



Prescott College

Student Employment Program (SEP) - Appendix I 2024-2025 Supervisor Agreement

Please initial each statement below, sign the last page, and return to the Career Services office:

General

- _____ Given that work-study is a Federal program with consequences for non-compliance, supervisors must approach work-study supervisory duties with the same care, effort, time commitment, and professionalism required to supervise workers hired through HR. Supervisors who are not able to adhere to the guidelines outlined in this document, regardless of the reason, should not supervise student workers.
- _____ On-Campus Work-Study Supervisors must adhere to the *Student Employment Policies and Procedures* and all college policies as found at the Student Employment Portal. Similarly, Off-Campus supervisors must adhere to their organization's policies.

Hiring

- _____ Supervisors are responsible for updating their current student employment job descriptions to ensure accuracy.
- _____ Supervisors are responsible for creating effective interview and hiring processes concerning potential student employees.
- _____ To ensure compliance with federal laws, the student **must not be allowed to work until the Hire Approval is received** via email from the Student Employment Coordinator. Supervisors must submit a hiring request in the JobX/TimesheetX system before receiving hiring approval.
- _____ Students may not work in the Student Employment Program unless they are registered for at least **6 credits** throughout the current semester.

Secondary Supervisor

- _____ Supervisors **must always designate a secondary supervisor for each student** and ensure their name is recorded in TimesheetX. Supervisors must make sure s/he is briefed on how to verify hours worked, approve timesheets, and other duties that need to be covered during the supervisor's absence. The supervisor must inform the secondary supervisor of the dates of any planned absences.

Training

- _____ Supervisors must allow students a training period of at least two pay periods to learn how to submit timesheets before rejecting a timesheet for errors. A timesheet should only be rejected for a serious error as the rejection puts students at substantial risk of receiving their paychecks two weeks late.
- _____ Supervisors must provide proper training concerning attendance, punctuality, confidentiality, professional conduct, work attire, and hygiene.

Safety & Security

- _____ Supervisors must follow safety and security protocols and provide clear training and guidelines for their student employees.

Timesheets

- _____ Supervisors must have a process, such as a sign-in sheet, for verifying hours worked. They must ensure the accuracy of student employee time sheets and approve them in the JobX/TimesheetX system by the payroll deadline as listed on each timesheet and the Student Payroll Schedule (usually every two weeks).
- _____ Supervisors are responsible for tracking time sheets. Specifically, supervisors must 1) Follow-up with a student employee if a time sheet has not yet been started; and 2) Track and resolve delinquent time sheets.
- _____ Supervisors must ensure that student timesheets are authorized by the deadlines established in the annual Pay Schedule for Student Employees, found at the Student Employment Portal. Generally, authorization is due every other Tuesday by noon. If the supervisor is unable to complete this authorization on time, s/he must arrange for the secondary supervisor to do so.

Performance Issues and Disciplinary Action

- _____ Most problems with student employees should first be discussed and handled directly with the student involved. If the problem remains unresolved, contact the Student Employment Coordinator to assist in resolution. Serious situations, i.e. breach of confidentiality, harassment, safety issues, theft, fraud, unauthorized access, or other illegal behavior should be immediately brought to the Student Employment Coordinator.

Ongoing Supervision

- _____ Supervisors are expected to develop a work schedule with each student employee that will allow academics to maintain priority.
- _____ **Supervisors may not allow students to work more than 20 hours per week during an enrollment period** (25 hours per week during a non-enrollment period). The Student Employment Coordinator may make an exception for positions that involve occasional weekend events or similar (e.g. orientations and colloquia). Requests to exceed the 20-hour limit must be sent to the Student Employment Coordinator at least two weeks in advance, in order for the required approval process to be completed. Repeated violations of this limit may result in all student employment being terminated for the department.
- _____ Supervisors are expected to ensure that student employees have adequate supervision. For positions that do not have a supervisor physically present, the supervisor must have a method to provide specific instructions and determine performance. Students working with sensitive personally identifiable information, such as social security numbers, must always have a supervisor physically present until/unless they have signed a Confidentiality Agreement, available from HR. Students working with vulnerable populations must have line-of-site supervision until required clearances have been met.
- _____ Supervisors are expected to ensure that student employees have an appropriate amount of work assigned during each scheduled shift. It is a violation of federal law to pay a student work-study funds if the student is not actually working.
- _____ **Supervisors may not borrow from or loan workers to other departments** without the permission of the Student Employment Coordinator. Even if students are loaned to another department, the primary supervisor is still responsible for verifying and authorizing hours worked.

I have read the above responsibilities and understand that failure to comply may lead to disqualification from participating in the Prescott College Student Employment program.

Printed Name

Signed Name

Date