

UAM OPERATING PROCEDURE 520.1

RE: Student Employment/Hiring  
Procedures

August 1, 1982

Revised: July 1, 1997

Revised: July 1, 1999

Revised: July 1, 2011

Revised: December 12, 2017

Any student employed by the University and paid by Federal College Work-Study funds or institutional funds shall be limited to 20 hours of work per week. These hours may be worked in one department or several departments but the total hours per week shall not exceed 20.

The following procedures are required to hire a student worker:

- The Hiring Official must submit all job openings/descriptions to the Office of Career Services.
- The Office of Career Services will post the opening on the job board.  
<https://www.uamont.edu/life/careers/employers.html>
- Students are required to complete an online application before consideration.  
<https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/2e1af4e5-dcc7-4f1e-9cb2-601db8647a56>
- The Office of Career Services will keep a pool of applicants on file for one semester term.
- The Office of Career Services is responsible for routing the application to the appropriate Hiring Official (if designated office is requested on application).
- Hiring Officials may request copies from the pool of applicants. Once an applicant has been selected for a position, the Office of Career Services must be notified so the application can be removed from the pool.
- Once the job has been offered to the student, the Hiring Official should use the following links to have the student complete the paperwork in its entirety. Once completed, the paperwork will be sent to the Office of Financial Aid by the Hiring Official.  
<https://www.irs.gov/pub/irs-pdf/fw4.pdf>  
<https://www.uscis.gov/i-9>  
[www.state.ar.us/dfa/income\\_tax/documents/AR4EC.pdf](http://www.state.ar.us/dfa/income_tax/documents/AR4EC.pdf)
- All students must be given the following link regarding healthcare:  
[www.healthcare.com](http://www.healthcare.com)
- No student will be allowed to begin employment until an approval email is received from the Office of Personnel.
- In the event the student is not eligible for work-study, Financial Aid will inform the student and Hiring Official by email.
- Supervisors who abuse or fail to follow these procedures will lose the privilege of student assistance.

# UNIVERSITY OF ARKANSAS MONTICELLO STUDENT WORKER EMPLOYEE POLICY GUIDELINES & PROCEDURES

## STUDENT WORKER EMPLOYEE DRESS CODE

The University of Arkansas Monticello does not have a uniform dress code; therefore, it is the responsibility of the supervisor to communicate what constitutes appropriate dress. Business casual dress is appropriate for most departments but some jobs may warrant something more formal, or more casual depending on the situation. In general, minimum standards of employee dress are necessary to present a professional environment for *students, staff, and guests*. An employee's personal appearance is a reflection on the University and reflects how colleagues, staff, guests, students, and the community view the employing department or office. It is understood that student employees may not have funds to purchase new clothes to wear to work, but modest, clean, pressed, and appropriate dress is expected. Being appropriately dressed indicates that the student worker is serious about the job and respects the employing department's policies and procedures.

### Appropriate Attire for Work:

- Solid color denim jeans (without inappropriate rips, holes, etc.)
- Blouses, shirts, sweaters, UAM t-shirt
- Polo style shirts

### Generally Inappropriate Attire:

- Casual t-shirts with printed inappropriate messages, logos, pictures, etc.
- Short crop tops (no bare midriff tops)

**Spirit Friday** is observed each Friday and the dress standards are more relaxed. Staff members are often encouraged to wear shirts or sweatshirts that promote the pride of UAM.

## CALLING IN FOR WORK MISSED

CALL-IN PROCEDURE: In case of illness, tardiness or other reasons for absenteeism, notification should be given to your supervisor as early as possible, and at least 30 minutes before your scheduled shift begins to the number provided by the supervisor.

## COMPUTER & EQUIPMENT USE

University of Arkansas Monticello computers and all other University owned equipment are to be used solely for the purpose of conducting the business of the university. Student workers must adhere to the same policies regarding the use of information technology and other University resources as the other university employees. Please review the UAM Policy on the Use of Information Technology located online at:

<https://www.uamont.edu/it/computer-usage-policy.pdf>

***\*Playing games, shopping, movie streaming, use of earbuds or other personal technology is unacceptable while at work\****. Browsing inappropriate or explicit material on university computers is illegal and will not be tolerated. Anyone using the UAM computer systems consents to being monitored and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide evidence of such monitoring to University police personnel. Printing, copying, and faxing should be confined to work related documents only. UAM equipment should never leave the workplace.

## **TELEPHONE & CELL PHONE USAGE**

Personal phone calls should only be made based on need and limited in number and length. If a student worker is required to make long-distance telephone calls on behalf of the department, student workers will be instructed on how and when to do so by the supervisor. Making unauthorized personal long distance phone calls from the university phone is grounds for dismissal and is a violation of the student code of conduct. Student workers carrying **personal cell phones** must have them on silent, vibrate or turned off during working hours. Student Workers cannot be effective in their job duties if he/she is on their cell phone excessively. **No cell phone, camera, or microphone usage allowed around confidential information.**

## **PAY SCHEDULE & CAMPUS OPENINGS/CLOSINGS**

Student workers are paid minimum wage twice a month, electronically by direct deposit to a financial institution. The payroll dates will be 5 working days after the 15<sup>th</sup> of the month, and 5 working days after the last day of the month.

Student employees do not accrue vacation, sick leave, or other paid time off. When offices are closed (i.e. holidays, inclement weather closings, etc.), the student worker will not be expected to report to work. If the campuses are open and there are no classes scheduled, then the student worker's schedule will be coordinated with the student workers' supervisor.

**University of Arkansas Monticello  
Student Worker Employee  
Confidentiality Agreement**

I understand that if I am hired by the University of Arkansas at Monticello main campus, or either of its technical campuses, in the course of my employment, it's possible that I may occasionally receive or have access to information from employee and/or student records.

I understand that federal and state privacy laws and university policies prohibit me from sharing this information with anyone other than university employees and officials who need such information for university business. This type of information includes everything within the academic, financial, athletic, housing, student affairs, and medical records of UAM employees and students. Examples include information such as: social security numbers; grades; counseling records; and disciplinary records.

**I promise to protect the confidentiality of information in employee and student records at the University of Arkansas at Monticello.**

I agree that this is an essential part of my job responsibilities. I understand and agree that all requests for information from student records, including personal requests such as student addresses and phone numbers, will be referred to a responsible UAM employee who is trained to process these requests.

**I understand that if I violate this Agreement, it is terms for immediate dismissal.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\*\*This form should be kept in the Hiring Official's student file.

# Work Study Transmittal

## Section I: To be completed by Student

New Worker \_\_\_\_\_ Previous Worker \_\_\_\_\_ Additional Employer \_\_\_\_\_

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Permanent or Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email Address \_\_\_\_\_

(W-2 Forms will be sent to above address)

Student's Signature \_\_\_\_\_

Payroll documents (State & Federal W-4 & 1-9) must be completed in the Financial Aid Office before a timesheet can be issued.

**Retirement Plan Contributions for Non-Benefits Eligible Employees (Part Time Faculty, Graduate Assistants, Non-Student Extra Help, and Student Workers)**- All non-benefits eligible employees on the university payroll are eligible to participate in an unmatched 403(b) Supplemental Retirement Account on a voluntary basis. If you are in a non-benefits eligible role, you will not receive any employer contributions to your retirement plan, but you can make voluntary unmatched contributions. You may select TIAA and/or Fidelity Investments for your retirement plan vendors. Within the IRS limits, you may enroll, end, increase, decrease, or suspend your contributions at any time. Please contact UAM Personnel Office at (870) 460-1082 for more information.

Students who are enrolled in fewer than 6 hours per semester (3 hours per summer term) will have FICA taxes (7.65%) deducted from their wages.

No student will be allowed to work more than 20 hours per week without written permission from the department's supervising Vice-Chancellor. This can be done by email.

Students must NOT be allowed to work until the supervisor has been notified by personnel. This step confirms the completion of necessary forms and financial aid certification.

As a part of federal Health Care Reform, beginning in 2014 there will be new individual requirements to have health insurance and new ways to purchase health insurance. In compliance with the federal guidelines, the University is providing the information at the following link to assist you in making informed choices about your health care coverage options.  
<https://www.uamont.edu/Fin-Admin/pdfs/benefits/Health-Insurance-Marketplace-Notice.pdf>

## Section II: To be completed by Supervisor

Account Name \_\_\_\_\_ Business Unit Account Number Fund Department Number

The above named student will begin employment (date) \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor's Printed Name Supervisor's Signature

## Section III: To be completed by Financial Aid

Amount for which student qualifies \_\_\_\_\_

Account Number Verified/Budget Checked

Completed W-4 Information Attached \_\_\_\_\_ On File \_\_\_\_\_

Completed 1-9 Information Attached \_\_\_\_\_ On File \_\_\_\_\_

Student given Work Study Instructions

## Section IV: To be completed by Payroll Department

Date Input \_\_\_\_\_