Information Guide for Student Employees

On-Campus Student Employment Handbook

Revised November 2013
**Location - Office of Student Employment**
Thomas J. Meskill Law Library, 39 Elizabeth Street, Hartford, CT
Room 332 – Law Library Administration and Office of Student Employment

**Hours**
Monday through Friday
8 AM - 5:00 PM, with evening hours by appointment.
(860) 570-5109

*The Office of Student Employment is closed on any date that the Law Library is closed. If the office is closed for any other reason, students, faculty, and staff will be notified through e-mail.*

**Staff**
- **Susan Severo**
  Student Employment Manager & Assistant Director for Library Administrative Services

- **Lisa Ouellette**  [Lisa.Ouellette@law.uconn.edu](mailto:Lisa.Ouellette@law.uconn.edu)
  Program Assistant, Office of Student Employment & Law Library Administration

- **Student Employees**

**Customer Service**
All Law School employees, including student employees, are expected to maintain a high standard of service to our academic community. Courtesy of manner, accuracy of response and helpfulness to faculty, students, staff, and visitors are primary obligations of every Law School employee.

While the School of Law has no formal dress code for staff, all employees should keep in mind that they represent the School of Law and UConn while working, therefore dress should be neat and appropriate to a work environment.

The Law School is made up of many departments serving various roles and with different staffing needs. Immediate supervisors will provide specific information and instructions based on the particular role the department serves on the School of Law campus. **What follows are general on-campus employment policies and procedures for students working on the UConn School of Law campus.**
**Employment Authorization**

*Note: All School of Law jobs are considered Temporary / End Date positions.*

Upon hire by a School of Law department or faculty member, **students must come to the Office of Student Employment before accepting work assignments** and complete the following forms:

*All forms may be accessed through the UConn School of Law website (Student Employment).*

**ALL Students - Each Job and Specific Timeframe**

- Student Employment Authorization Information Sheet

**New Hires**

- Form I-9 (must be completed within 3 business days of official start date)
- Federal and State of Connecticut Tax Withholding forms
- Direct Deposit Agreement

_Additional forms are required of international students based on their visa status._

No student may begin working until receipt of an e-mail from the Law School Office of Student Employment stating the start and end-date of the employment authorization. The hiring supervisor receives a copy of this e-mail, signaling that a student may begin accepting work assignments/hours.

**Maximum Work Hours for Students**

There are University and Law School policies, as well as federal and state laws, that specify how many hours a student employee may work. Supervisors must adhere to these policies and laws when establishing work schedules for all their employees.

The following table provides a quick reference regarding the maximum number of hours a student may work per week (within a Friday - Thursday time frame) in all University and federally funded Work Study jobs **COMBINED**.

If a student holds more than one job at the University **AND** in an off-campus Work Study Program placement, that student must arrange their schedule so that the **combined** hours worked in **ALL** University and off-campus Work Study jobs do not exceed the weekly maximum hours allowed. Work Study students who wish to divide their Work Study award between two or more jobs must consult the Office of Student Employment before making such a commitment. Division of a Work Study award will require additional paperwork.

For more detailed information regarding maximum allowable hours, or for information regarding allowable work schedules for minors, contact the Law School Office of Student Employment.
### Maximum Allowable Hours per Pay Week (Friday - Thursday)

<table>
<thead>
<tr>
<th>Student Status</th>
<th># Hours per Week Allowed School in Session</th>
<th># Hours per Week Allowed School NOT in Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time law student (per ABA)</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>Graduate Student (not law students)</td>
<td>30 (Graduate students wishing to work in excess of 30 hours per week must first obtain permission from the Associate Dean of the respective graduate program.)</td>
<td>40</td>
</tr>
<tr>
<td>Undergraduate Students *U.S. Citizen *Permanent Resident</td>
<td>25 (Undergraduate students wishing to work in excess of 25 hours per week when school is in session must first obtain permission from the appropriate academic advisor.)</td>
<td>40</td>
</tr>
<tr>
<td>International Student</td>
<td>20 (with appropriate Visa, etc.)</td>
<td>40 Contact Law School Office of Student Employment for details.</td>
</tr>
<tr>
<td>Minors (under 18 years of age)</td>
<td>Daily and Weekly Restrictions apply.</td>
<td>Contact Law School Office of Student Employment for details.</td>
</tr>
</tbody>
</table>

**Work Schedules**

Work schedules are established by the hiring supervisor/department at the time of the employment offer. Schedule changes after the date of hire are negotiated with the supervisor as needed. No student is guaranteed continued employment if availability to work does not meet the needs of the department or faculty member.

Students must plan their work schedules to ensure that, in all University jobs combined, they do not exceed the maximum allowable work hours established by the University. The previous table details the maximum allowable hours per week (Friday – Thursday timeframe) based on a student’s enrollment status and academic session.

*No student may work more than ten hours per shift.*
Absences from Work due to Illnesses, Exams, Personal
Because the School of Law depends heavily on student employees to carry out day-to-day operations, student employees are expected to follow the following guidelines:

**Advance notice is required** if a student is unable to come to work when scheduled. Any request for a change of work schedule (whether for exams or another personal reason) must be negotiated with the supervisor, preferably several days in advance of the absence. In the event of sudden illness, student employees must notify their supervisor of their absence as soon as possible (see **Sick Leave** policy below).

If a student is unable to report for work for any reason, they MUST contact their supervisor, making certain the supervisor or another department staff member receives the message. **Student employees risk termination of employment for recurring late arrivals to work or failure to report to work without notice.**

Sick Leave (Paid)
Student employees working in customer service and administrative support roles (jobs that require routinely scheduled work hours) are eligible for Paid Sick Leave as mandated by the state of Connecticut’s Public Act No. 11-52. Paid Sick Leave may only be used for prescheduled hours of work.

Student employees who have worked a cumulative total of 680 hours are entitled to utilize their accrued sick time, equal to one (1) hour for every 40 hours worked. The University of Connecticut Payroll department will notify qualified student employees of their Sick Leave eligibility via e-mail.

State of Connecticut Law on Meal Breaks
Under Connecticut State Statute (Sec, 31-55ii), students who work for seven and one-half hours (7 ½) or more consecutive hours **must be offered** a period of at least thirty (30) consecutive minutes for a meal. In general, the law requires this break to be given some time after the first two (2) hours of work and before the last two (2) hours of work.

A student employee may NOT be paid for a meal break which is thirty (30) or more consecutive minutes, or in which they are released from their work duties, or is allowed to leave their workstation. The meal period should NOT be logged as hours worked on the student's time sheet. The student must sign out for the time of the meal period on their time sheet. The student may waive his/her right to an unpaid meal break on a day-to-day basis. The student’s signature on each bi-weekly time sheet serves as a written waiver of any waived breaks.
Coffee, Snack or Rest Breaks
Allowing for breaks of fifteen (15) minutes or less is at the discretion of the supervisor. If breaks are allowed, the fifteen (15) minute segment of time is compensable and should be considered as hours worked on the student’s time sheet. A student employee taking a fifteen (15) minute (or less) break should not sign out for the time of the break on his/her time sheet. Please note that employers are not required by federal or state law to permit employees to take coffee, snack, or rest breaks, however the UConn School of Law has adopted this fifteen (15) minute break policy for their student employee workforce.

Holiday Schedules
Students are not eligible to be paid for times when the School of Law is closed for holidays or any other reason, due to University of Connecticut policy stating that student employees are paid for actual hours worked. If a student works during a holiday when the School of Law is open for business, they are paid at their regular rate of pay for the hours worked.

Some Law School departments remain open and staffed on holidays. The Law Library, for example, is generally open seven days per week with the exception of a few holidays. Law Library student employees serve an important role in enabling the Law Library building to remain open to the Law School community during holiday periods. During a working holiday, students may choose to work their regularly scheduled hours or to pick up the hours of another student employee with a same or similar job assignment. Departments that close or operate with skeletal staffing during holidays may choose not to permit students to work a holiday if supervisory staff is unavailable in the office to which they are assigned, in which case a student employee will not be paid. Students must speak directly to their supervisors regarding expectations and limitations relating to holiday work schedules.

Questions regarding Employment
The immediate supervisor is the first person to approach with questions regarding job responsibilities or working conditions. Staff in the Office of Student Employment may address payroll or federal Work Study concerns, as well as any other work-related issues.

Time Sheets
All student employees are required to submit a bi-weekly time sheet for each job held for each pay period - even if there are no work hours to report. These time sheets are the basis for all payroll actions and the issuing of the bi-weekly paycheck or direct deposit. Attention to the procedures and deadlines relating to time sheet reporting is essential. Failure to adhere to these procedures may prevent student employees from receiving payment for their work in a timely manner.
DEADLINE for TIME SHEET SUBMISSION
Completed time sheets must be received in the Office of Student Employment before the close of the Law Library on the day prior (Wednesday) to the last Thursday of each pay period end date. Student employees may place completed time sheets (or report of a “zero balance”) in the wire basket located at the Law Library Circulation Desk (opposite the public photocopy room).

EXCEPTIONS to TIME SHEET DEADLINE
Occasionally pay period end dates will be adjusted to accommodate holidays or emergency situations. Student employees and supervisors will be notified by e-mail when the time sheet deadline changes.

POLICIES / GUIDELINES for COMPLETING TIME SHEET SUCCESSFULLY
- Blank time sheets are available in a wire basket at the Library Circulation Desk or in the Office of Student Employment. Time sheets may also be downloaded from the Law School Student Employment website.
- Record work hours on a daily basis, in quarter hour decimals (.25, .50, .75), or whole hours, or fractions (1/4, 1/2, ¾).
- Time sheets must be completed in INK.
- Pay Period Ending (MM / DD / YY) must be clearly indicated (the pay period end date always falls on a Thursday).
- Reported work hours must be true and accurate.
- A student employee’s signature on a dated time sheet confirms that there are no unreported hours for the position prior to that date.
- Signatures on time sheets reporting work hours = student and their supervisor or pre-approved designee. Note: It is the responsibility of each student employee to obtain the signature of their supervisor on the time sheet. Faculty support staff may sign time sheets on behalf of supervising faculty members only if the faculty member has approved this arrangement.
- If no work hours are reported for a given pay period (“zero balance” time sheet), the supervisor’s signature is not required on the time sheet. “Zero balances” may be reported via email to staff in the Office of Student Employment.

EMPLOYMENT in TWO or MORE JOBS
Students who work more than one on-campus job must indicate on each time sheet which job the time sheet represents. Different jobs often have different rates of pay. If no indication is made on the time sheet, the student will be paid at whatever is the lowest pay rate for that pay period.
Time sheets that are inaccurate, undated, or otherwise incomplete will not be processed immediately. In such cases, the student employee will be notified via e-mail requesting they return to the Office of Student Employment to correct, or fully complete, the time sheet. Corrected time sheets that miss the payroll deadline will be submitted for payment during the next payroll cycle and will result in a delay in receiving payment.

Due to audit concerns, hours cannot be added or subtracted to subsequent time sheets to correct for previous time reporting errors. If there is an error on an already processed time sheet, please contact the Office of Student Employment, Monday - Friday, 8 AM - 5:00 PM to discuss the situation (telephone (860) 570-5109). Generally it will be necessary for the student to submit an amended time sheet, complete with pay period end date, all hours worked during the respective pay period, and signatures of both the student and the supervisor. Payment for additional hours worked will be included in a future paycheck. If there is a report of fewer work hours than what was previously submitted, the University of Connecticut will send a bill for reimbursement to the student employee, requiring that the student employee pay the University for the overpayment.

Some departments on the Law School campus (such as Law Library Access Services and Information Technology) have developed a system for collecting time sheets for all student employees working in that department. The supervisor then submits all departmental time sheets to the Office of Student Employment, meeting the bi-weekly payroll deadline. Ultimately, however, it is each student employee’s responsibility to know departmental procedures and to make certain their time sheet is safely delivered to the Office of Student Employment by the payroll ending date deadline.

**Payment for Work (Paychecks and Direct Deposit)**

It takes several days from the date that a student submits all necessary employment authorization forms to the Office of Student Employment for the paperwork to be fully processed at the Storrs Campus and in the State of Connecticut Comptroller’s Office. All University employees are paid bi-weekly and all paychecks/direct deposits are issued for work completed during the pay period prior to the current pay period. In other words, there is a two-week delay between submitting a time sheet and receiving payment for work hours. The receipt of a first paycheck is dependent on a student employee’s start date in relation to payroll cycle. It may take up to four (4) weeks before a student receives the first check in any given authorization period.
Once a student is on the University payroll and time sheets are received by the deadline each pay period, a student can expect to receive a bi-weekly payment for work hours two weeks after submitting a time sheet.

### Paychecks

Student paychecks are distributed at the Law Library Circulation desk and are available for distribution after 3:00 PM on Thursday of each pay week. Upon picking up a paycheck, a student must sign a pay log confirming the receipt of their paycheck. Paychecks are not mailed, unless special arrangements have been made with staff in the Office of Student Employment. Student employees are expected to pick up their paychecks at the Law Library Circulation Desk in a timely manner.

### Direct Deposit

All student employees are encouraged to receive payment for their work through Direct Deposit. This paperless / digital option allows student employees to view their Direct Deposit statements (current and archived) on-line in the State of Connecticut Core-CT ePay, which may be accessed through the UConn Payroll Department website: [http://payroll.uconn.edu/PY/ePay/ePay.html](http://payroll.uconn.edu/PY/ePay/ePay.html)

Direct Deposit is set up by completing the UConn Direct Deposit Authorization Agreement form: [http://www.payroll.uconn.edu/PY/forms/Direct_Deposit_Authorization_Agreement.pdf](http://www.payroll.uconn.edu/PY/forms/Direct_Deposit_Authorization_Agreement.pdf)

Upon completion, student employees submit this form to the Law School Office of Student Employment. The form is then sent to and processed in the Payroll Office on the Storrs campus. Activation of direct deposit will take one to two pay periods. A deposit of $0.01 into the designated bank account will indicate that direct deposit is activated.

The Office of Student Employment will provide instructions via e-mail on how to access a newly created Core-CT ePay Direct Deposit account.

### Telephone Use

It is important that telephone lines in all School of Law departments be kept open for official business. For this reason, student employees may not use departmental phone lines for personal calls. In the unusual situation when a student employee must place or receive a personal phone call during a work shift, they must briefly excuse themselves from the service point and use their cell phone to conduct the phone conversation. That said, however, student employees are strongly encouraged to conduct their personal phone calls when they are not scheduled to work.
Performance Evaluation
In addition to discussing job performance on an on-going basis throughout the term of employment, the University recommends supervisors provide each student employee with a written performance evaluation prior to the end of each employment period or academic year. A copy of the evaluation form is kept in each student’s employment file and is especially useful in providing information for future employment references and bar exam application forms. A sample of a typical Student Employee Evaluation form can be found on the UConn Student Employment website:

End of Employment, Giving Notice & Termination
Student employees are strongly encouraged to give notice of two weeks when resigning from an on-campus position.

The two week notice policy ensures that all Law School departments will be able to maintain the level of student staffing to provide quality service to students, staff, faculty, and patrons, as well as to advertise a job vacancy on the UConn website for the required two weeks before hiring a new student employee.

Likewise, a two week notice will be issued to a student employee should a School of Law department no longer require a student employee's services for whatever reason such as, budgetary cutbacks; schedule conflicts; or unsatisfactory performance. In rare instances, a student employee may be dismissed immediately.

Campus Safety

UConn Police Department
The Law School’s Campus Police Office (x 5173) is located in the Law Library (west wing). Student employees who are leaving work during evening hours may call this department if they would like to be escorted to their car.

Fire
Any fire detected at the Law School should be reported to Campus Police (x 5173) immediately. If a fire is detected before hearing or seeing a fire alarm, please pull an alarm box, call 8, 911, and exit the building immediately. Student employees are not responsible for helping to evacuate a building. Building evacuation is the responsibility of specified University of Connecticut School of Law staff.
Theft
All thefts, including library materials or any individual’s personal property, must be immediately reported to Campus Police (x 5173) and the student employee’s supervisor. When reporting a theft, be certain to provide a description of the materials stolen and the time of the theft (if known). The student employee must also provide their name in the event that Campus Police need additional information.

If a theft occurs while a student employee is not working, please report the occurrence immediately to Campus Police (x 5173) and to a Law School administrator.

Accidents and Injuries
Immediately report any workplace accident or injury to a supervisor. Do not move an individual in the case of a serious physical injury or fainting.

If a supervisor is not available call:
- x 5173 Campus Police Department
- 8, 911 If emergency medical attention appears to be necessary.

The student employee should then wait for the arrival of trained University personnel and an Emergency Medical Technician.

If a student employee is injured on the job, notify the supervisor immediately. All student employee accidents, no matter how minor they may appear, must be reported to the Office of Student Employment so that appropriate forms can be completed, and to ensure that medical care is sought when appropriate.
University of Connecticut and School of Law Policies
All UConn School of Law student employees are expected and agree to uphold the policies and procedures of the University of Connecticut, the School of Law, and the State of Connecticut. As a condition of employment, student employees must familiarize themselves with the policies and procedures listed below. Paper copies are available in the Office of Student Employment, if needed.

School of Law Policies
- Law Library Policies
  [http://library.law.uconn.edu/about-policies/all-library-policies]
- Student Handbook
  [http://www.law.uconn.edu/sites/default/files/Student%20Handbook%20August%202010%202013.pdf]
- Policy Against Discrimination, Harassment, and Inappropriate Romantic Relationships
  [http://policy.uconn.edu/?p=2884]

University of Connecticut Policies
- All UConn Policies and Procedures
  [http://web2.uconn.edu/policy/]
- Responsibilities of Community Life: The Student Code
  [http://www.community.uconn.edu/student_code_1.html]
- General Rules of Conduct for All University Employees
  [www.audit.uconn.edu/doc/codeofconduct.pdf]
  [http://policy.uconn.edu/?p=140]
- Ethics Statement
  [www.audit.uconn.edu/doc/codeofethics.pdf]
  [http://policy.uconn.edu/?p=495]

State of Connecticut Policies
- State of Connecticut Website
  [http://www.ct.gov/]
- Office of State Ethics Website
  [http://www.ct.gov/ethics/site/default.asp]
Technology Policies (UConn and State of Connecticut)

- All UConn Information Technology Policies
  [http://policy.uconn.edu/?cat=33](http://policy.uconn.edu/?cat=33)

- UConn Policy on Computer Use & Software Guidelines
  [http://policy.uconn.edu/?p=2429](http://policy.uconn.edu/?p=2429) Acceptable Use
  [http://policy.uconn.edu/?p=2433](http://policy.uconn.edu/?p=2433) Access Control

- UConn Policy on Electronic Workstation Use:
  Security, Confidential Data, Privacy
  [http://policy.uconn.edu/?p=2439](http://policy.uconn.edu/?p=2439) Confidential Information
  [http://policy.uconn.edu/?p=325](http://policy.uconn.edu/?p=325) Electronic Privacy & Disclaimer
  [http://policy.uconn.edu/?p=2443](http://policy.uconn.edu/?p=2443) Security Awareness Training

- UConn Policy on Acceptable Use of Electronic Mail
  [http://policy.uconn.edu/?p=318](http://policy.uconn.edu/?p=318) Electronic Communication
  [http://policy.uconn.edu/?p=487](http://policy.uconn.edu/?p=487) Use of Official Email Lists

- UConn Website Policy
  [http://policy.uconn.edu/?p=479](http://policy.uconn.edu/?p=479) UConn Web Policy
  [http://policy.uconn.edu/?p=481](http://policy.uconn.edu/?p=481) Universal Web Site Accessibility
  [http://policy.uconn.edu/?p=2450](http://policy.uconn.edu/?p=2450) Secure Web Application Development

- State of Connecticut Policy on Acceptable Use of State Systems
  (including Electronic Mail)

The University of Connecticut and the School of Law reserves the right to unilaterally change the terms described within this Information Guide for Student Employees. The policies, procedures, and practices described in the Information Guide are not intended to serve as a contract.