

**University of Connecticut  
School of Law**

**On-Campus  
Student Employment Program**

***Information Guide for Students***

Revised March 2006

Welcome to the University of Connecticut School of Law workforce. The Student Employment Program Office, housed in the Library's Administrative Services Department, has developed this information guide to help you through some of the ins and outs of working at the School of Law and for the University of Connecticut. We hope that the information provided will prove useful, and that it will address some of the practical concerns you may have during your first few days and weeks of work.

The University of Connecticut has the right to unilaterally change the terms described herein at any time. The policies, procedures and practices described herein are not to be construed as a contract.

## General Information

### **Program Administration and Coordination**

The regular hours of the Student Employment Program Office are Monday through Friday, 8:30 AM - 5:00 PM, with evening hours by appointment. The Student Employment Program Office will be 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 by e-mail. The telephone number for the Student Employment Office is (860) 570-5109 or (860) 570-5337.

The Student Employment Program Office is staffed by a manager, an assistant, a half-time clerk-typist and part-time student assistants. The present staff members are:

Susan Severo, Student Employment Manager and Assistant Director for Library Administrative Services  
Lisa Ouellette, Program Assistant  
Dorothy Thibault, Clerk-typist

### **Service**

Every Law School employee, including student workers, is involved in our effort to maintain a high standard of service to our 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 while working in many of the administrative departments and the library, they represent the School of Law to the public - therefore dress should be neat and appropriate to a work environment.

Because the Law School is made up of many departments, offering an array of public, academic and technical services with differing staffing needs, requirements among departments may vary. While you will receive more specific instructions from your supervisor, what follows are general Law School guidelines.

## Employment Authorization

Each student must complete a variety of forms **prior** to beginning work in **EACH and EVERY** on-campus job. Please contact the Student Employment Program Office before beginning work in any capacity on campus. In addition to other required documentation, **by federal law**, the Form I-9 must be completed within three business days of the student employee=s start date. **No student may begin working until s/he has received an e-mail clarifying the start and end-date of the authorization from the Law School Student Employment Program Office.** The hiring supervisor is copied on this e-mail.

## Maximum Work Hours for Students

There are University and Law School policies, as well as federal and state laws, which pertain to student workers. Supervisors are responsible for establishing work schedules for all their employees that adhere to these policies and laws.

The table below provides a quick reference regarding the maximum number of hours a student may work per pay week (within a Friday - Thursday time frame) in all University and work study supported jobs **COMBINED**. If a student holds more than one job (University and/or work study funded) at the University **AND** in an off campus work study placement, it will be necessary for that student to arrange her/his schedule so that the **combined** hours worked in all University and off campus work study jobs do not exceed the allowable maximum for the pay week. Work study students who wish to divide their work study awards between two or more jobs must consult the Student Employment Program Office before making such a commitment.

For more detailed information regarding maximum allowable hours, or for information regarding allowable work schedules for minors, contact the Law School Student Employment Program Office.

**Maximum Allowable Hours per Pay Week (Friday - Thursday)**

<b>Individual Student Circumstances</b>	<b>When School is in Session</b>	<b>When School is NOT in Session.</b>
Full-time law students (per ABA)	20 hours per week	40
Graduate Students ( <u>not</u> law students)	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.)	40
Undergraduate Students who are U.S. Citizens or Permanent Residents	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.)	40

International Students	20 (with appropriate Visa, etc.)	40
Minors (under 18 years of age)	Daily and Weekly Restrictions apply.	Contact Law School Student Employment Program Office for details.

## **Work Schedules**

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

Students are to negotiate their work schedules to ensure that, **in all University jobs combined**, they do not exceed the maximum allowable work hours established by the University. During academic sessions, the hourly restrictions depend on a student's enrollment status. Please refer to the table on the previous page for details on maximum allowable hours per pay week. When classes are not in session, students may not work more than 40 hours per week in all University jobs combined during a Friday - Thursday time frame. **No student may work more than ten hours per shift.**

## **Absences from Work: Illnesses, Exams, etc.**

The School of Law employs a large number of student assistants and is heavily dependent on them to carry out its day-to-day operations. Therefore, student employees are expected to follow these guidelines:

In all Law School departments **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 substantial reason) must be negotiated with the supervisor as soon as possible.

If a student is unable to report for work for any reason, s/he must call the supervisor as soon as possible to let the department know. It is extremely important to make voice contact with a supervisor to make certain the message of an absence is received. **Failure to report for work or repeated late arrivals may result in termination of employment.**

## **State of Connecticut Law on Meal Breaks**

Under Connecticut State Statute (Sec, 31-55ii), students employed on the student labor and/or work study payrolls who work for seven and one-half (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 (30) or more consecutive minutes, or in which he/she is released from her/his work duties, or is allowed to leave her/his workstation. Therefore, the meal period should NOT be logged as hours worked on the student's time card. The student must sign out for the time of the meal period on his/her

time card. The student may waive her/his right to an unpaid meal break on a day-to-day basis. The student's signature on each biweekly time sheet shall serve as her/his written waiver of any breaks waived during the respective pay period.

### **Coffee, Snack or Rest Breaks**

Employers are not required by either federal or state law to permit student employees to take coffee, snack or rest breaks. Therefore, allowing for breaks is at the discretion of the supervisor. However, if breaks are allowed, breaks of fifteen (15) minutes or less are compensable and should be considered as hours worked on the student's time card. Therefore, the student should not sign out for the time of the break on her/his time card.

### **Holiday Schedules**

It is a policy of the University of Connecticut that student workers are paid for actual hours worked; therefore students are not eligible to be paid for times when the School of Law is closed for holidays or any other reason. Students working holiday hours are compensated at their regular rate of pay for the hours worked.

Some Law School departments remain open and must be staffed on holidays. The Law Library is generally open seven days per week with the exception of a few holidays. On holidays when the Library is open, the Law School community relies on student workers to assist in maintaining patron services; in many cases, students will have the opportunity to work their regularly scheduled hours on the holiday or to pick up the hours of another student worker with a same or similar job assignment. Those departments, which 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. Students are instructed to speak directly with their supervisors regarding expectations and limitations relating to holiday schedules.

### **Time Sheets**

Every student worker is 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. Attention to the procedures and deadlines relating to time sheet reporting is essential. Failure to adhere to these procedures may prevent you from receiving your pay in a timely manner.

**DEADLINE:** Completed time sheets must be received in the Student Employment Program Office before the close of the Library on the day prior (Wednesday) to the last Thursday of each pay period end-date. A wire basket is available at the Law Library's Circulation Desk for submitting completed time sheets.

**DEADLINE EXCEPTION:** Occasionally pay period end dates will be adjusted to accommodate holidays or emergency situations. E-mail will be sent to all student employees and supervisors when the time sheet deadline is changed.

- POLICY:**
- \*Student workers obtain blank time sheets from the designated wire basket at the Library Circulation Desk.
  - \*Hours are to be recorded on the time sheets on a daily basis, in quarter hour decimals (.25, .50, .75 or whole hours) or fractions(1/4, **2**, 3/4, or whole hours).
  - \*Time sheets must be completed in **INK**.
  - \*Time sheets must be dated (month/day/year) with the appropriate pay period end date (the pay period end date always falls on a Thursday).
  - \*Reported 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.

Time sheets must be signed by the student and, if work hours are reported, must also be signed by the appropriate supervisor or his/her pre-approved designee. It is the responsibility of each student worker to obtain the signature of his/her supervisor on his/her time sheet. Faculty support persons may sign time sheets on behalf of supervising faculty members only if the faculty member has approved of this arrangement. **If no work hours are reported for a given pay period, the supervisor-s signature is not required on the time sheet.**

Time sheets that are inaccurate, undated, or otherwise incomplete will not be processed. In such cases, an e-mail notice will be sent to the student-s and supervisor-s campus e-mail address with a request that the student return to the Student Employment Program Office to correct or complete the time sheet. Corrected time sheets are to be submitted as needed and **a delay in obtaining a pay adjustment will likely follow**. It is likely that students will be paid between two and six weeks late for pay periods in which their completed time card is received after the stated deadline.

Due to audit concerns, hours cannot be added to subsequent time sheets to correct for errors. If there should be an error on any time sheet, please contact the Student Employment Program Office, Monday - Friday, 8:30 AM - 5:00 PM to discuss the situation (telephone #570-5109). The Student Employment Program Office staff will work with you to resolve the discrepancy in the most expeditious manner. 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.

**Library Access Services time sheets** are housed on a clipboard on a counter behind the Circulation Desk. It is not necessary for Access Services students to seek out their supervisor's signature, as long as the completed time sheet is left on the clipboard and is fully signed and dated by the student.

### **Employment in two or more jobs**

Any student who works more than one on-campus job must indicate on his/her time sheet, which jobs the time sheet, represents. Different jobs sometimes have different rates of pay.

If no indication is made on the time sheet, the student will be paid at whatever is the lowest rate for that pay period.

## **Pay Checks**

It takes several days from the date that a student submits all necessary employment authorization paperwork to the Student Employment Program Office for the paperwork to be fully processed at the Storrs Campus and in the State of Connecticut Comptroller's Office. All State and University employees are paid bi-weekly and all checks are issued for work completed during the pay period prior to the current pay period, i.e. on a two-week delay. Therefore, depending on when a student begins work in relation to established pay dates, it may be up to six 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 bi-weekly checks for any pay period in which s/he reports hours worked. Student paychecks are available no later than 8:30 AM on Friday mornings of each pay week. Whenever possible, student checks may be available after 3:00 PM on Thursday afternoons of each pay week.

Paychecks and direct deposit receipts are to be picked up in the Student Employment Program Office. Everyone is asked to sign for her/his check. Students may authorize a third party to pick up their check by notifying the Student Employment Program Office **in writing**.

Only in extenuating circumstances may student employees choose to provide postage stamps to have their pay envelopes mailed to the address on the envelope. If a student desires to have their paycheck mailed, they must first discuss this option with the Student Employment Program staff.

## **Telephones**

Effective business operations and library services require available telephones. It is important that the phone lines be kept open when not in use for official business. Personal calls should not be made or accepted during working hours on University phones except in cases of emergency. There is a pay phone in the Law Library, adjacent to the Library Student Lounge for those times when phone calls are necessary.

## **Questions**

If you have questions about your job responsibilities or working conditions, please see your supervisor. If your questions concern payroll matters or the Student Employment Program in general, please call or stop by the Student Employment Program Office.

## **University and School of Law Policies**

As a condition of employment at the School of Law, you agree to uphold the policies and procedures of the University of Connecticut and the School of Law. Please familiarize yourself with the policies and procedures listed below. If your job assignment and/or student status does not provide you with the ability to access the on-line documents listed below, please inform the Student Employment Program Office and paper copies will be made available for you to read.

### **Student Employment: Notice Regarding Student Responsibilities**

<http://www.law.uconn.edu/students/handbook/employment.html>

### **University of Connecticut School of Law Policy on Harassment**

<http://www.law.uconn.edu/students/handbook/appendixd.html>

### **University of Connecticut President's Policy on Harassment**

<http://www.policy.uconn.edu:8080/UConnPolicy/pages/findPolicy.jsp?policyId=259>

### **General Rules of Conduct for All University Employees**

<http://www.policy.uconn.edu:8080/UConnPolicy/pages/findPolicy.jsp?policyId=239>

### **University of Connecticut Ethics Statement**

<http://www.hr.uconn.edu/pandpe1.html>

### **State of Connecticut Office of State Ethics Website**

<http://www.ethics.state.ct.us>

### **University of Connecticut Policy on Violence in the Workplace Prevention**

<http://www.policy.uconn.edu:8080/UConnPolicy/pages/findPolicy.jsp?policyId=249>

<http://vm.uconn.edu/%7Ewwwhr/pandpv-2.html>

### **Policy on Computer Use & Software Guidelines**

<http://vm.uconn.edu/~wwwucc/ddd0017.html>

### **State Policy on Acceptable Use of Electronic Mail**

<http://www.cmac.state.ct.us/policies/emailcon.htm>

### **Change of Address form**

<http://www.hr.uconn.edu/chngform.pdf>

## **Public Safety**

The Law School's Campus Police Office (**x5173**) is located in the Law Library. Student assistants 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 (**x5173**) immediately. If you detect a fire before you hear or see a fire alarm sounding, please pull an alarm box, exit the building and call **8, 911**. You are not responsible for helping to evacuate the building in which you work.

## **Theft**

If you are aware that Law School property, including library materials or any individual's personal property, has been stolen, report this to Campus Police (**x5173**) immediately and inform your supervisor. Please provide a description of the material and the time of the theft (if known). Please provide your name in case additional information is needed.

If you become aware of a theft while you are not working, please report it immediately to Campus Police (**x5173**) and to a Law School administrator.

## **Accidents**

Report any work place accident to a supervisor at once. In the case of a serious physical injury or fainting, an individual is not to be moved. If a supervisor is not available, call Campus Police (**x5173**). If emergency medical attention appears to be warranted, call **8, 911**.

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

If you are injured on the job, notify your supervisor at once. **All** student employee accidents, no matter how minor they may appear, must be reported to the Student Employment Program Office so that appropriate forms can be completed, and to ensure that medical care is sought when appropriate.

## **Performance Evaluation**

In addition to discussing job performance on an on-going basis throughout the term of employment, the University recommends that supervisors provide each student worker 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 file and is especially useful in providing information for future employment references and bar exam application forms. Samples of the Student Worker Evaluation Forms that supervisors may use are provided on the following pages.

## **End of Employment, Giving Notice & Termination**

The School of Law is required to post all student positions for two weeks before hiring new student staff. Therefore, the recommended procedure for all student employees is to give two weeks notice when resigning from a position. The ability of many Law School departments to provide quality service to students and other patrons is dependent on student staffing. The library is a strong example of this, as it is student employees who reshelv all library materials.

Should the School of Law no longer require a student employee's services for whatever reason (budgetary cutbacks, schedule conflicts, unsatisfactory performance, etc.) s/he will receive two weeks notice from the supervisor, with rare exceptions.

When a student leaves a position at the School of Law, s/he must be sure to make arrangements in the Student Employment Program Office for either picking up the last check or having it mailed. Unless other arrangements have been made in writing or via email, unclaimed paychecks will be mailed after two weeks from the date of issue to the address printed on the check.