

To: Student Employee Supervisors
From: Joe Toner, Assistant Director of Financial Aid
Miranda Brodeur, Administrative Specialist
RE: Employer Requests for Summer 2018 and Academic Year 2018-2019 Student Employment Positions

In order to request student employment positions for Summer 2018 and Academic Year 2018-2019, you must complete the following forms and send them to the Financial Aid Office by **Wednesday, March 14, 2018**. Requests will be accepted after this date but only funded if there are funds available. Enclosed you find the Position Request Form, Student Work Initiative Program guidelines, the Supervisor Responsibility Agreement, and the Student Work Initiative Application Form.

- **Form A**, is the Position Request Form. This allows you to apply for student employee positions for the upcoming summer term and fall and spring semesters all on one form. (Form C is also required for requesting Work Initiative positions.)
- **Form B**, the Supervisor Responsibility Agreement Form, must be completed and submitted with Form A.
- **Form C**, the Student Work Initiative Position Request Form, **must be completed** in full. You **must review** the specific guidelines for this program on page 5.

You can also find useful information and documents regarding the student work programs on the [Student Employment](#) website. This page features Job List, Job Classification List, and Student Employment Contract etc.

If you have questions, concerns, changes in your work needs, etc., please contact Joe Toner (joseph.toner@maine.edu) at 778-7107 or Miranda Brodeur (miranda.brodeur@maine.edu) at 778-7103 in Merrill Center.

Form A – Required for all employers requesting student employee positions

UMF Student Employment Position Request Form for Employers

- Please list below every position you are requesting to fill with a student employee during Summer 2018 or Academic Year 2018-2019. **Job titles must be chosen from the approved [Job Classification List](#).**
- For each job title, under Summer and/or Academic Year indicate the total number of positions requested and select the Work Program type(s) you seek to hire the student(s) for the position. Please list Federal Work-study (FWS), Summer University Work-study (UWS), and Student Work Initiative (SWI) positions separately.
- **Form A** - Position Request Form **must be accompanied** by a completed **Form B** – Supervisor’s Responsibility Agreement for **all** work program requests **including the SWI program**.
- To complete the application process for any **SWI positions**, follow the enclosed SWI guidelines on page 5. Submit a completed **Form C – Work Initiative Position Application Form** for each SWI position.
- Summer and Academic year positions will be approved by May 1, 2018.

Job Title <u>List separate job titles on separate lines.</u> Also, list Federal Work-Study (FWS), University Work-Study (UWS), and Student Work Initiative (SWI) job titles separately	Work Program, Number of Positions	
	University Work-Study	Student Work-Initiative
Summer (May 13, 2018 – Sept. 1, 2018) (Note: Federal Work-Study is not available during the Summer)		
Academic Year (Sept. 2, 2018 – May 12, 2019) <u>Specify if Fall or Spring Only</u> (Note: University Work-Study is not available during the Academic Year)	Federal Work-Study	Student Work-Initiative

Employing Division _____

Address _____

Contact Person for Job Interview _____

Contact Phone # _____

Supervisor’s Name (please print) _____

Supervisor’s Email _____

Supervisor’s Signature _____

Division Chair’s or Vice President’s Signature _____

Please print, complete and return the proper forms to the Merrill Center Student Services by Wednesday, March 14, 2018

Form B – Required for all Student Employee Position Requests

SUPERVISOR RESPONSIBILITY AGREEMENT – For All UMF Work Programs

The purpose of this contract is to inform supervisors of the responsibilities incurred when hiring work-study students and to ensure compliance with the applicable laws and regulations associated with the Federal Work-Study Program and all the University's student employment programs.

It is mutually agreed that:

1. The Department will provide employment in pre-approved jobs for students duly certified as eligible by the Financial Aid Office. Separate certification will be required for each academic year and/or summer period.
2. Supervisors will not hire students for work that will result in the displacement of University employed workers or impair existing contracts for services.
3. Students may only work during the authorized dates as indicated on the Student Employment Authorization Form. Supervisors authorizing time for work performed outside of these dates are agreeing to incur the debt to their department funds.
4. Students may earn up to the amount authorized by the Financial Aid Office, and as indicated on the Student Employment Authorization Form. Supervisors authorizing hours that cause a student to over earn his/her allotment are agreeing to incur the expense to their department funds. To aid in this accountability the Financial Aid Office agrees to update each supervisor of student earnings at least once per semester.
5. Supervisors will clearly outline the duties on the job as well as their expectation as they relate to the student's performance of these duties. Supervisors should also clearly explain, in advance, the consequences for failing to meet the expectations of the supervisor.
6. Supervisors will establish a regular work schedule, taking into consideration the student's class schedule. Supervisors should also discuss expectations in regard to adherence to the schedule with each student employee.
7. Supervisors are responsible for scheduling the student's work schedule in such a way that the student will not exceed forty (40) hours of work in one week. Violation of this agreement will result in the excess time being charged to department funds.
8. The Fair Labor Standards Act of 1938 prohibits employers from accepting voluntary services from any paid employee. Therefore, any student employed under the Federal Work-Study Program must be paid for all hours worked.
9. Supervisors will verify that submitted hours are accurate, and will endorse all time as required. The supervisor should have direct knowledge of the hours worked as they are subject to audit by the federal government. This means that the supervisors may be held personally accountable for the accuracy of the records. Be sure to retain a record of the student's time worked. Supervisors must approve time on a weekly basis.

10. Should the supervisor be absent from campus, he/she must arrange for someone to supervise the student worker and to authorize hours worked. The supervisor should also provide the Financial Aid Office with written notification of the temporary supervisor.
11. Supervisors are responsible for ensuring that students are not offered or given fringe benefits in addition to their employment and that the students are paid no more than one hour's pay for each hour of work.
12. Supervisors should notify the UMF Personnel Office immediately if a student is injured while working. The Financial Aid Office should also be notified.
13. This Agreement will take effect upon its receipt in the Financial Aid Office, and must be renewed annually. Students will not be authorized to work in a department until this Agreement has been processed.
14. This Contract Agreement shall supersede any and all prior Agreements between the Financial Aid Office and supervisors regarding the mutual operation of a work-study student under the provisions of the Federal Work-study Program and all other University's student employment programs.

FOR THE DEPARTMENT

(Any **person (s)** wishing to be authorized to approve time **must** sign his (her) name(s) below as supervisor.)

Division Chair's or Vice President's Signature

Name (Typed or Printed)

Title

Date

GL Account Number (MANDATORY)

1) _____
Supervisor's Signature

Name (Typed or Printed)

2) _____
Supervisor's Signature

Name (Typed or Printed)

3) _____
Supervisor's Signature

Name (Typed or Printed)

FOR THE FINANCIAL AID OFFICE

 Signature – Joe Toner, Assistant Director

 Date

STUDENT WORK INITIATIVE PROGRAM GUIDELINES

Please take a few minutes to review the following information about the Work Initiative Program in preparing your requests.

The intent of the Work Initiative Program is to support retention and to link the out-of-class work experience with academics. Please keep in mind that we will accord priority consideration to student jobs that complement a student's program of study and considerable weight will be applied to proposals that offer students a significant opportunity for educational growth and acquiring valuable skills. Some possible areas of student employment might include computer assistants, lab assistants, research assistants, special project assistants, and other jobs that might prove mutually beneficial to students and to UMF.

Expectations and Guidelines:

- Job duration may be one day to all year.
- A student may earn up to \$2000 for the academic year, \$1000 per semester.
- A student may earn up to \$2500 during the summer.
- **Students must be an UMF first time undergrad degree candidate with a cumulative GPA of at least 2.75 to participate**
- Hourly wage and pay rates are consistent with established student pay schedules and classifications.
- Dual employment is not allowed – **only one work initiative job per student is allowed**.
- Eligibility for Federal Work-study is not required to participate in the Work Initiative Program although students who have a Federal Work-study award are **required** to utilize those funds for your job.
- All approved job positions are being posted on the Financial Aid Office student employment web page <http://www2.umf.maine.edu/merrillcenter/financial-aid/student-employment>
- Interviews are expected.
- Supervisors must have adequate oversight mechanisms for supervising student hours of work. An alternative supervisor should be available for times the primary supervisor is not available to supervise work and monitor earnings.
- Proposals should not duplicate existing services already provided (e.g., no new tutoring programs will be instituted where we have pre-existing services already offered from the Learning Assistance Center).
- Your written evaluation of student worker(s) **is required for renewal consideration**. All evaluations of any of your student work initiative participants in the current academic year should be labeled "Work Initiative Student Evaluation" and forwarded with appropriate details to the Financial Aid Office.
- Proposals should be endorsed by department heads and vice presidents who may subsequently be asked to prioritize requests if all of the proposals exceed the amount allocated.
- These funds are not available to replace or supplement Federal Work-study and/or other grants and contracts from external sources.

We expect that the number of jobs requested will exceed the amount of funding we currently have available. If you wish, please attach any additional narrative to further describe your proposal. Please return all requests to the Merrill Center after obtaining the signatures of your Division Chair and Vice President.

All requests are due in the Merrill Center Student Services by **Wednesday, March 14, 2018**.

Form C – Only to be filled out by employers requesting Student Work Initiative (SWI) positions

Student Work Initiative Position Application Form

Name of Person Requesting Position: _____

Employing Division: _____

Phone: _____

E-mail: _____

Proposed Job Title(s)/Number of Positions for each job title/and Nature of Job(s) for each job title:

Scope of work (include learning outcomes for each job):

Student qualifications and skills:

Field of study preferred/Prerequisite/Course work/Experience:

Briefly describe how you will recruit and screen students before hiring:

Average hours per week per position:

Total amount of funds requested per position:

Funds requested for **Summer 2018** per position: \$ _____ (Total # Summer Positions _____)

Funds requested for **Fall 2018** per position: \$ _____

Funds requested for **Spring 2019** per position: \$ _____ (Total # AY Positions _____)

Describe the student evaluation process that you plan to use:

Working conditions:

Will these positions replace or supplement funds for Federal Work-study or any external funding?

Yes _____ No _____

Describe how student work will be monitored and supervised on a daily basis:

Dates: Summer: **Start Date:** _____ **End Date:** _____ Academic. Yr: **Start Date:** _____ **End Date:** _____

Who should student contact for an interview and/or further job information?

Contact: _____
Phone #: _____
E-mail: _____

If you have specific students who you would like to hire/rehire, please list the name, position and time of year (summer and/or academic year) to be filled (attach list , if needed):

Departmental and area approval to submit this request:

_____ Signature of Division Chair	_____ Date
_____ Signature of Vice President	_____ Date
_____ Signature of person submitting work initiative proposal	_____ Date

*Please obtain **all required signatures** before submission to the Financial Aid Office/Merrill Center Student Services by
Wednesday, March 14, 2018.*