



STAFF EMPLOYMENT MANUAL

Title: 3.0 Employment Practices

Chapter: 3.06 Part-time, Temporary and Student Employment

Issuance Status and Effective Date: July 2011

1. Policy

- a. Full-time students cannot be employed as regular full-time or regular part-time staff. They may only be employed as temporary staff. (See also **3.05, Employment Classification**.)
- b. All newly hired part-time, temporary and student employees, like full-time employees, must complete and sign, under oath, an Employment Eligibility Verification (Form I-9), presenting acceptable original documentation to establish their identity and eligibility for employment in the United States, within three days of employment, as mandated by law. Failure to do so will result in immediate termination, as mandated by law. A representative from HRD will facilitate the completion of this form for all newly-hired employees. Any exception to this process will require that the authorized representative verifying the employee's documentation must be a regular full-time (non-student) employee. Only persons who have been trained or authorized by HRD will be considered authorized representatives of the University of Hartford.

Please be advised that HRD will not process any new employee's personnel paperwork without a completed Form I-9 on file.

- c. The University of Hartford strongly discourages any family member from being in a supervisory position over another family member. (See also **3.04-3, Employment of Relatives**.)

2. Part-time Employment

Regular part-time staff are scheduled to work a minimum of 20 hours per week, not to exceed 30 hours per week, 40 weeks or more per year. Except as specified elsewhere to the contrary, benefits which apply to regular full-time staff do not apply to regular part-time staff. (See also **5.16, Regular Part-time Positions**.)

3. Temporary Employment

A temporary employee is generally employed to work for a one-time purpose or an occasional assignment of variable duration. Specific rates of pay should be confirmed with HRD. Temporary employees are not eligible for benefits or service credit.

- a. Except as determined by HRD, pay for temporary employment classifications, e.g., work study, temporary part-time, summer and temporary full-time, is on an hourly basis and paid bi-weekly for actual hours worked.
- b. Pay for student temporary employees is coordinated through the offices of Student Financial Assistance and Career Services.
- c. Pay for non-student temporary employees is covered in **4.01, Salary Administration**.
- d. All temporary employment actions are processed on the appropriate Roster form.

4. Student Employment (Non Work-Study)

- a. Full-time students may not work more than a total of 20 hours per week at the University when school is in session. They may work up to a maximum of 40 hours weekly when school is not in session.
- b. Except as determined by HRD, student employees are always paid on an hourly basis, and paid bi-weekly.
- c. The Office of Career Services will refer qualified students to fill openings.
- d. Supervisors are responsible for monitoring and enforcing the hours worked by students in their departments. (See also **Section 4.02-5, 10, Supervisory Responsibility for Student Employment**).

5. Work-Study Employment

The Work-Study Program is a federally funded, part-time employment program for eligible students who are in need of part-time work to meet educational expenses. Interested students must file a Free Application for Federal Student Aid (FAFSA). The office of Student Financial Assistance determines eligibility and coordinates employment within the University, as well as qualified off-campus agencies. The Work-Study Program has four steps, listed below.

- a. University departments interested in employing work-study students must submit a written request for Work-Study student help with a brief job description to the office of Student Financial Assistance.
- b. The job description is maintained in a master file. The Work-Study student selects a position desired from this file and arranges an interview with the department requesting the position.
- c. Upon hire, the student and supervisor agree on a starting date and work hours.
- d. The supervisor is responsible for ensuring all appropriate documentation and authorizations are completed and submitted to the appropriate departments. Upon completion of this material, the office of Student Financial Assistance will authorize Payroll to pay the student.

6. Summer Employment (Temporary Employment)

- a. Based upon operational requirements, the priority with respect to summer hiring is as follows:
 - i. qualified University of Hartford staff subject to Academic Year work schedules;
 - ii. rehire, contingent upon satisfactory work records, the individual who previously held the position;
 - iii. University of Hartford students who are recipients of financial aid; within this priority, the Office of Career Services will make a special effort to place students enrolled in the summer term;
 - iv. other University of Hartford students; and
 - v. others.
- b. The employing department should determine rates of pay in conjunction with HRD in advance.
- c. The Office of Career Services assists student and other referrals for summer job openings.