

UAM OPERATING PROCEDURE 520.1
RE: Student Employment Procedures

August 1, 1982
Revised: July 1, 1997
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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 to be followed for students participating in the University work study program:

1. Hiring managers must start a job requisition in Workday for any vacant position under their supervisory organization. If replacing an employee, you will use the same position number as the previous employee. The hiring manager must include the title of the position, the target hire date, the essential job functions of the position, hourly wage, cost center, and advertising preference (internal and/or external). The date for first consideration will be at least seven (7) days from the date of the first announcement of the opening.
2. Advertisements will be placed on the internal Workday site and/or the external UA System site: www.uamont.edu/jobs/students-jobs/index.html
3. All applicants must apply in the Workday system.
4. A financial aid employee will be assigned a recruiting coordinator role in Workday that allows them to note on the candidate's application if they are eligible for work study and the amount. When the final candidate has been selected, the hiring manager will move the candidate through various stages in Workday. Once the stages are complete, the hiring manager will move the candidate to the ready for hire stage. This will start the onboarding process which includes the I-9 verification.
5. The successful candidate is not allowed to begin work until they have provided HR/Payroll with required work documents and are hired in Workday.
6. Once the hire process is complete, IT will sync the candidate's information to Workday which will give them access to enter time and update personal information. Time should be entered on a weekly basis.
7. Students will be paid twice a month, electronically by direct deposit. The payroll dates are the 15th of each month and last day of the month.

8. Students must not work during their scheduled class time, even if the student does not attend class.
9. Supervisors who continue to abuse or fail to follow these procedures will lose the privilege of student assistance.



UNIVERSITY OF ARKANSAS MONTICELLO

WORK STUDY

HANDBOOK

POLICY GUIDELINES & PROCEDURES

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WELCOME!

Welcome to your newly appointed position with the University of Arkansas at Monticello! We are excited for you to join our team in a work study capacity. This handbook discusses our generic policies and guidelines that we expect each of our student workers to follow. Here you will find information regarding dress code, expectations, and more ending with a confidentially agreement that must be signed, dated, and returned to your supervisor.

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.), slacks, blouses, button down shirts, sweaters, UAM shirts, polo style shirts.

Inappropriate Attire

Casual t-shirts with printed inappropriate messages, logos, pictures, etc. Short crop tops (no bare midriff tops), ripped jeans, sweatpants, flip flops. Some departments may have more restrictive requirements based on job duties.

Spirit Friday

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.

JOB DUTIES

Job duties and expectations are different for each work-study position and are listed on your Workday application. Your supervisor will provide you with any additional information and training required for the position.

CALLING IN FOR WORK ABSENCE

In case of illness or an emergency situation resulting in work absence, notification should be given to your supervisor as soon as possible, and at least 1 hour before your scheduled shift begins to the number provided by the supervisor.

Work absence due to scheduled events that are planned ahead, such as a campus event, doctors' appointment, etc., should be communicated with your supervisor immediately.

It is at the discretion of your supervisor on how absences are reported. A verbal message communicating work absence is not a sufficient means of communicating the information to your supervisor. Employees are expected to be on time for their scheduled hours and stay until the end of their scheduled hours. If an employee needs to leave early, they must contact their 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/pdfs/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.

STUDYING AND HOMEWORK

Students participating in work-study may work on their homework at the discretion of the supervisor. Students are not to work on any assignments during work hours if work tasks are incomplete. Students working on homework before their assigned tasks are complete will be no longer allowed to work on assignments during their scheduled hours.

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. If cell phone use becomes excessive and a distraction, students will not be allowed to have their cell phones out during their scheduled hours.

PAY SCHEDULE, SCHEDULED HOURS & CAMPUS OPENINGS/CLOSINGS

Student workers are required to submit their time each week via Workday. They are paid minimum wage twice a month, electronically by direct deposit to a financial institution. The payroll dates will be the 15th of the month and 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. Student workers can work a maximum of 20 hours each week, but work schedules are determined by the supervisor and are updated each semester to accommodate class schedules.

CAUSE FOR TERMINATION

Employment for student workers is "at-will" employment. Students participating in work-study may be terminated at the discretion of the supervisor at any point in time for any cause. Termination can be a result of violating the confidentiality agreement, continued failure to expectations, continued absence from work, etc.

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.