

GENERAL GUIDELINES FOR SUPERVISOR/EMPLOYER

- ◆ Develop accurate and useful job descriptions for all positions.
- ◆ Interview each applicant in a similar fashion. It is recommended that the supervisor ask each candidate similar questions and to put the student at ease during the interview process. All questions asked should be job related. Students should have a Confirmation sheet with them at the time of the interview.
- ◆ Agree upon scheduled work hours, which are compatible with the employer and the student's class schedule.
- ◆ Inform work-study students of all duties and responsibilities and supply any other information they may require such as pay per hour, line of authority, etc. If you have a probation period for student employees you need to let the student know during the interview.
- ◆ Each department should have a dress code policy for work-study students.
- ◆ Train student employees the successfully carry out all necessary duties of the job.
- ◆ Inform student employees of any changes in procedures, scheduling, or working conditions.
- ◆ See that all employee work hours are reported accurately and that work performed during that time was satisfactory.
- ◆ Develop good working relations with all employees.
- ◆ Correct inappropriate behavior as soon as possible. Immediate action should be taken when explaining to the student why the behavior was incorrect and exactly what is expected of the employee.
- ◆ Resolve any problems pertaining to performance or working relations with an employee. If no resolution can be reached; the supervisor should bring the problem to the department head.
- ◆ Provide a reasonable explanation for terminating employment of a student to both the student and FAO. If the termination is involuntary, a reason needs to be stated for the termination.
- ◆ It is recommended that evaluations of student employees be conducted at least once a semester. An evaluation system should be established for each department. It should be made available to the students to let them know how they have been performing assigned duties and responsibilities and methods of improvement if necessary.
- ◆ Maintain accurate accounting of employee's hours and meet payroll deadline dates.
- ◆ Employers should have work-study students sign in and sign out each worked day to avoid any conflict at the end of the pay period. Hours worked must be documented.
- ◆ Complete accurate timesheets with true hours worked, understanding that reporting false time is considered fraud and could result in the loss of job position for both the student and the supervisor.
- ◆ Keep track of all students' work-study awards and their remaining balances available to earn for each semester. It is very important that the student does not exceed the award. The department will be responsible for paying the wages for any student that works over the allocated amount for the semester.
- ◆ Supervisors should contact the FAO when a student terminates employment (either voluntary or involuntary)