoring/peer counselor) or directing students on basic policies, programs and/or procedures.

Job Code 288 - Program Assistant II

In addition to the duties described in Program Assistant I, additional duties may include:

- Drafting written materials, interpreting data, assisting in analysis of programs and procedures.
- Assisting in grading essay, short answer tests or homework, interviewing individuals.
- Creating original artwork for publication, developing, or editing material for publications.
- Representing the University to alumni, outside students and campus employers.
- Accompanying musical productions, rehearsals.

Job Code 289 - Program Assistant III

In addition to the duties described in Program Assistant II, additional duties may include:

- Supervising and instructing other student employees.
- Providing direct teaching support to instructors including preparing, planning, or coordinating classes, labs, review sessions or workshops.

- Translating, developing, writing, or modifying new or existing programs. Analyzing procedures, developing new systems to improve production.
- Developing, planning, directing and/or coordinating program activities to ensure that objectives are accomplished.
- Conducting detailed analyses of program specifications, developing, and making presentations to students, faculty and staff.

Job Code 296 - Program Assistant IV – Master Level

In addition to the duties described in a Program Assistant III, additional duties may include:

- Master Level or above
- Analyzing student performance and making recommendations to the instructor.
- Reviews, edits, and improves current policies and procedures
- serves as Lead Instructor as well as develop and carry out lesson plans and provide supervision

Job Code 297 - Program Assistant V – Ph.D. Level

In addition to the duties described in a Program Assistant IV, additional duties may include:

- Ph. D. Level, Master’s degree or higher preferred.
- Support in the overall management, facilitation, and assessment of programs
- Conducts research and proposes content for programming
- Assist in teaching class, act as liaison/mediator between students and faculty
- Make high level recommendations and assessments

Job Code 282 - Technical Assistant I

Basic activities that provide the technical support needed in office, laboratory, and technical settings that may include:

- Providing support in research environments.
- Data entry, assisting in maintaining and organizing basic lab records.
- Providing basic animal care to lab animals, feeding, bathing, and cleaning cages.
- Assisting in developing film, converting documentation to microfiche or microfilm, making routine solutions and/or media.
- Performing routine lab tests, procedures, and analyses, sterilizing and organizing lab equipment, glassware, etc., maintaining sterile procedures, performing routine maintenance, laying out wiring construction, recording results.

Job Code 283 - Technical Assistant II

- In addition to the duties described in the Technical Assistant I, additional duties may include performing lab tests and analyses; trouble shooting.
- Facilitating minor construction or repairs, assisting other skilled staff with more highly complex duties.
- Programming routine processes, operating and monitoring equipment, computer systems, electrical devices, mechanical, optical or laser components.
- Recording, coding, and assisting in the interpretation of technical data, performing routine maintenance, and testing of equipment, electronic devices, or small computer systems; troubleshooting.

Job Code 284 - Technical Assistant III

In addition to the duties described in Technical Assistant II, additional duties may include:

- Supervising and instructing other student employees.
- Administering special projects or programs; performing specialized techniques.
- Recording and interpreting data for analyses, reporting, interpreting, or publishing results.
- Creating software and hardware and acting as consultant when problems arise; making recommendations and/or repairs; assisting in planning, designing, creating, implementing, and conducting new techniques, procedures, practices, or equipment.
- Assisting faculty and staff in complex procedures and problems.

Job Code 285 - Technical Assistant IV – Master Level

In addition to the duties described in a Technical Assistant III, additional duties may include:

- Master Level or above
- Specialized knowledge of technical writing, database analytics, predictive modeling, file manipulation, film stocks and gauges, archival films, new technologies, and web development.
- Specialized knowledge with SQL, SAS, JMP, HTML, CSS, JavaScript, Cordova, React Native, languages and frameworks.
- Requires specialized certification(s), licenses, or registrations.
- Excellent communication skills (oral, written, interpersonal) and attention to details.

Job Code 286 - Technical Assistant V – Ph.D. Level

In addition to the duties described in a Technical Assistant IV, additional duties may include:

- Ph.D. Level, Master's degree or higher preferred.
- Specialized Text Encoding Interchange (TEI) experience.
- Specialized and advanced search function experience using XPath and jQuery.
- Specialized XSLT language and MySQL relational database systems experience.
- Requires specialized certification(s), licenses, or registrations.

Job Code 265 - Research Assistant I

Basic activities that create the opportunity to ask questions and learn to become more independent and knowledgeable about ongoing research and to develop skills and knowledge necessary to develop their own research project that may include:

- Actively participating in limited research activities.
- Assisting in maintaining and organizing lab records, providing animal care to lab animals.
- Researching materials, sources, and information.
- Creating or modifying simple computer programs, making routine solutions and/or media.
- Performing routine lab tests, procedures and analyses, operating equipment in a routine fashion, setting up routine experiments, recording results, interviewing subjects.

Job Code 266 - Research Assistant II

In addition to the duties described in Research Assistant I, additional duties may include:

- Performing more advanced lab tests, procedures, and analyses.
- Setting up more advanced experiments, trouble shooting, operating, and monitoring equipment, electrical devices, mechanical, optical or laser components.
- Facilitating minor construction or repairs.
- Assisting in the interpretation of collected information or data, assisting other skilled staff in more highly complex duties.

Job Code 267 - Research Assistant III

In addition to the duties described in Research Assistant II, additional duties may include:

- Supervising and instructing other student employees.
- Administering special projects or programs, performing specialized techniques.
- Recording and interpreting data for analyses, interpreting, reporting, and publishing results.
- Making recommendations and/or repairs, assisting in designing, creating, and implementing new techniques, procedures, practices, and equipment.
- Assisting faculty and staff in complex procedures and problems, planning, conducting, designing, or creating new techniques, procedures, practices, and/or equipment.

Job Code 268 - Research Assistant IV – Master Level

In addition to the duties described in a Research Assistant III, additional duties may include:

- Master Level or above
- Conduct benchmarking research on models and best practices
- Analyze and synthesize data and develop reports
- Statistical brain imaging analysis, focusing on MRI (e.g., structural, functional, and diffusional modalities) and PET data; signal processing (e.g., ECG, EEG data analysis).
- Perform crowd-sourced data collection, advanced programming

Job Code 269 - Research Assistant V – Ph.D. Level

In addition to the duties described in a Research Assistant IV, additional duties may include:

- Ph.D. Level, Master’s degree or higher preferred.
- Conducts and consolidates research
- policy analysis
- grant-writing (in collaboration)
- supervising/training staff

JOB CLASSIFICATION - UNIQUE JOB CHARACTERISTICS

Three unique job characteristics need to be tracked for federal reporting purposes:

- Community Service, Patient Care, and Age Restricted positions

Community Service Definition

- A percentage of the Federal Work Study money allocated to any university must be spent in community service positions that provide a direct or indirect service to the world outside of the University.
- Community service positions are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve problems related to their needs. Services may include:
 - Fields as health care, childcare, literacy training, education (including tutorial services), welfare, social service, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, community improvement, and emergency preparedness and response.
 - Effort in service opportunities or youth corps.
 - Support services for students with disabilities (including students with disabilities who are enrolled at the University).
 - As a mentor tutoring, supporting educational and recreational activities, and counseling.

Community Service Positions

- Departmental assistance is needed to ensure the University's compliance with this requirement.
- If a department thinks a position fits the definition below, please indicate this using the Community Service flag when the position is posted.
- The Student Employment Office will review the position to determine if the position meets the community service definition.

Pre-Employment Health Screens

- Health screens are required for all student employees who have face to face contact with patients, study participants or human subjects, and/or work with human blood or tissue.
- Students are required to go to the Medical Center University Health Services for their health screen and to update their medical records.
- Students are also required to attend/participate in appropriate University training session(s) to ensure student and patient safety.
- The time spent in training is compensable and must be submitted as part of the student's weekly hours.

Age Restricted Positions

- Departments must indicate in a job posting if the position has age restrictions, i.e., positions in food service that are not open to minors, etc.

RECRUITMENT

Workplace Values and Equal Opportunity Policy

[University of Rochester, Personnel Policy & Procedures, Policy 100](#)

Affirmative Action Policy for Minorities, Women, Disabled Individuals and Protected Veterans

[University of Rochester, Personnel Policy & Procedures, Policy 102](#)

Policy against Discrimination and Harassment

[University of Rochester, Personnel Policy & Procedures, Policy 106](#)

Selection

- All employment decisions are based solely upon the individual's qualifications for, and ability to perform the essential functions of the position being filled, with or without reasonable accommodation and without regard to the applicant's protected status.

Online Hiring

- Log in to **JobLink** through **HRMS** (or to create an account if you currently do not have one).

Posting New / Reposting Existing Positions

- **JobLink** offers employers the ability to create, post, remove, edit, and repost jobs.

- Employers complete an online job form with basic posting information: job title, classification/ position code, rate of pay, duties and responsibilities, qualifications, and learning outcomes. All fields marked with an asterisk (*) are required fields.
- Upon completion, the posting information is sent to the Student Employment Office in *Pending* status for review. When the review is complete, the status will change to *Listed*.
- Jobs must remain posted for a minimum of seven days.

Job Description

- The Job Title, Job Type (FWS) and Classification must align with the Federal definitions described in the *Student Classification System* section of the Employer Handbook.
- Position Summary is the purpose (business need) of the position.
- Authority is the level of independent judgement and/or level of decision making (latitude).
- Duties/Tasks/Responsibilities begin with action verbs to describe major job activities.
- Competencies required are the observable behaviors that are expected.
- Machines/Equipment (if any) used to complete the duties, tasks, and responsibilities of the job.
- Minimum job requirements and preferred qualifications such as education or class completions, specialized or technical knowledge, kind and length of experience, and any required certifications, licenses, or registrations (if any) required.

Interview

- Goal: to find the best matched and most qualified person for the position.
- Recommended Best Practice: interview selected candidates for student employee positions.
- Student employee interviews follow the same standards for interviewing as non-student positions.
- All students interviewing for a position must be asked the same questions in their interview as others were asked.
- All interview questions must be relevant to the job that the student would perform if hired.
- Supervisors should discuss job duties to assess the potential fit of the student's knowledge, skills, abilities, and interest against the position's duties and expectations.
- The interviewee should have a solid understanding of job responsibilities, time commitment/schedule, dress code, attendance standards, etc. after the interview.

Illegal Interview Questions

- What is your age, gender, sexual orientation, religion, and birthplace, marital or parental status?
- Do you have a disability or any handicaps?
- Have you ever been arrested?
- How tall are you? How much do you weigh?
- Have you ever been in a car accident or hospitalized?
- Is English your first language?
- Do you have any outstanding debt?
- Do you drink socially? When was the last time you used illegal drugs?

Acceptable Interview Questions

- What aspect of this position is the most appealing to you?

- Where can you make the greatest contribution to our department?
- In what specific area do you need to expand your knowledge in to become more proficient at this job?
- What one accomplishment has given you the most satisfaction?
- Describe a major problem you have encountered. How did you approach it?
- Describe what success in this position looks like.
- How does this job relate to your future career goals?
- Tell me about a time that you undertook a course of study, on your own initiative, to improve?

WAGES

*Wage schedules are subject to change

Hire Rates

- Hire rates help ensure equitable rates of pay across various student employment positions at the University.
- Students without experience should start in Level I positions.
- Students with some experience may start in Level II positions based on the related experience identified on their resume and the knowledge, skills, and abilities (KSA's) and the qualifications (length of experience, specialized or technical knowledge, required certifications/licenses, and education) of the position.
- Students with experience may start in Level III positions based on the related experience identified on their resume and the KSA's and the qualifications (length of experience, specialized or technical knowledge, required certifications/licenses, and education) of the position.
- Students may not be hired at an hourly rate below the minimum hire rate.

COMPLIANCE

To report confidential and anonymous potential non-compliant activities or violations of federal or state regulations, call the Integrity Hotline at (585) 756-8888. For more information, please visit <https://www.urmc.rochester.edu/compliance-office/integrity-hotline.aspx>.

Required Prerequisites BEFORE a student can begin working.

- If a student begins to work before they have completed all the pre-hire prerequisites, the department is in violation of federal and state regulations and University policies.
- **Form I-9**
- Wage Theft Prevention Act (**WTPA**) agreement initialed and dated.
- *Missed/Interrupted Meal Period & Other Non-work Time Reporting Procedures for Hourly Paid Employees* acknowledgement electronically signed and dated.

Form I-9

Where there is a practice of violations, employers that repeatedly allow staff to work prior to Form I-9 completion are subject to civil fines, criminal penalties, debarment from government contracts, etc. <https://www.uscis.gov/i-9-central/penalties>.

- Students must complete Part I of Form I-9 at <http://www.newi9.com>.
- Students will need the following information to complete Part I of Form I-9:
 - Employer code: 11968
 - Employer location: 100000-Student Workers; (this is the first option).
- After completing Part I of Form I-9, students are required to complete Part II in person at the HR Service Center. Part II of Form I-9 must be or a list of acceptable documents, visit <http://www.uscis.gov/i-9-central/acceptable-documents>.
- Students need to complete one Form I-9 for Student Employment for the time they are continuously matriculated in a degree program and working at the University.
- If the Student Employment Office becomes aware of a student working before s/he has completed Form I-9, a notification will be sent to the department and the student will need to cease work activities immediately until the Form I-9 is completed.

Upon Hire

Work Schedules - Meal and Rest Periods

[University of Rochester, Personnel Policy & Procedures, Policy 172](#)

- [Missed /Interrupted Meal Period and Other Non-Work Time Reporting Procedures](#)
- Supervisors **MUST** ensure student employees take an uninterrupted 30-minute meal period after they work a shift of more than 6 hours, consistent with New York State Labor Law.
- It is paramount to understand that if your student works more than one job on campus each day that the 6-hour regulation applies to all hours a student works in a day.
- Example, if a student works for three hours in one department and will be working another three hours in a different department, it is essential that there be at least a 30-minute lapse between those jobs.

Students with Jobs in Other Departments

- Pull a *Student Secondary Appointment* Report from HRMS to view your students with jobs in other departments.
 - HRMS > Main Menu > UR Reports and Interface > HR > HR Queries > Student Secondary Appts.
- JobLink will show employers how many positions a student has when reviewing the application and submitting a hire.

Reporting Hours

- [Timekeeping Rules Summary for Non-Exempt \(Hourly\) Employees](#) and the process for recording hours worked.
- If a student does not appear in HRMS, they have **NOT** completed all pre-hire prerequisites and **MUST NOT** work.
- Student hours are recorded electronically through the HRMS or KRONOS systems.
- It is the supervisor/timekeeper/approver's responsibility to train each student employee on departmental timekeeping procedures.
- The use of web clock should be required; student employees must be paid for every minute worked and keep accurate timecards for FWS audits.

- All work time must be paid even if the work was not authorized by the supervisor (see section on performance).

ONBOARDING

Confidentiality

[University of Rochester, Personnel Policy & Procedure Manual, Policy 108](#)

- The University has a responsibility to provide and maintain confidentiality for all faculty, staff, patients, and students.
- Unauthorized and/or improper use or disclosure of confidential information may result in corrective action, up to and including termination.

Confidentiality Training Requirement

Student Employment Confidentiality Training Video (4:17)

<https://mypath.rochester.edu/>

- In search bar, type *Student Employment Confidentiality Training*.
- Launch one-time training.
- Training cannot be completed without HRMS access.
- Training time is compensable and must be completed upon hire.
- If training is not completed upon hire, the employer and the student will be notified that student will be terminated.

Onboarding Program

[University of Rochester, Personnel Policy & Procedures, Policy 130](#)

- Tour of department and staff introductions.
- Review departmental website for additional information.
- Provide training.

Dress

[University of Rochester, Personnel Policy & Procedures, Policy 157](#)

- The University expects employees' appearance, personal hygiene, and dress to be neat, clean, and appropriate to the function they perform.
- More specific guidelines may be established by the department based on nature of the work.

Employment Expectations

- May include signing the department's Statement of Confidentiality for the record.
- Describe what needs to be done; define the expectations, objectives, and responsibilities of the job.
- Provide a copy of the job description.
- Discuss relevant policies and departmental practices (time worked reporting-HRMS, attendance, proper attire, calling in sick, cell phone use, etc.).
- Identify resources available to accomplish intended results.
- Define standards of performance and acceptable behavior, performance assessments and feedback
- Manage job performance and explain consequences of substandard performance.

Training

- Explain skills needed to perform job.

- Review University and department safety protocols.
- Proper use of office equipment (and ramifications of misuse)
- Demonstrate safe equipment use if applicable.
- Teach any department software if applicable.
- Identify an experienced student employee as a mentor.

Attendance

- Communicate departmental standards for attendance, punctuality and reliability.
- Hours, schedule, and how to request time off.
- Departmental procedure for capturing time worked in the correct HRMS record number
- Departmental process for notification of absences, illness, tardiness, emergency (emergency contact information), etc.
- Unpaid time off may be granted at the discretion of the employing department.
- Supervisors should accommodate students who would request an adjustment to their hours to fulfill both their jury duty obligation and their commitment to the job.
- Promptly address problematic attendance.

Tips for Success

- Understand what your employee wants to achieve in the position/department.
- Set goals.
- Allow students to provide input and contribute to decision-making.
- Honor your commitments.
- Communicate openly/honestly.
- Build trust and respect.
- Model appropriate behaviors/work ethic.
- Create individualized rewards (no call-offs, no tardiness, etc.).
- Recognize your student (food!).
- Celebrate National Student Employment Week.
- Nominate your outstanding student(s) for the National Student Employee of the Year Event.

PERFORMANCE MANAGEMENT

- Performance management is a continuous process of assessing progress, providing ongoing coaching and feedback, and setting goals.
- Student employees should receive annual written performance assessments at the end of the academic year.
- The Student Employment Office recommends utilizing performance assessments.
- Student performance assessments are available to departments in MyPath, or a PDF copy is available.

Performance Expectations

- Student employees are required to demonstrate the competencies (knowledge, skills, abilities, appropriate behavior, etc.) necessary to perform their specific job as outlined in their job description.

Performance Gaps

- If a student employee is not meeting the expectations of their position, it is important for supervisors to take actions that help the student succeed.
- Connect directly with the student employee and describe the unacceptable performance, behavior, etc., using specific work examples.
- Identify the desired performance, behavior, etc. necessary to allow the student to succeed in the position.
- Follow-up the discussion with a confirming email that captures the conversation and outlines the agreed-upon acceptable performance, behavior, etc. that will allow the student to succeed along with the timeframe allowed for improvement.
- If improvement has not occurred within the timeframe allowed, connect directly with the student employee, and create a formal written action plan that identifies the specific performance issue, the expectation/competency, etc. that must be demonstrated, the action that the student employee must take to address the performance gap, the assessment method (observation, etc.) used, the frequency of discussing progress to date, and the timeline expected for improvement.
- A student may be terminated if s/he is not able to meet the expectations of the role within the timeframe outlined.

Corrective Discipline

University of Rochester, Personnel Policy & Procedure Manual, Policy 154

<http://www.rochester.edu/working/hr/policies/pdfpolicies/154.pdf>

- Some types of misconduct may warrant efforts at corrective discipline.
- Some types of misconduct are severe enough to warrant immediate termination.
- Some workplace behaviors may violate the *University's Standard of Student Conduct*.
<http://www.rochester.edu/college/dos/conduct>
- Contact the Office of the Dean of Students at 275-4085 to learn more about the judicial process for students.

Promotions

- Student employees may be eligible for a promotion after working a minimum of six months and at least 260 hours.
- Departments are required to submit a Timecard Report along with a SkillSurvey Assessment.

Involuntary Termination

- Prior to completing an involuntary termination, please contact the Student Employment Office to ensure that the appropriate steps have occurred.

Terminations

- Termination of student employment positions occur when the student is no longer matriculated at the University (graduation, withdrawal, etc.), the program/assignment ends, the student resigns, etc.
- In the **Resource Library**, open "**Changes to Placement Record Forms.**"
- Click on "**Termination Request**" and provide the information requested.

Resolving Workplace Problems

- Connect with your direct supervisor.

- Talk with department leadership.
- Contact the Student Employment Office.

HIRING NON-MATRICULATED RECENTLY GRADUATED COLLEGE STUDENTS

HR Service Center: (585) 275-4989

Strong Staffing
Brooks Landing
910 Genesee St.
Suite 100
Rochester, NY 14627
www.rochester.edu/jobopp/strongstaffing/contact

Employment

- Students who have graduated, withdrawn, or have changed to non-matriculated status are **NOT** eligible to work through SE.
- Allow 4 weeks for the hire to occur before former students need to begin to work.
- All pre-employment requirements including Employee Orientation must be met before former students can work.
- Former students may be hired through **Human Resources** using HRMS 600 Staff Requisition form. Use the 600 form to hire former students as *Time-As-Reported (TAR)* with an end date.
- Former students may be hired for up to six months through **Strong Staffing**. For more information, visit <http://www.rochester.edu/jobopp/strongstaffing/forms>.