

To: Student Employee Supervisors
From: Joe Toner, Assistant Director of Financial Aid
Miranda Brodeur, Administrative Specialist
RE: Employer Requests for Summer 2020 and Academic Year 2020-2021 Student Employment Positions

In order to request student employment positions for Summer 2020 and Academic Year 2020-2021, you must complete the following forms and send them to the Financial Aid Office by **Friday, March 13, 2020**. Enclosed you find the Position Request Form, the Supervisor Responsibility Agreement, Student Work Initiative Program guidelines, 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 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 in order to be approved for Work Initiative positions. WI position guidelines are included 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 2020 or Academic Year 2020-2021.
- For each job, under Summer and/or Academic Year, indicate the total number of positions requested for the Work Program type(s) you seek to hire the student(s).

Job Title (Must choose a job title from the online Job Classification List that best fits your position) http://www2.umf.maine.edu/merrillcenter/student-employment/job-classifications/	Number of Positions	
	Summer (May 10, 2020 – Aug. 29, 2020)	Work-Study
Academic Year (Aug. 30, 2020 – May 8, 2021)	Work-Study	Student Work-Initiative

Employing Division _____

Supervisor’s Name (please print) _____

Supervisor’s Phone _____

Supervisor’s Email _____

New for FWS positions. Provide brief description of job duties, responsibilities, scope of work:

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.
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 to students, 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

(It is important to keep in mind that any student earnings for requested positions that exceed the allocated amounts offered will hit department accounts.)

Division Chair or Department Head Signature

Student Employee Supervisor's Signature

Name (Typed or Printed)

Name (Typed or Printed)

Date

Date

GL Account Number (MANDATORY)

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 first for the position.
- 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.**
- 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 or department head.

All requests are due in the Merrill Center Student Services by **Friday, March 13, 2020.**

Student Work Initiative Position Application Form

Supervisor Name: _____

Employing Division: _____

Proposed Job Title(s)/Number of Positions:

Position Description/Scope of work for each job:

Student qualifications and skills:

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

Describe the student evaluation process that you plan to use:

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

Funding requested per WI position:

Summer 2020

of Positions _____

Amount per Position (max \$2,500) \$ _____

Academic Year 2020-2021

of AY Positions _____

Amount per Position (max \$2,000) \$ _____

For one-term positions:

of **Fall Only** Positions _____

Amount per Position (max \$1,000) \$ _____

of **Spring Only** Positions _____

Amount per Position (max \$1,000) \$ _____