

UNM-Taos Student Employee Handbook

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INTRODUCTION

Welcome to the University of New Mexico Student Employment Program. Your participation, both as student and employee, should be a rewarding and pleasant experience. As an employee, you will be called upon to perform a variety of tasks, some of which you will learn as you work. This Student Employee Guide is intended to help you become familiar with the employment policies and practices of the University of New Mexico-Taos.

We hope the information in this booklet is helpful to you and that your experiences as a student employee at UNM-Taos meet your needs and expectations. We want you to enjoy your work and to derive lasting benefits from it. We believe that the more you learn about the University, your job, and its benefits, the greater your satisfaction will be.

The Financial Aid Office exists to assist you financially by offering valuable work experiences that will enhance your life now and in the future.

Maisie R. Trujillo
Sr. Student Enrollment Associate
Student Financial Aid

Nikki Moyer
Financial Aid Advisor
Student Employment

EQUAL OPPORTUNITY

It is the policy of the University of New Mexico that no person shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any form under any program or activity of the University, its branches, or agencies, on the basis of race, color, religion, sex, sexual orientation, age, national origin, physical or mental handicap, ancestry or medical condition.

REASONABLE ACCOMMODATION

Reasonable accommodation is any change in the work environment, or the way a job is normally performed that enables a qualified individual with a disability to perform the essential functions of that job. Some examples of

reasonable accommodations include making facilities accessible to people with disabilities, acquiring or modifying equipment or devices or modifying job procedures. It is the student's responsibility to inform his or her supervisor of the need for an accommodation. The Director of UNM's Office of Equal Opportunity is UNM's Americans with Disabilities Act (ADA) Coordinator. The ADA Coordinator can help employees and supervisors with requests for accommodations.

RELEVANT TELEPHONE NUMBERS

UNM-Taos Cashier's Office.....(575)737-6263
UNM Equal Opportunity Office.....(505)277-5251
UNM Payroll.....(505)277-2353
UNM-Taos Financial Aid Office.....(575)737-6217
.....taosaid@unm.edu

EMPLOYMENT OPPORTUNITIES

WORK STUDY

College Work Study is a need-based financial aid program subsidized by the State and Federal governments. Students need to apply for financial aid before being accepted for Work Study. If they qualify, their earnings are limited to the Work Study amount indicated on their award notification and employment authorization.

Students may use their Work Study award at any time during the appropriate award period if they are enrolled in at least one hour (one hour for fall, spring, or summer semesters). If students want Work Study for a summer job, they should contact their financial aid officer or Student Employment Services for guidance. Work Study is restricted to students who are in a degree seeking status. The application priority date for financial aid, including Work Study, is March 1st each year.

Work performed by students participating in the Work Study program must be in the public interest. Work in the public interest is defined as work performed for the welfare of the nation or community, rather than work performed for a particular interest or group. Work is not "in the public interest" if:

- ☞ it primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative;
- ☞ it involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;
- ☞ it is for an elected official unless the official is responsible for the **regular** administration of federal, state, or local government;
- ☞ it is work as a political aide for any elected official;
- ☞ a student's political support or party affiliation is taken into account in hiring him or her; or
- ☞ it involves lobbying on the federal, state, or local level.

●STUDENT EMPLOYMENT

Students need not qualify for financial aid to be employed in the Student Employment Program. Students registered in at least one hour, in degree seeking status, one hour fall, spring, or summer semesters, are eligible for employment through this program.

THE HIRING PROCESS

●WORK STUDY

Available work study positions are posted on the bulletin board located in the Student Affairs Department as well as on the UNM-Taos website: <https://taos.unm.edu> .

Students interested in an available position must submit an application to the Financial Aid Office (Applications are available at the Student Affairs Department as well as online at <https://taos.unm.edu>). All applications are submitted to the hiring department after posted end dates. Students will be contacted by the hiring department for a formal interview. If the student is selected for the position they will be required to meet with the Financial Aid Advisor to complete the hiring paperwork. (W-4 employment form for tax purposes) All employees must also have their eligibility verified for employment through the completion of an I-9 form. The Financial Aid Advisor will inform the student and hiring department on an acceptable start date. All necessary forms are available on the work study website.

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PROBATIONARY PERIOD

Students employed through the Student Employment or Work Study Programs are hired on a probationary status during the first eight (8) weeks of each new assignment. During this period students have the chance to determine whether the job is acceptable for them. Employees have the option of changing jobs if they find that other employment will be more compatible with their schedule or with their purpose in working, now and in the future. During the probationary period supervisors will assess the student's performance as well. The student may be released from employment during or at the conclusion of the probationary period, with or without cause. The decision to release a probationary employee is not subject to appeal.

CLASSIFICATIONS AND PAY SCALES

[Job descriptions](#) must be submitted with each student employee and work study referral form.

Within the pay scale there are four grades -- “Grade I,” “Grade II,” “Grade III,” or “Grade IV”. Students are to be paid based on the required knowledge and skills necessary to successfully complete their job.

Grade I: Entry-level position, routine duties which may involve a modest degree of responsibility and judgement. Some specific knowledge or skills.

Grade II: Intermediate level position, some responsibility and skills, perform varied and moderately complex duties involving a moderate to substantial degree of responsibility and judgement. May direct or coordinate activities of other student employees. Usually requires previous training or equivalent experience.

Grade III: Perform varied and complex duties involving a high degree of responsibility and judgement. May supervise or regularly lead activities of other student employees. Usually requires considerable training or equivalent experience in a specialized or technical field.

Grade IV: Technical/Specialist, extremely high skill level, independent work.

The pay scale is available on our website at <http://www.unm.edu/~wsestudypayscale.html>.

TRANSFERS

Student employees may transfer from one department to another within the University in order to facilitate their interests or to develop skills they already have or wish to acquire. Students are expected to follow all procedures for terminating from one department and being hired by another.

Students may transfer from any UNM payroll to the student payroll, provided that they meet the eligibility criteria. Students may not work simultaneously on the student and staff payrolls.

INTERDEPARTMENTAL TRANSFERS

Employees may be requested to transfer within the department to a position that will better utilize their skills or to improve the function of the department. It is recommended that students be given a one-week notice of this intent and that they be informed of the possibility of transfer at the time of initial orientation.

TERMINATIONS

Student employees may terminate under a variety of circumstances. There are three broad categories, however, under which the student employee’s termination will fall: termination by the Student Employment Office, voluntary termination, or involuntary termination.

I. STUDENT EMPLOYMENT OFFICE TERMINATION

This is an administrative termination that may affect all College Work-Study and non-work-study student employees. The Student Employment Office terminates your employment for one of four reasons:

- ☞ The Work Study employee has earned their total work study allocation for the academic year;
 - ☞ The Work Study employee is not maintaining satisfactory academic progress (see Academic Requirements); or
 - ☞ The Student Employee or Work Study employee has withdrawn from the University.
 - ☞ The Student Employee or Work-Study employee exceeds the 30 hour a week limit during the semester.
- ☞ Note: All student employee's (including work study employees) job assignments are terminated each year on the last day of the spring semester. Students must meet all [eligibility requirements](#) to continue working after the last day of each spring semester. [Continuation paperwork](#) must also be submitted to the Student Employment Office before the end of the spring semester.

The Student Employment Office will notify the employing department about an administrative termination. The employing department is responsible for notifying students of an administrative termination. **It is incumbent on both the employer and the student to monitor work-study earnings relative to the employee's work-study allocation and be aware of all [eligibility requirements](#) to ensure the student maintains his or her eligibility for employment.**

II. VOLUNTARY TERMINATION

Student employees may terminate at their request. Student resignations should be submitted in writing, no less than two weeks prior to the indicated date of termination. Departments, in turn, may not terminate a student less than two weeks after the date of written notification.

However, students are considered to have resigned if they:

- ☞ Walk off the job;
- ☞ Are absent for three consecutive days scheduled for work without permission, except when an emergency situation precludes giving notice; OR
- ☞ Fail to return to work within six working days following the end of a personal leave of absence.

Note: Two-week notification of termination by the employing department is not mandatory in any of the above instances.

III. DISMISSAL FROM EMPLOYMENT

Student employees may be involuntarily dismissed from their position if they:

- ☞ Fail to perform in a satisfactory manner;

- ☞ Commit a major offense such as for example, theft, gross misconduct or gross insubordination.

Students may be immediately dismissed with no prior notice for committing any act(s) falling in the second category above. If they are involuntarily terminated, employees have the option of pursuing the issue as outlined in the student employment due process procedure.

☛WARNING NOTICE

It is required that departments give a two-week warning notice prior to involuntary termination (except in the case where summary dismissal is permitted). The written warning is suggested to give employees an opportunity to be aware of and correct specific job deficiencies. A copy of the warning notice should also be sent to the Student Employment Office for their file. Failure to correct the deficiencies outlined in the warning notice will result in termination of employment.

TERMINATION GRIEVANCE PROCEDURE

This policy applies to all students employed through the Student Employment Office under College Work Study or the Student Employment Program who have successfully completed their probationary period. Students employed as graduate, teaching, research, special and project assistants are subject to the employment policies procedures contained in the Faculty Handbook. Students whose employment is associated with an academic program must follow the student grievance procedure through the EVP of Academic Affairs.

Student employees may utilize the termination grievance procedure only to dispute an involuntary dismissal. It may not be used if a student employee resigns (as set forth under Voluntary Termination) nor does it apply to any other work dispute or grievance.

- ☞ The employee shall submit written notice initiating the termination grievance procedure within ten working days of the termination. The notice should be directed to the concerned department chairperson or director with a copy submitted to the Student Employment Office;
- ☞ The concerned department chairperson or director shall hold an informal meeting with the employee and render a written decision. Step two shall occur within ten working days following the filing in writing of such a complaint with the department chairperson;
- ☞ The employee may file an appeal to a termination grievance board within ten working days of notification of the decision reached in step two. The termination grievance board shall hold a formal hearing as soon as practical after the filing of the appeal.

The termination grievance board shall be composed as follows:

- ☞ The president of ASUNM or his/her designee shall serve in the case of an appeal by an undergraduate student.
- ☞ The president of GPSA or his/her designee shall serve in the case of an appeal by a graduate student.
- ☞ The Dean of Students or his/her designee.
- ☞ The two appointed members will select the third member from the Division of Student Affairs.

Procedures for the termination grievance hearing are as follows:

☞ The hearing shall be private.

☞ The student appealing his or her termination is responsible for presenting his or her case; advisors (including attorney advisors) are therefore not permitted to present arguments or evidence or otherwise participate directly in the hearing. The department may appoint a representative to present the department's case. The representative may have an advisor but, like the student, the advisor cannot participate directly in the hearing.

☞ The Grievance Board members may question both parties in the hearing.

☞ Both the student appealing his/her termination and the department representative have the right, within reasonable limits set by the presiding official, to question all witnesses who testify.

☞ Both the student appealing his/her termination and the department representative have the right to submit any evidence they want the grievance board to consider at least five (5) business days before the hearing. Both parties also have the right to identify witnesses for the grievance board to invite. The grievance board may, at its discretion, request those or other witnesses to attend the hearing and provide testimony. The grievance board does not have the power to subpoena witnesses. Any evidence provided to the grievance board by either party will be made available for review by the other party at least three (3) business days before the hearing."

☞ The Grievance Board may proceed independently to secure evidence for the hearing. The party charged shall have an opportunity to review any such evidence at least three (3) business days before the hearing.

☞ The hearing will be tape-recorded and the Grievance Board will keep the tape(s). The tape is the property of the University. No typed record will be made.

☞ The hearing proceeding is not subject to judicial rules of evidence.

The decision of the termination grievance board is final except that the President and the Board of Regents have the discretionary authority to review the decision. The President and the Board of Regents normally review such decisions only in extraordinary cases, such as where proper procedures have apparently not been followed, where the decision appears to be unsupported by the facts, or where the decision appears to violate University policy.

ACADEMIC REQUIREMENTS

Work Study students are required to maintain satisfactory academic standing to continue to qualify for employment. Eligibility follows the process as listed in the UNM Catalog and the Student Financial Aid Guide. For more information, please contact the Student Financial Aid Office.

NON-DEGREE STUDENTS

Students classified as non-degree are not eligible for on-campus employment unless the student is taking prerequisites for a graduate program or is enrolled in the teacher certification program. Approval must be given by the student employment manager for each semester. ***Note: Non-degree students enrolled in graduate level courses or courses for graduate credit are not eligible for on-campus employment.***

HOW MANY HOURS CAN I WORK?

While classes are in-session (this includes Fall and Spring breaks) students are allowed to work a maximum of 30 hours per week. While classes are not in-session (during Winter break and when not enrolled during the summer) students are not to exceed 40 hours per week. A violation of this policy will result in the termination of the assignment.

TIME REPORTING

All departments are required to keep a detailed time sheet on each student employee for audit purposes. Students will need to check their posted hours and sign the time sheet for payment of the hours worked. Weekly time sheets are available in the Financial Aid Office.

Employee's daily time will be posted on the Payroll Time Report and returned to the Financial Aid Office for processing. Payroll Time Reports are available in the Financial Aid Office. Hours worked must be posted on the proper Time Report (i.e., Work Study or Student Employment) to be processed for payment.

PAYCHECK PICKUP

WORK STUDY AND STUDENT EMPLOYMENT

It is strongly recommended that students have their paychecks deposited directly into their checking or savings accounts by the Payroll Department. Authorization forms are available at both the Student Employment and Payroll Offices.

Students who do not have direct deposit will have their checks mailed. Please keep your mailing address current. If you need to change your address please log into www.unm.edu/dss.

OFF-CAMPUS WORK STUDY EMPLOYMENT

Students working at off-campus work study sites pick up their pay stubs at the Work Study Office if they have direct deposit.

PAY PERIODS

All pay periods are two full weeks in duration. There are twenty-six pay periods in a calendar year and employees are normally paid every other Friday. The schedule for pay dates is available on the Student Employment Website. (www.unm.edu/~wsestudy/paysched.html)

REST PERIODS/MEAL BREAKS

Students must take at least a 30 minute meal break for every six hours of continuous work. Student employees are due a fifteen-minute rest period within every four hours of scheduled continuous work. Employees and their supervisor should agree, in advance, on the timing of rest periods.

HOLIDAY PAY

If students are required to work on a holiday, they will receive straight time pay for the hours worked unless they exceed forty hours in one week. Some departments on campus may require holiday work.

TAXES

All wages paid to student employees, including Work Study, are subject to income taxes. Students must complete the Employee's Withholding Allowance Certificate (W-4) before being placed on the payroll. Payroll processing will be delayed until this form has been completed and submitted to the Payroll Office. If employees claim "exempt," yearly renewal is required.

W-2 FORMS

A statement of wages earned is issued by the University of New Mexico at the end of the calendar year and is sent to students by the Payroll Office in January. Students should check with the Payroll Office to be sure that their current permanent mailing address is on file.

FICA

During Fall and Spring sessions, student employees are exempt from paying FICA taxes. During the Summer session students (and employers) are required to pay FICA taxes for periods of non-enrollment or if their enrollment falls below half-time.

I-9 FORM

The Immigration Reform and Control Act of 1986 requires all new employees to provide proof of identity and employment verification. Further information may be obtained from the Financial Aid Office. If it has been more than 90 days since a student has last worked on campus, the I-9 form must be renewed. **Students are not eligible to begin working until I-9 documentation is completed at the Financial Aid Office. I-9 documentation completed by departments is not valid.**

F-1 and J-1 VISAS

Students having F-1 or J-1 visas are eligible to work on the Student Employment Payroll only if proper documentation indicating the student is eligible to work in the United States is presented at the Financial Aid Office when completing hiring paperwork.

CUSTOMER SERVICE TRAINING

All student employees (including work study) are required to complete the [Online Customer Service Training](#) before new or continuation hiring paperwork can be processed.

Student Employment Pay Scale

	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII
Grade I	\$6.25	\$6.50	\$6.75	\$7.00	\$7.25	\$7.50	\$7.75
Grade II	\$6.75	\$7.00	\$7.25	\$7.50	\$7.75	\$8.00	\$8.25
Grade III	\$7.25	\$7.50	\$7.75	\$8.00	\$8.25	\$8.50	\$8.75
Grade IV	\$9.50	\$10.25	\$11.00	\$11.75	\$12.50	\$13.25	\$14.00

Grade Definitions:

- I. Entry level position, routine duties which may involve a modest degree of responsibility and judgment. Some specific knowledge or skills.
- II. Intermediate level position, some responsibility and skills, perform varied and moderately complex duties involving a moderate to substantial degree of responsibility and judgment. May direct or coordinate activities of other student employees. Usually requires previous training or equivalent experience.
- III. Perform varied and complex duties involving a high degree of responsibility and judgment. May supervise or regularly lead activities of other student employees. Usually requires considerable training or equivalent experience in a specialized or technical field.
- IV. Technical/Specialist, extremely high skill level, independent work.