

**THE CATHOLIC UNIVERSITY OF AMERICA
A Guide to Student Employment at CUA
Supervisor's Manual**

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1. INTRODUCTION

There are various forms of student employment at The Catholic University of America. These range from undergraduates working in a variety of student offices, to graduate students serving as teaching fellows and research assistants.

This particular document is focused on wage based positions for undergraduate students, and it is intended to guide those who supervise these student employees. Information about employment for other types of undergraduate student positions can be found as follows:

Title	Office	Phone
Resident Assistant	Residence Life	202-319-5615
Resident Minister	Campus Ministry	202-319-5575
Teaching Assistant	Academic Department	See web list under “office”

Two offices on campus play primary roles in managing student employment. The Career Services Office manages the overall employment process through which students funded through the Federal Work-Study Program are hired. The Office of Human Resources manages a comparable process for students funded through institutional budgets. This manual, a product of the Career Services Office, provides definitions and instructions for those who employ either or both classifications of employees. Its primary focus is on the FWS students, which, due to its federal funding, has a much more extensive set of procedures associated with it.

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2. MISSION STATEMENT

2a. Career Services Office Mission Statement

The Career Services Office strives to assist students and alumni in all aspects of career planning and career development. In fulfilling this charge, Career Services subscribes fully to the Mission Statement of the Division of Student Life.

To accomplish its mission, Career Services strives to ensure that all graduates will achieve or have access to the following:

- Heightened awareness of potential career opportunities
- Greater understanding of the world of work and transitional issues
- Fuller awareness of personal attributes, values, interests and skills and how they relate to career options
- Deeper appreciation for the role and process of career planning both during college and throughout one's life
- Greater command of effective career decision-making and job acquisition skills
- Current employment information about organizations reflective of the occupational interests of CUA students
- Programs that link them to employers for the purpose of securing pre-professional and professional experience

Whom We Serve:

- All currently enrolled students -- part-time and full-time -- may use all services and access all resources
- Alumni may use all services and resources. There may be time periods when obligations to current students and/or staff shortages make in-person service to alumni impossible to render. Should that be the case this limitation will be posted.
- Non-students and non-alumni may, on a case-by-case basis, have access to the office's resources through a reciprocity agreement with their collegiate institutions. Contact Career Services for more information

2b. Office of Human Resources Mission Statement

The mission of The Catholic University of America as a community of students, faculty, administrators, and staff is to pursue the truth in all its forms through excellence as a Catholic university, excellence in graduate research and excellence in teaching and learning. Fulfillment of this mission by us as employees requires, among other things, that our workplace embody the Catholic principles of social justice, especially the benefits from working as a community of service towards a shared aim. This common vision entails the University's commitment to:

- Respecting the equal dignity of all those with whom we work, seeking to be partners to our fellow employees.
- Respecting the equal dignity of all those with whom we work, seeking to be partners to our fellow employees.
- Eliminating every type of discrimination, whether social or cultural, whether based on sex, race, color, social condition, language, religion or national origin.
- Recognizing and appreciating the work of employees through a fair and equitable compensation program, taking into account the University's budgetary constraints, while offering benefits which reflect the institution's Catholic identity and support employees in balancing work and family life.
- Providing safe and effective working conditions.
- Encourage the initiative of our fellow employees, helping them make full use of their talents that they may better serve the common good of the university.
- Support for employees developing professional skills and knowledge and using creativity and innovation in service of the University's mission will be given

Those in our University community who are entrusted with leadership roles have a particular responsibility to see that the various workplaces in the university embody these commitments. In addition to practicing their commitment as described above, those who supervise other employees will also seek to promote excellence in the work of those they supervise by:

- Clearly delineating job expectations and providing regular feedback on performance.
- Taking an active role in helping those they supervise develop their skills and gifts.
- Encouraging forthright and honest communication with and amongst those whom they supervise.

2c. Federal Work-Study Program Mission Statement

The mission of the Federal Work-Study Program at The Catholic University of America is to offer an alternative form of financial aid that promotes student employment as an important educational experience and helps prepare students for a meaningful career after graduation. In partnership with the campus community, and in accordance with the Division of Student Life's Mission Statement, the Federal Work-Study Program seeks to support and stimulate intellectual development both in and outside the

classroom by providing the opportunity to apply classroom learning on the job. In expressing and implementing this Mission Statement, Career Services strives to ensure that all students and campus supervisors have a clear understanding of the purpose of the Federal Work-Study Program and what benefits may be gained through the campus work experience.

2d. Equal Opportunity/Affirmative Action Statement

No person WHO IS OTHERWISE QUALIFIED will be denied employment or otherwise be discriminated against at The Catholic University of America on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, matriculation, political affiliation, or status as a Vietnam Era or disabled veteran insofar as any of these classes are defined and protected by Federal and District of Columbia laws and regulations. These laws include, but are not limited to, the Civil Rights Act of 1866; the Equal Pay Act of 1963; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973; the Age Discrimination in Employment Act, as amended; the Americans With Disabilities Act; the Civil Rights Act of 1991; and the D.C. Human Rights Act of 1977.

The Catholic University of America is an Affirmative Action/Equal Opportunity institution and welcomes applications from women, minorities, Vietnam Era veterans, and handicapped persons.

This equal opportunity policy is applicable to the following areas: employment, promotion, demotion, transfer, recruitment, advertising, or termination, rates of pay or other forms of compensation or any other terms, benefits, or conditions of employment. The policy has the force and effect of every other policy of The Catholic University of America and is administered and enforced accordingly.

2e. Employment of minors in the District of Columbia

When hiring student employees, keep in mind that the student may be under the age of 18. If that is the case, the District of Columbia has certain requirements and paperwork that the student and employer must complete prior to the student beginning work. General Counsel has information about these requirements on their web site at [Employment of Minors](#)

2f. CUA employment policies

CUA's policies prohibiting sexual harassment, improper release of student records and other illegal behaviors are outlined in the [Staff Manual](#), available in print and also on the web.

CUA is a drug-free, alcohol-free, and smoke-free institution.

2g. Work-study time line and deadlines

The student is given information about their eligibility for Federal Work-Study Funds over the summer prior to the academic year. The student must complete a Work-Study Authorization Form, which is available for pick up at the Campus Employment Fair the first week of school. All work-study authorizations that are not completed prior to the end of the fall add/drop period will be cancelled and the Work-Study award will not be reinstated at a later date.

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3. LISTING A WORK-STUDY POSITION

3a. Posting a work-study position

Work-study supervisors should fill out a Work-Study Position Request Form [online](#).

3b. Re-Listing an existing position

Supervisors who have student employees paid through the work-study program will receive a copy of their current listing each spring. Supervisors should take that opportunity to reevaluate the position, the job description and the need for the student employee for the next academic year. If the department wishes to have the position relisted or requires changes to the position description, the supervisor should notify Career Services.

3c. Editing a work-study position

If you wish to edit a current position on Cardinal Connection during the academic year, please contact Career Services.

3d. Job number

Career Services gives a job number to each job. It is essential to *save this job number and to use it when completing a student's Federal Work-Study Authorization Form and the Work-Study Employee Data Form*.

3e. Assigning an hourly wage

Undergraduate

Career Services assigns each work-study position an hourly wage rate based on the job description provided by the supervisor. Further information about work-study wage classifications can be found in Appendix 9a of this document.

Graduate

Graduate students receive an hourly pay rate for work performed, determined by the Financial Aid Office. They may work in a position requiring 15 hours per week or 7 ½ hours per week. The Financial Aid Office determines which schools and departments are eligible for graduate work-study positions. The Financial Aid Office also completes the paperwork for the graduate work-study positions. Further information about work-study wage classifications can be found in Appendix 9a of this document. The pay rate for Federal Work-Study graduate students for the 2009-10 academic year is \$13 per hour.

PLEASE NOTE:

In keeping with sound compensation practices, it is advisable that all student employees receive the same hourly wage if performing the same job functions, regardless of how the position is funded (i.e. work-study or departmental budget). Wage discrepancies must be discussed with Career Services before a pay rate is finalized.

3f. Raises

Work-study student employees receive a \$.25 per hour raise at the beginning of each year if they return to work in the same office in which they were working the entire previous year.

Graduate Students receive an hourly wage to be determined by the Financial Aid Office for each academic year and are not eligible for pay increases.

Because the Federal Work-Study Program at CUA is based solely on need rather than merit, raises based strictly on how well a student performs his or her job are not permitted. Students can be promoted from one wage classification to the next provided there is a significant increase in job responsibilities. Should this be the case, a new Position Request Form must be submitted to Career Services. Career Services will then evaluate the position and assign it a new job number and wage rate as appropriate.

3g. Advertising the position

Career Services posts job descriptions on [Cardinal Connection](#) . *Please note that it is the student's responsibility to initiate the job search process and contact prospective employers.*

3h. Work-study position requirements and restrictions

Federal law places certain restrictions on the type of jobs that qualify for work-study funding:

- FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.
- A student may be assigned to assist a professor if the student is doing work the school would normally support under its own employment program; having a student serve as a research assistant is appropriate as long as the work is in line with the professor's official duties and is considered work for the school itself.
- A student employee must not replace University regular employees.

Further requirements/restrictions:

- Students can hold **ONLY ONE** work-study position at any one time, and they cannot work more than 19 hours per week.
- Students may work in a department/office where academic records and other confidential information are located provided they sign a [Confidentiality Agreement](#).
- Students must work during regular University hours when a designated supervisor is present. Students cannot work during a scheduled class time.
- Supervisors are the **ONLY** individuals authorized to sign timesheets and should closely monitor student work hours to ensure accuracy in reporting.

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4. LISTING A NON-WORK-STUDY POSITION

4a. Posting a non-work-study position

Supervisors wishing to hire a student out of institutional funds are not required to post a non-work-study position. However, in order to make the position known to as many students as possible, supervisors are encouraged to use the Career Services Non-Work-Study Position Listing form [online](#). Career Services will then post the position to its web site.

4b. Editing a non-work-study position

If you wish to edit a current non-work-study position please contact Career Services.

4c. Assigning an hourly wage

There is no wage scale for non-work-study students. In keeping with sound compensation practices, it is advisable that all student employees receive the same hourly wage if performing the same job functions, regardless of how the position is funded (i.e. work-study or departmental budget). You are encouraged to compare the position you are filling with comparable work-study positions to determine an equitable rate.

4d. Raises

Unlike the Federal Work-Study Program, where there is a .25 per hour annual raise given to students at the beginning of each year if they return to work in the same office in which they were working the entire previous year, there is no similar provision for non-work-study students. As with federal work-study hourly wages, this system is one worth emulating for non-work-study students. If you wish to make a raise during the time a student is employed, you must complete an Employee Data Form with that change indicated and submit it to the Office of Human Resources.

4e. Advertising the position

The position can also be posted by the supervisor to Career Services' [Cardinal Connection](#) site. *Please note that it is the student's responsibility to initiate the job search process and contact prospective employers.*

4f. Ending a non-work-study student's period of employment

When completing the Employee Data Form, the supervisor can supply a termination date. If that information is not provided, the supervisor must submit a new Employee Data Form when that date is determined.

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5. THE HIRING PROCESS

5a. Overview – Work-Study Students

Hiring students is a multi-step process that begins with filing a Position Request Form and culminates when the supervisor and student receive an email authorization from Career Services. This email will include the student employee's name, start date, job number, hourly rate, and approved allocation amount. *Students may not begin work until this email is received; hours worked before the approved start date will be charged to the department's payroll.*

5b. Interviewing – Work-Study Students

Students who are interested in applying for a position will contact supervisors directly.

Undergraduate

Before interviewing a student for a work-study position, supervisors should ask to see his/her Federal Work-Study Authorization Form. This document verifies that a student has received a work-study award for the academic year. Students may pick up their FWS Authorizations at the Campus Employment Fair (beginning of fall term) or at Career Services Office (after the date of the fair).

Graduate

Graduate students receive letters of eligibility through the mail from the Financial Aid Office. Supervisors should ask to see this letter at the interview to verify that the student has work-study eligibility. Once a student is hired for a graduate work-study position, s/he should go to the Financial Aid Office to complete the paperwork needed to begin the position. The interview suggestions that follow are the same for both the graduate and undergraduate process.

5c. Interviewing Tips – All Students

Supervisors should have an accurate, written position description, which must include essential functions or tasks of the job, the environment in which such activities occur, and any physical demands of the job such as lifting, climbing, etc. Essential job functions are duties or responsibilities that are an integral part of the position and that the employee in the job must be able to perform. For a duty to be an essential duty, it is not necessary that it be performed frequently if it is a critical part of the job.

At the interview, supervisors will present the students with the complete job description and discuss:

- The function of the department
- Specific responsibilities and tasks that involve a student employee
- Needed or desired schedule (weekend hours, specific hours during the day, etc.)
- Type of supervision and training available
- General expectations of employees
- Skills students would bring to the job
- Student's experience with positions of this type

Interviewing tips/pointers:

- Some questions are illegal to ask during a job interview—see Appendix 9c for more details
- Ask only questions relevant to the job. You may ask about education, knowledge, skills, abilities and minimum experience needed **ONLY** as specified in the job description
- Ask each student the same questions and use the same standards to evaluate each applicant
- Make sure to ask enough questions to evaluate the applicant's technical and/or performance skills
- Take sufficient notes to be able to defend your selection
- All decisions regarding employment offers must be made in adherence with CUA policies regarding nondiscrimination. For more information, visit the [CUA General Counsel homepage](#).

Behavioral interviewing:

An excellent way of assessing a student's suitability for a position is to ask behavior-based questions. This type of interviewing is guided by the concept that past experience is the best predictor of future job performance. By asking students to provide specific examples, a supervisor can easily determine if the behaviors expressed are consistent with the needs of the position he/she is seeking to fill.

Sample behavior-based interview questions:

- Which supervisors have you found easiest to work with? Hardest? Why?
- Tell me about a time when you had to surmount an obstacle to reach a goal. What was the problem, and what did you do about it?
- What have you done to make your job easier or more rewarding?
- Under what conditions do you work best? Which ones do you find most difficult?

For further information about job descriptions, essential job functions, and interviewing prospective employees, please see the CUA [Equal Opportunity Office homepage](#). More details on behavioral interviewing can be found on Career Services web site ([frequently asked questions – behavioral interviewing](#)).

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6. GETTING STUDENTS ON THE PAYROLL

6a. Federal Work-Study (FWS) Authorization Form

The Federal Work-Study Authorization Form activates the work-study award for the student for each academic year. The FWS Form must be completed each year for both new and returning FWS eligible students. All inactive work-study awards will be cancelled at the end of the drop/add period.

Once a student is hired, the supervisor completes the “Department” section of the FWS Authorization Form and the student fills out the “Student” section. The job number must be included in the designated space. The student then returns the completed and signed form to Career Services. It is important to note that the student may **not** begin working until a confirmation email is sent to the supervisor and student from Career Services. The confirmation email will include the student’s name, the job number, the pay rate, the authorized start date and the student’s allocation amount.

6b. Employee Data Form – all students

Work-Study Students: The supervisor must also fill out a Work-Study Employee Data Form (EDF) for each student. The EDF is kept on file in the Career Services Office and is sent to HR as soon as notification is received from the Financial Aid Office that the student has reached his/her allocation amount and needs to be transferred to part-time payroll.

The Supervisor should fill out the top of the form, the section for students transferring from work-study funds to departmental funds, and sign the form. This form must be submitted along with the Work-Study Authorization Form to Career Services.

Non-Work-Study Students: The supervisor must fill out an Employee Data Form (EDF) for each non-work-study student. Once the form has the approval signatures on the first signature line at the bottom of the page, it should be forwarded to the Office of Human Resources for processing.

6c. Work eligibility documents (I9) – all students

I-9: All employees, including student employees, must have a valid I-9 on file to work at the University. Student employees are not permitted to begin work until the I-9 is certified. I-9s are available at Career Services, Human Resources, and in any office/department that has a Student Employment Coordinator. In order to complete an I-9, students must have specific ORIGINAL documents; please see the “List of Acceptable Documents” for filling out the I-9 (Appendix 9e).

If the student is below the age of 18, please see section 1d of this manual, the “Employment of Minors in the District of Columbia”.

6d. Payroll documents – all students

In addition to the FWS Authorization Form and the I-9, students must fill out the following documents before they can begin work. Failure to complete these forms will result in a delayed work start date and delayed entry into the payroll system.

W-4: The [W-4](#) is a withholding allowance form, enabling CUA to withhold the correct amount of federal tax from the student's pay. Students can get the W-4 from Career Services, Payroll, or in departments that have an Employment Coordinator (Appendix 9f).

Local tax withholding form: Students must complete a local tax withholding form for Maryland, Virginia, or the District of Columbia.

Direct deposit: Student employees should be encouraged to sign up for [direct deposit](#). A student need not have a local bank account to use this service (Appendix 9f). If during the course of the year, the student's address or bank account information changes, please advise the student to notify the Payroll Office immediately.

6e. FWS Time In/Out Logs – work-study students only

Supervisors are required to maintain and sign Time in/out logs for each student. The information from the logs will be transferred to the recap timesheets. At the end of each day, the supervisor must initial the sheet to verify that the student worked the hours listed. At the end of the pay period, both the supervisor and the student must sign the sheet to verify to total number of hours worked. These in/out logs must be kept on file for three years. Random audits will be performed throughout the year, and supervisors must be able to present both time in/out logs and timesheets.

6f. Timesheets

Work-Study Students

→Paper work-study timesheets are emailed to departments for each pay period. Initially, departments must hand-write the student information on the timesheet. Subsequently, departments will receive a pre-printed form with non-exempt employee paychecks. Please refer to Payroll's web site for the **Non-Exempt Payroll Schedule for the 2010 Fiscal Year**.

→Supervisors must keep copies of their work-study student timesheets for three years for auditing purposes. Students are encouraged to keep copies of their timesheets.

Non-Work-Study Students

→Non-work-study recap timesheets can be downloaded from the Payroll Office [web site](#).

All Students

→Supervisors are responsible for the accuracy of student timesheets. Be sure to complete them accurately and legibly by transferring the information from the In/Out Log.

→Students are paid semi-monthly on the 10th and the 25th of the month. A staff or faculty member from each department should deliver all student timesheets in a batch to an employee in the Payroll Office. A timesheet delivered by a student will not be accepted. Timesheets are normally due on *the first working day after the close of the pay period* (see the [university non-exempt payroll schedule](#))

→Hours may be entered only in quarter-hour increments; if necessary, round up to the nearest quarter-hour.

6g. Monitoring student earnings – work-study students

Undergraduate & Graduate Students

It is the responsibility of the supervisor AND the student to track student earnings and ensure that students do not exceed their work-study allocation. *If a student works beyond allocation, the hiring department's budget will be charged.*

We have a number of suggestions to assist you in tracking the student's earnings.

1. Supervisors may wish to determine the number of hours a student can work per week using the following formula:
Total award ÷ hourly rate ÷ number of work weeks = # of hours per week
Example: \$2000 ÷ \$8.25 per hour ÷ 26 work weeks per year = approx. 9 hrs/week
2. Tracking student's earnings may be made easier by using a tracking spreadsheet that was developed by the Financial Aid Office. You may view this Excel spreadsheet from our web site, <http://careers.cua.edu/campus-supervisors.cfm>. Look for Student Wage Tracking Form.
3. Supervisors should keep copies of signed timesheets for their records. Both students and supervisors should keep copies of the in/out logs for their records. The student should keep their pay stubs.

6h. Monitoring the work-study budget for your office/department

Offices/departments have been given a budget for work-study student expenditures. It appears as a line item in your Fund 11 budget with other salaries under "work-study student", line 0230, but only reflects the 25% University match, not the total amount that your office has spent. It is very important to track the total amount your office is spending on work-study student(s), so you do not exceed your budgeted amount. Heads of Departments (or their designees) are responsible for determining funding for multiple supervisors.

Work-study funds may only be used to pay work-study student salaries,

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7. STUDENTS TRANSFERRING WORK-STUDY POSITIONS

A student might like to transfer from one work-study position to another in the same academic year. The following steps must be completed:

1. Student must pick up new FWS Authorization Form and a new Work-Study Employee Data Form from Career Services.
2. Student must have forms signed by new and former supervisor.
3. Completed forms must be returned to the Career Services Office.
4. Supervisor/student must wait for confirmation email from Career Services Office before student may begin working.
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8. TRAINING TIPS FOR ALL STUDENT EMPLOYEES

Students will most likely need training to perform the job they've been hired to do. Some things to consider for the training process may include:

Office/department tour

- Show students around the office, and introduce them to other staff members and faculty.
- Make sure students know the “essentials” of the office layout—extra supplies, where to put coats and backpacks, bathrooms, etc.

Office equipment

- Show your new employees how to use the computer, fax and copy machine if they will have to use them.
- If your student employees will be answering phones, make sure they know how you want callers greeted (create a script—don’t hesitate to be very specific).
- Discuss transferring phone calls, using voice mail, and taking hand-written messages.

Responsibilities

- Review the position description with students.
- Be very clear about the duties and expectations of the position.
- Think about developing a training manual if your office doesn’t already have one.
- Talk about how to accurately fill out the time in/out log.
- Discuss how to handle confidential information (*students should sign a confidentiality agreement—see Appendix 9d*).

Office etiquette

- Dress code, if any.
- Procedure for notifying supervisor of absence.
- Any policies concerning visits by friends while on duty, personal use of phone, personal use of computer/email, etc.

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9. WORK-RELATED ISSUES AND GRIEVANCE PROCEDURES

Work-related problems should be addressed immediately with a student. In many cases, issues with a student employee can be resolved by discussing the requirements and expectations of a position and by explaining how s/he has not yet met them. Supervisors should review the job description and requirements once again and provide concrete suggestions about how a student can improve his or her performance. If appropriate, a timetable for correcting the problem may be established.

If a problem cannot be resolved within the department, supervisors should contact Human Resources.

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10. SOME COMMONLY ASKED QUESTIONS

1. What is the Federal Work-Study Program?

The Federal Work-Study (FWS) Program provides an opportunity for part-time employment to students attending CUA who need the earnings to help meet the costs of post-secondary education.

2. How is student eligibility for work-study determined?

Federal Work-Study is awarded based on the federal calculated need of the student and the availability of funds when the student applies. No separate application is required; the Free Application For Federal Student Aid (FAFSA) is all that is needed. Federal Work Study is offered on a yearly basis for the fall and

following spring term. Receiving Federal Work-Study one year is not a guarantee that a student will receive it the following year. The student must complete the FAFSA and CUA applications each year to be considered. Funding for this program is limited, so awards are made on a first-come, first-served basis.

3. Sometimes the awards seem rather small; why is this so?

CUA policy is to offer as many students as possible the opportunity to gain work experience while earning income to help them with their daily expenses. This limits the amount that can be offered to individual students.

4. How many hours can a student work? (all students)

Students with FWS awards can work up to 19 hours per week. Most students work an average of 6-10 hours per week.

5. Can work-study funds be used to pay overtime?

No. Students who hold work-study positions CANNOT be paid overtime with FWS funds.

6. Can students hold more than one work-study position?

No. Students can only have one work-study job. They may, however, have a work-study and a non work-study job as long as the positions are completely separate. For example, a student cannot work 8 hours per week as an office assistant and get paid through work-study and then 8 more hours per week in the same position as a part-time employee. In general, a student should not hold a work-study and a non work-study position in the same office or department.

7. Can a work-study award be reduced or revised?

Yes. If a student's eligibility changes (additional scholarships, change in enrollment status, etc.), a work-study award may be revised or cancelled by Financial Aid.

8. What forms need to be filled out to get a student on the payroll?

- Federal Work-Study (FWS) Authorization Form (work-study students only)
- Work-Study Employee Data Form (work-study students only)
- Employee Data Form (non-work-study students only)
- I-9
- W-4 and state tax forms. Federal Work-Study earnings are NOT exempt from taxation
- STRONGLY RECOMMENDED is a direct deposit form

(See section 4 for details and Appendix 9f for sample forms)

9. Where can I find a one-page summary of the hiring process for work-study employers?

See section 9b below for an overview of the work-study hiring process. It is strongly recommended, however, that you refer to the more detailed sections of this manual as they contain information not found in the summary.

10. I can't find a student for my work-study position. What can I do?

- Review the job description. Did you emphasize the job/life skills a student will acquire by working in this job? What kind of “perks” go along with working in your office or department?
- Review the number of hours a student is needed. Do you really need a student for 19 hours per week? (Most students do not have the time or the allocation to work this many hours)
- If you are in an academic department, see if professors, instructors, and teaching assistants will announce the position opening during classes
- To hang posters and/or flyers contact the Office of Conferences and Pryzbyla Management at x5291 for details.
- Post an announcement on your homepage.
- Attend the Campus Employment Fair and Mid-Year Job Fair.

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11. APPENDICES

11a. Wage classifications – work-study students

Wages for students with federal work-study funds are as follows:

Wage Classifications 2009- 2010

Wages for students with federal work-study funds are as follows:

Level I: \$7.25

No experience or previous training required. These positions consist of routine tasks with minimal responsibility. Student employee is closely supervised and receives training on the job. (e.g. receptionist, front desk assistant). **No experience necessary.**

Level II: \$8.25

Little to moderate experience, technical knowledge or previous training necessary (i.e., typist, data entry operator, word processing). Special instruction may be necessary for some aspects of these positions. Student must possess the ability to learn new tasks and work independently with limited supervision, and be able to handle confidential material and information (e.g. studio assistant, data entry operator, word processor, sound technician, lab assistant, office assistant). **Some related experience required.**

Level III: \$9.25

Moderate to substantial previous training or experience necessary. Independent judgment and demonstrated proficiency are required for these positions. Must possess special skills with a high level of competence and/or have advanced technical knowledge. These positions require independent judgment and decision-making ability with little or no direct supervision. May involve training of others (e.g. research assistant, web page design and maintenance, computer programmer). **One year of related experience or one year of related coursework or combination of experience and coursework to total one year.**

Level IV: Special Rates (*Community Service & Administrative Activities*)

DC Reads Tutors	\$12.00
Jumpstart	\$10.00
Safe Walks	\$10.00
DC Reads Team Leaders	\$13.00
DC Reads AmeriCorps Members	\$13.00
Graduate (assistantships)	\$13.00 (15 hours/week or 7 ½ hours/week) \$17.00 (DC Reads)

** Pay Increases: Please note that student employees who return to the same office/department each year will receive a \$0.25/hour pay increase per year.*

11b. Summary of work-study hiring procedures

I. Listing the job with the Career Services Office

- Fill out an online [Position Request Form](#) and submit to Career Services
- A wage rate and job number will be sent via email. Please be sure to save the job number (need it when hiring a student).
- CSO posts all jobs on [Cardinal Connection](#) and your web site.

II. Hiring students

- Interested students will contact supervisors directly; supervisors are responsible for interviewing and hiring students.
- Students must present their Federal Work-Study (FWS) Authorization Form at the interview. All students (new and returning) must complete this form at the beginning of each academic year. Currently students pick up their authorizations at the Campus Employment Fair (beginning of fall term) or the Career Services Office (after the date of the fair).
- Fill out the “Department” section of the FWS Authorization and sign it—be sure to include the job number mentioned in Section I above, make sure the student has filled out his/her section of the form and the attached Employee Data Form.
- Student employees then bring the signed and completed FWS Authorization and the WS Employee Data Form to the Career Services Office. New student employees will fill out an I-9 form (required), a W-4 (required), a local tax withholding form (required), and a direct deposit request (optional but strongly recommended). Returning students should have an I-9 and W-4 on file, verification of the I-9 will be done in Career Services.

III. Start date authorization

- After Career Services has received and processed all student paperwork, they will send an email authorizing that student to begin work. If a student begins work before receipt of this email, department funds must be used to pay for these hours.

11c. Illegal interview questions

For more information, visit the [Office of General Counsel's](#) web site.

Subject	Do Not Ask	You May Ask
Sex/Gender	Are you male or female? What are the names/relationships of any people living with you?	None allowed
Residence	Do you own or rent? Where do you live? How long have you lived there?	What is your present address?
Race/Color	What is your race? What color is your hair/skin/eyes?	None allowed
Age	What is your DOB? How old are you?	If hired, could you provide proof that you are at least 18?
National origin	What is your ancestry, descent, nationality? What is your native language?	<u>ONLY if job-related</u> : What languages do you speak and/or write fluently?
Marital/Family status	What is your marital status? How many children do you have? Are you pregnant/planning to have children? Do you have day care provisions made for your children?	None
Arrests/Convictions	Have you ever been arrested? Have you ever been charged with a crime?	Have you ever been convicted of any crime other than minor traffic offenses?
Religion	What is your religion/denomination? What church do you belong to? What religious holidays do you observe?	None
Disabilities	Are you disabled?	Are you capable of performing the essential functions of the job with or without reasonable accommodation?
Citizenship	Of what country are you a citizen? When did you become a US citizen?	If hired, could you prove eligibility to work in the US?
Language	What is your native language? How did you learn to speak a foreign language?	<u>ONLY if job-related</u> : What languages do you speak or write fluently?
Education	What are the dates you attended?	Please describe your academic, vocational or professional education and the schools you have attended.

11d. Confidentiality agreement

AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS PERTAINING TO STUDENTS, FACULTY, STAFF AND UNIVERSITY

I, _____(print name), understand that in my capacity as a student employee at The Catholic University of America (CUA), whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private records of other students, faculty and staff and/or pertaining to the university. I understand that under federal law and university policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at CUA. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. I understand that any such disclosure may be grounds for termination, prohibition of future employment and/or for dismissal from CUA.

Signature:

Date:

Please provide a copy to the student and maintain original in the department's files.

11e. List of Acceptable Documents (for I-9 completion)

To complete all required student employment paperwork, original identification documents must be brought. Acceptable documents include (either one from List A, or one from List B and one from List C):

LIST A Documents that Establish both Identity and Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
<ol style="list-style-type: none"> 1. U.S. Passport (unexpired) 2. Certificate of U.S. Citizenship 3. Certificate of Naturalization (INS Form N-550 or N-570) 4. Unexpired foreign passport, with <i>I-551 stamp</i> or attached <i>INS Form I-94</i> indicating Unexpired employment Authorization 5. Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>) 6. Unexpired Temporary Resident Card (<i>INS Form I-688</i>) 7. Unexpired Employment Authorization Card (<i>INS Form I-688A</i>) 8. Unexpired Reentry Permit (<i>INS Form I-327</i>) 9. Unexpired Refugee Travel Document (<i>INS Form I-571</i>) 10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (<i>INS Form I-688B</i>) 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 3. School ID card with a photograph. 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government Authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for Employment</i>) 2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>) 3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (<i>INS Form I-197</i>) 6. ID Card for use of Resident Citizen in the United States (<i>INS Form I-179</i>) 7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List A</i>) 	

11f. Sample forms

Sample forms are not available in the web version of this manual. If you would like a sample form, please call or email Amanda Jones at the Career Services Office (202-319-5623).

10g. Useful web sites

Career Services Office

Phone: 202/319-5623

<http://careers.cua.edu>

Financial Aid Office

Phone: 202/319-5307

<http://financialaid.cua.edu/StudentEmployment/>

Office of Human Resources

Phone: 202/319-5050

<http://humanresources.cua.edu>

Office of the General Counsel

202/319-5142

<http://counsel.cua.edu>

Payroll

202/319-5512

<http://treasurer.cua.edu/controller/payroll/>

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