50-50 Employment Program

Policies and Procedures DRAFT

(Last updated 8/15/2013)

Mission Statement

The 50/50 Student Employment Program increases the number of on-campus student jobs for the purpose of gaining meaningful work experience, retaining students, encouraging students to work toward a degree, and to increase student connections with WSU faculty and staff.

Funding

Funding for the program will come 50% from the central funds of the University and 50% from different offices and campus organizations that choose to be involved.

Objectives

- The program encourages students to work on campus for up to 20 hours per week, or 40 hours per pay period.
- Research indicates that students working on a college campus up to 20 hours per week perform as well academically as those who do not work while attending school.
- Working part-time on a college campus often enhances student loyalty and positive feelings towards the university.
- Research also shows that students working full-time or part-time off campus do not do as well academically and are not as likely to graduate as those working part-time on campus.

University Policies

- Applications are for positions, not employees.
• Applications for new positions for Fall and Spring Semesters are to be submitted to the Selection Committee by 4:00 p.m. on Wednesday of any given week. The Selection Committee is made up of three people in Career Services. The Selection Committee, working under the direction of Dr. Winn Stanger, will notify the submitting department by Friday of that same week of the committee’s decision.

• Approved positions may continue for four years, enhancing the goal of students completing a degree, but must be re-applied for each year (of the four years) by April 1.

• Notice of re-application determination will be sent to departments no later than April 30.

• Notice of availability of funds for summer positions will be sent to departments by March 15.

• Application for summer semester is separate from the academic school year and must be received by April 1. Notice of summer semester application determination will be sent to departments no later than April 30.

• Positions are to be approved and notified by the Selection Committee before a student is hired.

• This program is not based on student income and it is not meant to replace the income based Work-Study Program. Departments should seek Work-Study funding for student workers first and use 50/50 Student Employment funds only if the student is not eligible for Work-Study funds.

• Off-campus jobs do not qualify, even if they have connections to Weber State University. Some funding may come from Utah HESSP money, which requires the job to be on-campus.

• If a department wishes to pay more than $8.50 per hour, they may do so, but will be required to cover 100% of the additional cost over $8.50 per hour. Departments may not pay less than $8.50 per hour.

• The department requesting the position for approval must include the following four criteria as part of the description of the position:
1) Determine that the position provides meaningful work that contributes to a student’s career objectives.
2) Determine that the position supports the retention and student success efforts of the University.
3) Determine that the position allows for development of skills in the areas of customer service, teamwork, global diversity, and communications.
4) Determine that the position will not involve working more than 20 hours per week, or 40 hours per pay period.

**Student Employment Procedures**

- Application forms may be obtained by going to Weber.edu/careerservices, click on forms, fill out the Student Employment Funding Program Application Form.
- All sections of the Application Form must be completed before submitting the request to the selection committee including:
  a) Entering the creation date for the proposed position, the requestor’s name, department and office phone number.
  b) Entering the position job title and the number of positions requested.
  c) Entering the hourly rate for the position, hours per week, (not to exceed 20 per week or 40 per pay period).
  d) Entering a detailed and specific job description for the proposed student position. Specify how the position addresses the University’s student retention and student success efforts toward completion of a degree.
- Upon receipt of approval letter from the Selection Committee for the student position, the position must be posted on the Human Resources employment site on the Weber State University website. The position must be posted for at least **two days** before offering the position for hire.
- Upon hiring a student(s), the supervisor will advise Charlene Nelson in Career Services at charlenenelson@weber.edu of the hired student’s name, W#,
• email address, and hire date. Charlene will then send the supervisor a Hiring Form that is to be signed by the supervisor and the student employee. The Hiring Form and PAR are then sent with the student to Jolene Frazier in Payroll and then to Human Resources.
• Upon hiring a student(s), each department will need to ensure that each student employee is scheduled for and then attends one “paid” training session per semester sponsored by the Student Employee Committee.
• Supervisors and/or Timekeepers agree to respond in a timely manner to emails and phone calls regarding their student employees in this program and must report to both Charlene Nelson and Jolene Frazier when a student employee quits or is terminated.
• If a student employee quits or is fired from a position, the job must be re-posted on the Human Resources employment site before re-hiring for the position.
• At the beginning of employment, the student will be asked to fill out a short intake survey and at the end of employment a short evaluation.
• Each supervisor of the student employee will fill out a short evaluation form appraising the level of work done by the student and the value of the program to the student at the end of each academic year.
• Exceptions to rules due to unusual circumstances beyond student’s control will be considered by the Selection Committee in Career Services on a case-by-case basis. Dr. Stanger will bring any precedent setting exceptions to the committee for discussion.

**Student Employment Policies**

• Students must be attending full time (12 credit hours) in fall and spring semesters and taking at least 6 credit hours during the summer semester.
• Students must have a cumulative 2.0 GPA to be considered for employment under this program and his/her supervisor will be notified if/when the GPA for the current semester slips below 2.5. Employment will terminate if the student slips below 2.0 for the semester. If this happens, a letter will be
sent to the student indicating they are no longer eligible for the program and a copy of the letter will be sent to the on-campus employer and to Jolene in payroll. This is a hard and fast rule, and will be monitored by Career Services.

- Resident, non-resident and international undergraduate students are eligible to receive 50/50 student employment funds.
- Hired students must be processed using the standard HR and budgetary procedures for hiring and they can not commence work until these procedures are completed.
- Minimum wage for 50/50 student employees is $8.50 per hour.
- Student employees in the 50/50 program may not work more than 20 hours per week or 40 hours per pay period.
- Pay raises may be given to student employees at the discretion of the supervisor, but is covered 100% by the department.

**Student Paid Training Sessions**

- Each student employee must attend one “paid” training session per semester where the learning outcomes below will be focused on:
  a) Customer Service
  b) Teamwork
  c) Communications
  d) Global Diversity
- Every effort is made to accommodate students’ schedules by offering multiple choices for dates and times for training sessions. However, if the student does not attend at least one training per semester, funding will be suspended.

**Supervisor Training Sessions**

- Supervisors and/or Timekeepers of student employees receiving 50/50 funds are required to attend one training session per year.