



SEATTLE UNIVERSITY'S

SUPERVISOR'S GUIDE TO ON-CAMPUS STUDENT EMPLOYMENT

The purpose of the Supervisor's Guide to On-Campus Student Employment is to provide a one-stop resource for faculty and staff on the policies of student employment at Seattle University. This guide is revised annually to remain current on federal, state and campus regulations.

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TABLE OF CONTENTS

	Page	
SECTION 1: INTRODUCTION and POLICIES	3	The University’s Human Resources Philosophy
	3	Equal Employment Opportunity Policy
	4	Individuals with Disabilities
	4	Sexual Harassment Policy
	5	Drug and Substance Abuse Policy
	6	Work Place Attire
	6	Reporting On-the-Job Injuries
	6	Interviewing Potential Student Employees
	6	Meal and Rest Periods
SECTION 2: PURPOSE and ROLES	8	The Purpose of Student Employment
	8	The Role of the Office of Student Financial Services
	8	The Role of the Supervisor
SECTION 3: STUDENT EMPLOYMENT ELIGIBILITY	10	Types of On-campus Student Employment
	10	Federal Work-Study Students
	10	Non Work-Study Students
	10	International Students
	11	On-Campus Student Employment Pay Rates
	11	Work-Study Eligibility
	11	Class Standing Award Protocol
SECTION 4: HIRING A STUDENT	13	Develop a Job Description
	14	Advertise the Position
	14	Accept Applications
	15	Conduct Interviews
	15	Complete the Hiring Documentation
	16	Provide Student Orientation/FERPA Training
SECTION 5: PAYING A STUDENT	18	Web Time Entry: Due Dates, Pay Dates and Paychecks
	19	Student Pay Rates
	19	Maximum Weekly Hours Policy
	19	Students Working in More Than One Position on Campus
	19	The Federal Insurance Contribution Act (FICA)
	20	Volunteer Hours
		Student Employment vs. Temporary Employment
	20	Term-Paid Employment
	21	Honorarium-Paid Employment
22	Grant-Paid Employment	
SECTION 6: EMPLOYMENT CHANGES and TERMINATION	23	Employment Changes
	23	Termination
SECTION 7: SUMMER EMPLOYMENT	24	Summer Term and the Application Process
	24	Making Satisfactory Academic Progress
	24	Continuing Academic Year Employment Into Summer
	24	Maximum Weekly Hours
SECTION 8: APPENDICES	25	Appendix A: Washington Administrative Code
	26	Appendix B: Student Employee Evaluation Form

SECTION 1: INTRODUCTION AND POLICIES

Seattle University is proud to sponsor a large on-campus student employment program that supports many students who are responsible to work and contribute to their cost of attendance at SU. On-campus employment allows students to work and earn while learning valuable work skills and employer expectations in the convenience of a university setting. Working on campus helps students to become connected to the campus community and has been shown to contribute to their academic success. This allows the student's educational experience to continue beyond the walls of the classroom and is part of Seattle University's commitment to the growth of the whole person.

Student employment is also critical for the numerous departments across the SU campus where students are hired to perform many different functions. Student employees are a vital part of the success of Seattle University. Supervisors have a unique opportunity to participate in the education of Seattle University's students. Hiring students not only provides a valuable resource to the university's staffing, but also helps students gain work experience and funding for their education.

Student Financial Services is committed to assisting both students and supervisors through the employment process. In addition, we must ensure that Seattle University remains in compliance with various federal, state and institutional regulations. This guide is intended to provide supervisors with information on how to locate, hire and pay a student employee. It also provides information on institutional policies, required documentation, important deadlines and the role of a student supervisor.

Reading and understanding this handbook will help supervisors avoid errors that cause frustrating delays in hiring and paying students.

The University's Human Resources Philosophy

The University's Strategic Plan emphasizes a commitment to excellence in all aspects of the University's operations. This focus on excellence includes a culture that encourages and supports service and professionalism in the interactions of employees with each other, with students and their families and with members of the public. All employees are viewed as representatives of the University who have the opportunity to model service and professionalism in their many interactions both internally and externally.

The University desires to maintain a competent, stable and diverse work force that is well informed in matters affecting employment. The University also seeks to promote employees' opportunity for growth, expression of ideas and work satisfaction through an atmosphere of appreciation and recognition of their contributions. Excellence in the provision of all services is an essential component of a distinctive education at the University. Therefore, the University strives to develop and maintain the positive work environment needed to recruit and retain capable, committed and caring employees.

Equal Employment Opportunity Policy

The University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, political ideology, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, benefits and training.

The University administers all policies, practices and procedures in ways that are consistent with the University's Catholic and Jesuit character.

Supervisors **must** ensure that they adhere to the above policy when recruiting, interviewing and hiring a student employee. Students who feel they have experienced employment discrimination based on any of the above-mentioned circumstances should be referred to the Associate Vice President for Human Resources located within the Human Resources Office, Rianna Building (RINA), #200, 718 – 12th Avenue (between Cherry and Columbia) as well as the Student Employment Coordinator in the Office of Student Financial Services, University Services Building (USVS), Room 105. All employment grievances based on discrimination are processed through the Human Resources Office.

Individuals with Disabilities

Seattle University complies with the Americans with Disabilities Act, Section 504, of the Rehabilitation Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The University also provides reasonable accommodation for such individuals with disabilities.

An employee or applicant seeking an accommodation in connection with employment should first contact the Associate Vice President for Human Resources/Equal Opportunity Officer (AVP for HR/EOO) for assistance. It is the responsibility of the employee to provide the university with adequate notice of the disability, to request the particular accommodation, and to provide any necessary medical verification of a disability-related need for the accommodation. On receipt of an accommodation request, the AVP for HR/EOO will meet with the requesting individual and other relevant University personnel to determine the individual's needs and the availability of reasonable accommodations. Complete information about accommodations for individuals with disabilities, including appeal procedures, may be found in Appendix E, the Section 504/ADA Policy and Appeal Procedure.

Supervisors must not discriminate against a disabled student applicant or employee who is otherwise qualified to perform the job. Supervisors are encouraged to contact the AVP for HR/EOO for guidance in determining reasonable accommodations for disabled students.

Sexual Harassment Policy

The University seeks to maintain an environment for learning and working that is free from harassment consistent with its mission and sound business practice. Sexual harassment is a form of unlawful discrimination and is prohibited by Title VII of the Civil Rights Act, Title IX of the Education Amendment of 1972 and the Washington State Law Against Discrimination (RCW Chapter 49.60).

The University is committed to taking all reasonable steps to prevent sexual harassment and does not tolerate sexual harassment in any form between or among members of the University community. Persons of either sex may be victims or perpetrators of harassment. Sexual harassment may occur between persons of the same sex. The University takes appropriate corrective action with those at all levels within the University community who engage in sexually harassing behavior.

All employees are responsible for ensuring that their conduct does not sexually harass any other member of the University community. This includes all academic and employment conditions at the University, wherever students and/or employees are engaged in University business.

The University does not tolerate sexual harassment of an employee by a third party doing business with the University or on the University premises. Independent contractor, vendors, visitors and others are expected to comply with this policy, and the University will take appropriate corrective action if they fail to do so.

Additional information may be found in Appendix C of the Seattle University Human Resources Policy Manual. HR requires the Sexual Harassment Prevention – Online Training and Test as a tool for assisting

employees with understanding what constitutes sexual harassment and what steps necessary to take when necessary if a problem occurs in the workplace. While this testing is not available for student employees, the policy is made available to them for their review and reference.

Complaint Procedure: Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. If a situation exists that an employee believes is detrimental to the employee or to the University, the employee should follow the procedure described here for bringing the complaint to the University's attention.

The employee should first discuss the matter with his/her direct supervisor. If the problem is not resolved after discussion with his supervisor, or if *for any reason* the employee does not want to discuss the matter with his direct supervisor, the employee may discuss the matter with the department head. In an effort to resolve the problem, the department head will consider the facts, conduct any necessary investigation and may also review the matter with a member of HR. The employee will normally receive a response regarding the problem within five working days of meeting with the department head.

If the employee is not satisfied with the department head's decision and wishes to pursue the problem or complaint further, the employee may submit a written summary of the concerns to the Associate Vice President for Human Resources (AVP for HR). The AVP for HR will review and investigate the matter as necessary and decide how the concern or complaint will be resolved. The employee will normally receive a response from the AVP for HR within ten working days.

If the employee is not satisfied with the decision of the AVP for HR, the employee may make a written appeal to the Senior Vice President or to the Provost, who may reopen the investigation, continue the investigation or decide how the complaint will be resolved. The written appeal must be submitted within five working days of the decision of the AVP for HR. The decision of the Senior Vice President or the Provost will be final.

The University does not tolerate any form of retaliation against employees availing themselves of this complaint procedure. The procedure should not be construed, however, as preventing, limiting or delaying the University from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude or demeanor) where the University deems disciplinary action appropriate.

Drug and Substance Abuse Policy

University employees have the responsibility to perform their jobs in a safe, conscientious and effective manner. University employees must be able to work in a drug-free environment and themselves be free from the effects of drugs. The following conduct is strictly prohibited and may result in immediate termination of employment:

1. An employee's manufacture, sale or possession of a controlled substance or drugs not medically authorized.
2. An employee's use of a controlled substance or drug not medically authorized in the work place that affects job performance, or poses a hazard to the safety and welfare of the employee or other employees.

If an employee is convicted of a criminal drug statute he is required to report his conviction for a violation occurring in the work place to his immediate supervisor within five days after such conviction.

An employee who observes, or has knowledge of, other employees in a condition that affects their ability to perform job duties or poses a hazard to the safety and welfare of others shall promptly report the condition to his own supervisor.

The University takes seriously its commitment to provide a drug-free working environment. Anyone with a drug or substance abuse problem is encouraged to seek assistance before the problem affects his/her employment status. To comply with the Federal Drug-Free Work-Place Act of 1988, HR provides a list of agencies that provide rehabilitative and counseling services.

On receiving a report of a violation of the Drug/Substance Abuse Policy, the Associate Vice President for HR, the Public Safety Manager, and the Director of Public Safety follow the procedures outlined below.

1. Gather information and document facts about the incident.
2. Conduct an investigation into the allegations surrounding the report.
3. Prepare an investigative summary with all relevant facts and information.
4. Make recommendations for corrective action.
5. Determine whether or not the facts warrant the involvement of outside law enforcement agencies.

The Seattle University Substance Abuse Policies and Prevention Program apply to all students taking one or more classes for any type of academic credit and all employees, including faculty, staff and administration.

Work Place Attire

From the HR Policy Manual: Discretion and good judgment on the part of employees in their style of dress and personal appearance are essential to the professional image and the safe operation of the University. Employees are expected to dress in a manner appropriate to their working environment and tasks. The University reserves the right to establish and identify guidelines for dress and appearance. Individual departments or units also reserve the right to have their own guidelines on clothing in the workplace appropriate to the nature of their tasks. Employees should consult with their supervisor about attire specific to their department.

Reporting On-the-Job Injuries

If a student is injured while on the job, the student must report the injury to his/her supervisor and complete an incident report with the Department of Public Safety in Room 102 of the University Services Building. If medical treatment is necessary, a Workers Compensation Form must be completed at the point of medical treatment.

Additional information may be found in Appendix A of the Seattle University Human Resources Policy Manual.

Interviewing Potential Student Employees

Supervisors must avoid any prohibited pre-employment inquiries as outlined in the Washington Administrative Code (Chapter 162-12 WAC Pre-employment Inquiry Guide and Chapter 162-16 WAC Employment). Appendix A contains the link to the Administrative Code which includes a sample of prohibited inquiries.

Meals and Rest Periods

No student employee will be required to work more than five consecutive hours without a meal period. The student's supervisor will schedule one unpaid hour for the student's lunch any time the student is scheduled to work more than five consecutive hours.

The University affords a fifteen (15) minute break for every four (4) continuous hours of work.

Time not taken as a meal or rest period cannot be used to shorten the workday, accrue compensatory time or be added to the meal period.

SECTION 2: PURPOSE AND ROLES

The Purpose of Student Employment

The student employment program represents an important financial resource to assist students in earning funds to offset the cost of a university education while at the same time providing a valuable work force. Seattle University is committed to assisting as many students as possible by providing on-campus employment opportunities based on the following principles:

- The student work experience enhances the educational development and growth of students by providing work-related learning experiences.
- The student work experience provides professional and/or practical training in major areas of student academic pursuits.
- The student work experience is a vital part of the total financial assistance that is essential to aid students who for financial reasons might not otherwise be able to attend college.
- Students eligible for federal or state-funded work study are not guaranteed a position of employment with Seattle University. It is the student's responsibility to seek and obtain employment based on his or her qualifications.

The Role of the Office of Student Financial Services

- Maintain a centralized advertising system (Redhawk Network) for all Seattle University positions available to students.
- Assure that the student hiring and work experience adheres to equal employment opportunity guidelines as well as to state laws, which prohibit discrimination on the basis of physical disability. This ensures that meaningful and equal opportunity exists for all regardless of race, color, religion, marital status, sex, age, sexual orientation, disability, national origin, gender identify, genetic information, political ideology, or a status as a Vietnam era or special disabled veteran in accordance with applicable federal, state and local laws.
- Process all required documentation for the hiring of student employees. This includes:
 1. The Student Employment Action Form **and**
 2. The Department of Homeland Security's U.S. Citizenship and Immigration Service's Form I-9 (Employment Eligibility Verification) **and**
 3. The Internal Revenue Service's Form W-4.

Without this documentation, the Payroll Office is unable to process a paycheck for the student employee.

- Provide guidance and assistance for supervisors and students when problems arise.
- Monitor student eligibility and earnings for the Federal Work-Study program. Notify supervisors when a student has changes in his/her eligibility, or has exceeded the maximum amount of earnings.
- Inform the Seattle University community of applicable policies and/or regulations.
- Ensure that Seattle University remains in compliance with various federal, state and institutional regulations.

The Role of the Supervisor

- **On or before a student employee's date of hire/first day worked,** that student's supervisor must:
 1. Submit a completed On-Campus Student Employment Action Form (SEAF) to Student Financial Services, and

2. Direct the student to Student Financial Services to complete the Form I-9 and the Form W-4.

It will save time for students if they download and print the I-9 and W-4 forms before going to Student Financial Services because dependent students may have questions for their parents about completing these forms.

All three forms are available on the Student Financial Services web site: www.seattleu.edu/sfs. Once there, click on “Forms and Documents” in the left column menu. The forms will be in alphabetical order on the resulting screen. The W-4 and I-9 must be presented with original copies of specific documents which are listed on the form.

- Give priority in hiring to students who are new, incoming students to Seattle University, if the job allows.
- Hire student employees only to supplement and not to replace regular employees.
- Provide training, supervision and evaluation of the student employee’s performance. Appendix B is a sample evaluation form supervisors might consider using for student evaluations.
- Establish clear working goals.
- Delegate responsibilities.
- Set a positive example of professional, polite and ethical behavior.
- Show appreciation for exceptional work.
- Allow for student’s input and ideas.
- Be an accessible supervisor.
- Be a teacher as well as a student.
- Encourage risk-taking and decision-making.
- Communicate openly and honestly.
- Monitor the student employee’s Federal Work-Study earnings, if applicable. In the situation that a student earnings reach the maximum eligibility during the current award term, the supervisor must:
 1. Have the student contact Student Financial Services regarding an increase in eligibility, **or**
 2. Change the student position to non work-study status, **or**
 3. Terminate the student immediately.

SECTION 3: STUDENT EMPLOYMENT ELIGIBILITY

Types of On-campus Student Employment

There are two types of student employment on campus: regular student employment (non-work study) and federal work study (federally subsidized, need-based financial aid). Both types require that the student be both matriculated and enrolled at least half-time (six or more credits as an undergraduate student; three or more credits as a graduate student) during the academic year to be classified as a student employee at Seattle University. Failure to meet this requirement will cause the student's student employee status to be terminated for the quarter in question and, to continue, he or she will need to be hired as a temporary employee through the Office of Human Resources.

Federal Work Study Students

The Federal Work Study (FWS) program, authorized by Congress in 1965, is designed to promote the part-time employment of students. Student eligibility is based on "financial need" as determined from the information provided by the student on the Free Application for Federal Student Aid (FAFSA). Students must complete the FAFSA each year in order to be considered for Federal (On Campus) Work Study eligibility, as well as for the other types of financial aid. Wages paid to work study students are subsidized by the Federal Work Study Program. Student earnings for the work study program come directly from departmental budgets.

Non-Work Study Students

Regular (non-work study) employment is available to eligible students who do not demonstrate financial need based on the FAFSA form. Student earnings for the non-work study program come directly from departmental budgets. Some departments may be allocated funds within their operating budgets for hiring non-work study eligible students. All hiring and reporting procedures follow the guidelines established for the Federal (On Campus) Work Study program.

International Students

International students enrolled at least half time with an F-1 Visa status, are allowed to work as regular non-work study student employees on campus. It is important that the I-20 is valid and current to maintain or seek on-campus student employment at Seattle U.

International students that choose to apply for a social security number will be required to show proof that they have been offered an on-campus job when going to the International Student Center in Room 160 of the James C. Pigott Pavilion to receive an application letter. A copy of the Student Employment Action Form or letter from the department supervisor meets this requirement. After the student applies for a social security card, he or she will need to bring a copy of the receipt to the Student Financial Services Office.

New hire paperwork cannot be completed until the student brings the social security card to Student Financial Services. Similarly, time sheets cannot be processed until the card is reviewed and documented on the SEAF, I-9 and W-4. The Payroll Office requires a social security number to process student paychecks.

All hiring and reporting procedures for international students follow the guidelines established for on-campus student employment.

On-Campus Student Employment Pay Rates

Pay rates are the same for both work study and non-work study on-campus student employees. For 2012-13 pay rates are as follows:

- Level 1: \$ 9.45
- Level 2: \$10.65
- Level 3: \$11.70 (graduate students in graduate positions)
- Level 4: \$21.67 (graduate students in paraprofessional positions)

Work Study Eligibility

Because eligibility to participate in this program is based on financial need as determined by the information the student provides on the FAFSA, students must complete the FAFSA **each year**. The FAFSA is available on-line at www.fafsa.gov. To be eligible to be awarded all the funds for which they are eligible, students must submit their FAFSAs by Seattle U's February 1 priority funding deadline. While Student Financial Services will continue to process financial aid for FAFSAs received after February 1, when funds are depleted, late applicants may not be awarded the maximum financial aid for which they are otherwise eligible because the funding is depleted.

In addition to being enrolled at least half time (six or more credits as an undergraduate student; three or more credits as a graduate student), students must also maintain satisfactory academic progress in order to receive financial aid (which includes work study). Specific information about satisfactory academic progress requirements can be found on the Student Financial Services web site.

Students eligible for FWS may go to SUOnline to download and print an Authorization Form that verifies work study eligibility. The Authorization Form indicates the gross amount the student may earn and the dates of his or her eligibility. Supervisors should request this document from the student and keep it for their records. The Authorization Form is the supervisor's assurance that the student is eligible to participate in the FWS program. **Students cannot begin working under the FWS program until their award period begins.**

It is important to request and carefully review the student's Authorization Form because:

1. Students may also receive awards from the Washington State Work Study program which can only be used for off-campus positions, making them ineligible to work on-campus unless it is in a non-work study position, or
2. Some students have no work study award at all (either because they are not eligible or because, while they have need, they were a late applicant and funding was depleted before their award was made). Supervisors who have questions regarding the student's status or eligibility should contact the Student Employment Coordinator in the Student Financial Services Office.

Class Standing Award Protocol

Eligible freshman and sophomore students are awarded on-campus Federal Work Study to the extent funds are available. This program provides the opportunity for students to develop work skills in the convenience of the college setting. Employment within the campus community is an important part of a student's successful transition to college. Eligible juniors and seniors are awarded off-campus Washington State Work Study. This off-campus program provides employment opportunities that allow students to expand their job skills. In general, these positions should be directly related to students' chosen majors or career interests.

In addition to placements that are the most beneficial to students depending on where they are in their academic careers, this protocol allows the University to stay within the limited amounts of funding available from the federal and state governments for these programs. The University does not receive adequate Federal Work Study funding to award on-campus positions to all eligible students. First and second year students whose FAFSAs are received after the University's February 1 priority funding deadline may be awarded off-campus work study because on-campus work study funding has been exhausted. The priority given to first and second year students for on-campus positions funded through FWS not only helps with the transition to college but also helps ensure the most efficient and effective use of these funds without exceeding the allocation.

Graduate students are awarded Washington State Work Study funding upon request if funding is available. This funding is not included in the initial award since many of Seattle University's graduate students not have an interest in participating in a work study program.

What if a junior or senior wants to have FWS funds? If a supervisor desires to employ a work study-eligible junior or senior to work on campus during the academic year and the student agrees, both the student and the supervisor must complete a "Request for On-Campus Work Study" form. FWS funding for these exceptions to policy is limited. Supervisors may be required to fund these positions from a departmental line item other than student employment. For 2013-14 limited approvals will be given to students returning to Level 2 or 3 positions where the pool of freshmen and sophomores with the appropriate qualifications is especially limited. The request form is available by going to www.seattleu.edu/sfs and, from the left hand menu, clicking on "Forms and Documents." When completed, the form should be submitted to the Student Financial Services Office. Adjustments will be made based on available FWS funds and notification of the outcome of the request will be sent to the student approximately two weeks after a completed request form is received.

SECTION 4: HIRING A STUDENT

Develop a Job Description

Using the Job Description Worksheet, available by going to www.seattleu.edu/sfs and, from the left hand menu, clicking on “Forms and Documents,” the first step in the hiring process is to develop a job description for the position. Job descriptions are required for each student position on campus, and must be filed with the Office of Student Financial Services prior to hiring a student. Each student position is classified according to the University’s Rate Policy Statement.

Seattle University’s Pay Rate Policy. Student pay rates are established annually by the Vice President for Finance and Administration and the Vice President for Enrollment Management and become effective on July 1st of each academic year. Current rates are listed below as well as on the Student Employment Action Form (SEAF) and under “Student Employment” at www.seattleu.edu/financial-aid/student-employment/.

For 2012-13, effective July 1, 2012, there are four pay rates available for student positions:

- **Level 1 (LV1):** \$9.45 per hour for 2012-13. The majority of positions on campus fall into this category. Duties assigned to these positions are of a routine, general nature.

Examples of Level 1 positions include: data entry, office assistant, information/front desk assistant, operator, etc.

- **Level 2 (LV2):** \$10.65 per hour for 2012-13. Level 2 positions have duties that are technical and complex, involving a high degree of responsibility and judgment. To be hired for these, an applicant must possess advanced qualifications. Advanced qualifications are defined as the following:

1. The applicant is required to possess a certification from an outside agency required to perform the duties of the position, **or**
2. The applicant must demonstrate proficiency through completing a test of series of tests, **or**
3. The applicant must have a minimum of six months of experience in either the department publicizing the position or six months demonstrated experience in a comparable environment, **or**
4. The position requires the incumbent to operate with a high level of autonomy or self-direction; the employee is given substantial responsibility and is expected to exercise a significant amount of judgment, **or**
5. The applicant must have completed a particular course level or class and has demonstrated a particular proficiency.

Examples of Level 2 positions include: lab assistant, lab grader, web page designer, technical assistant, public relations/marketing assistant, accounting assistant, etc.

- **Level 3 (LV3):** \$11.70 per hour for 2012-13. To be hired for Level 3 positions, an applicant must possess a baccalaureate degree and the position must be classified as a graduate position

- **Level 4 (LV4):** \$21.67 per hour for 2012-13. Level 4 positions perform paraprofessional work that requires background attained in a bachelor's degree program and specialized knowledge acquired through academic preparation. Essential duties may be complex and require the student to use problem-solving and decision-making skills or to apply subject matter expertise. Duties are intended to provide practical experience and application of theory and methods described in, and augment, the student's master's degree program. This pay rate is approved only for qualifying positions for students in the following graduate programs: Master of Arts/Student Development Administration, Master of Nursing, Master of Sports Administration and Leadership, and Master of Software Engineering.

In addition to the job description being used by Student Financial Services to approve the position and requested pay rate and advertise the position in The Redhawk Network, it is also a valuable employer tool that:

- Assists the supervisor and the student in determining if the student meets the minimum qualifications,
- Assists in the constructive and objective development of interview questions,
- Provides a format for training, and
- Serves as the focal point for evaluation of the student employee's performance.

Because of its many uses, it is important that the information provided in the On-Campus Job Posting Request be as detailed and complete as possible.

When describing the work to be performed, action verbs are very helpful. They can be used to differentiate between various skill levels. The following are common action verbs: design, assist, exhibit, improve, audit, coordinate, establish, collect, perform.

Advertise the Position

The next step in hiring a student employee is to advertise the position. The Office of Student Financial Services is responsible for the central job database for all Seattle University positions available to students. Student Financial Services maintains this database at The Redhawk Network and while departments are also welcome to advertise positions in other ways, it is required that they be advertised in the central database to assure that all students have equal access and opportunity in the on-campus employment process.

For new positions, this will happen automatically after the completed Job Posting Request is received, reviewed and approved. For existing positions, supervisors should contact Student Financial Services by phone (206-220-8020) or e-mail financialservices@seattleu.edu to tell us that they want to re-open the position. To ensure that the correct job is opened, the name of the position must be included.

The completed job description is entered and saved in the Redhawk Network's job database and a hard copy is kept on file in Student Financial Services. To request that a listing be advertised on the Redhawk Network, call Student Financial Services at 206-220-8020. Jobs are advertised quarterly until the supervisor provides notification that the position has been filled. Positions are also closed upon receipt of a Student Employment Action Form (SEAF) indicating that the job has been filled.

Accept Applications

Students view the current job listings at the Redhawk Network and select the positions for which they desire to apply. Each department/supervisor handles the application materials and interviews for their available positions. It is up to each department to determine the best application process, whether it is a written application, phone contact and/or an interview. Review the interview information found below

and in Appendix A. If an applicant is not qualified for the position refer him to Student Financial Services for further assistance. The position will continue to be advertised at The Redhawk Network Student Financial Services receives notification that the position has been filled.

Conduct Interviews

Interviews are an important step in a student's progress toward becoming a confident and able participant in the world of work. For the student, the job search and application process provide valuable experience. A large measure of confidence can result from a job interview and the discussion of the student's qualifications and skills.

The main purpose of the interview is to determine if the student is capable of meeting the supervisor's employment needs. It also allows the student the opportunity to determine if he feels qualified and comfortable with the position. During the interview, both the employer and student must come to some understanding of the expectations and style of the other. Information can be gained that is both vital to placing students in the appropriate position and beneficial in determining their future training and supervisory needs.

Interview Tips:

- Know the job description.
- Structure the interview to the tasks and responsibilities of the job. Ask the necessary questions to verify that the student has the qualifications needed. The more familiar the supervisor is with the description, the more useful the interview will be in selecting an individual.
- Try to create a conversational atmosphere.
- Explain the useful and necessary role of the student in the department – emphasize that the position is an integral part of the staff.
- Be sure the student understands the department's hiring process. It is important for the supervisor to notify the student regarding his/her status concerning the position.

Complete the Hiring Documentation

The following paperwork must be submitted to Student Financial Services on or before the student begins employment. Students will not be paid until the following three (3) documents are successfully completed and submitted:

**1. On-Campus Student Employment Action Form (SEAF)
Seattle University**

Download and print on-line: www.seattleu.edu/sfs, "Forms and Documents" in the left column menu.

The student completes the "Student" section and the supervisor completes the "Department" section. Send the original to Student Financial Services and make a copy for department files to be submitted to Student Financial Services upon the conclusion of the student's employment.

Upon completion and submission of the SEAF, both the student and the listed supervisors will be given access to complete the Web Time Entry process on SU Online (Section 5: Paying a Student).

**2. Form I-9: Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services**

Download and print on-line: www.seattleu.edu/sfs, “Forms and Documents” in the left column menu.

The student completes Section 1 of the form. Section 2, in the middle of the form, is completed **by a representative in the Office of Student Financial Services** (not by the supervisor). The student must present **original** forms of identification, which establish his eligibility to work in the United States. The back of the I-9 provides a list of acceptable forms of identification. Generally, a student must provide a Social Security Card and a government issued identity card, a passport or other documentation identity and eligibility to work.

IMPORTANT NOTE: Supervisors should not attempt to complete the Form I-9 for student employees because improper processing can result in large fines to the University. Students should be directed to go to the Office of Student Financial Services to complete the Form I-9.

3. Form W-4: Employee’s Withholding Allowance Certificate Department of the Treasury Internal Revenue Service

Download and print on-line: www.seattleu.edu/sfs, “Forms and Documents” in the left column menu

The student completes the bottom portion of the form, using the worksheet in the middle section if necessary. This form instructs the payroll department on the amount of taxes the student wishes to have withheld from each paycheck. International students:

- Should enter “1” allowance in Item 5,
- Should enter “NRA” in Item 6 and
- Cannot claim an “Exempt” status in Item 7.

IMPORTANT NOTE: IRS regulations require that a student employee have a valid Social Security number in order to receive a paycheck. See “International Students” in Section 3 for more information.

Provide Student Orientation and FERPA Training

Hiring a student is a responsibility that requires planning on the part of the supervisor. Supervisors must ensure that student employees have a clear understanding of their duties and responsibilities as well as any specific expectations for their behavior and dress while on the job. At a minimum, supervisors should explain:

- The hours students are expected to work,
- The way in which requests for time off will be handled,
- The steps students must take to notify the office if they are ill and will be late or absent and
- The appropriate manner of dress for the student’s work environment.

Supervisors should also remember to provide *basic information*, such as the location of rest rooms, where coats and personal belongings should be kept, when and where breaks may be taken and if food or beverages are allowed at the student’s workstation.

This is often a student’s first work experience. Student employees do not come pre-programmed with proper work etiquette. For example, students do not always know they must call when they will be late or unable to work because of illness. Supervisors can prevent misunderstandings by setting clear

expectations when the student is hired. This may also prevent the necessity of taking corrective action in the future. What is considered “common sense” to a supervisor may simply be an accumulation of things learned through years of work experience.

Students who do not treat their position as a “real job” are often permitted to do so because they do not experience any consequences. Supervisors who do not properly orient the student in the beginning may find the student does not take their job seriously. This often leads to actions such as simply not showing up when it is inconvenient to come to work. That behavior not only frustrates the supervisor, but also reinforces poor work habits for the student. Students take their jobs seriously when supervisors are clear that they take the students’ presence and work seriously.

Seattle University requires that all part-time, student employees complete FERPA (Family Education Rights and Privacy Act) training if they have access to student records or other student information. FERPA requires that the University provide the student access to, and maintain the privacy of, education records. Faculty, staff, administrators and other university officials are required by FERPA to treat education records in a legally specified manner. “FERPA Training” is available on line at www.seattleu.edu/registrar at the bottom of the right-hand column.

SECTION 5: PAYING A STUDENT

Web Time Entry: Due Dates, Pay Dates and Paychecks

In order to be paid, Seattle University student employees complete the Web Time Entry process through their SU Online account.

To complete the on-line process, students log in to their SU Online account and select first the “Employees” option on the main menu and then the “Time Entry” option. They then enter the hours they have worked and submit the results for review by their supervisor. Supervisors then log in to their SU Online account to review, correct as necessary, and approve the student’s time sheet information for processing by the Payroll Office. Training on the Web Time Entry process is available for both student employees and their supervisors at SU Online under the “Employee” option on the main menu. Question regarding the Web Time Entry process should be directed to the Payroll Office at extension 5880.

Student employees and their supervisors must record the hours worked during each pay period. There are two pay periods each month: from the 1st to the 15th and the 16th to the last day of the month. Students must submit Web Time Entry online on the 1st and 16th of each month. Supervisors must then approve all time sheets by the 2nd and 17th of each month. There are no exceptions to these due dates when they fall on a weekend or holiday.

When timesheets and payroll documents are correctly completed and submitted on time, paychecks or direct deposit notices are mailed on the 10th and 25th of the month. These notices will be mailed on the Friday before if the 10th or 25th falls on a weekend or holiday.

To see a color-coded student employee payroll calendar (student submission deadlines, supervisor approval deadlines and pay dates) log on to SUOnline and, click on “Employees.” From the “Employees” menu, click on “Payroll Deadline” in the “Time Entry and Approval” section and then on “20XX Payroll Deadlines.”

IMPORTANT NOTE: Timesheets or new hire paperwork received after the end of the pay period will be processed during the next pay cycle. Students will receive their paychecks the following pay period. Hours from a previous pay period that we not submitted on time should be entered in the Web Time Entry of the next pay period.

It is recommended that students authorize direct deposit of their paychecks. This process authorizes electronic transfer of the student’s earnings to their checking or saving account by midnight on the day previous to the pay period’s pay date. Students may download the “Direct Deposit of Payroll Check” from the Student Financial Services web site, www.seattleu.edu/sfs, clicking on “Forms and Documents” in the left hand column’s menu, and then on the form’s title. Students who do not wish to use direct deposit should ensure that their local mailing address is current on SUOnline because that is where their payroll check will be mailed.

The hours recorded on the timesheet must be calculated in whole or quarter-hour increments (for instance 1.0, 2.0, 3.0 ... or 1.25, 1.50, 1.75). All items on the timesheet must be completed. Errors in time entry may cause delays in receiving pay checks. Supervisors should verify the hours worked, pay rate and gross wage calculation before submitting the original to the Payroll Office.

IMPORTANT NOTE: Students are not eligible for paid sick leave, days off (vacation days) or holidays. However, students who work during a holiday period will be paid their established hourly wage.

Student Pay Rates

The Vice President for Finance and Business Affairs and the Vice President for Enrollment Management establish student base wage rates annually. Refer to “Section 3: Hiring a Student” for more information about student pay rates. Students are assigned a pay rate according to the position they are hired into, regardless of whether they are an undergraduate or graduate.

Maximum Weekly Hours Policy

According to the policy established by Seattle University, student employees may work no more than 20 hours per week while school is in session.

During periods when classes are not in session, student employees may work up to 40 hours per week. The scheduled periods of non-enrollment are Winter, Spring and Summer Breaks. During Summer Break, students are limited to 20 hours per week at any time they are enrolled half-time or more (6 or more credits as undergraduate students; 3 or more credits as graduate students) in summer session classes.

Students Working in More Than One Position on Campus

Students may be employed in more than one position on campus. When this is the case, coordination between all of a student’s supervisors is required to ensure that the student does not work a combined total of more than 20 hours per week. Further, the combination of work-study earnings for students who have more than one work-study job may not exceed the amount of a their work-study award. There is one exception to this rule:

Students who are working in a student employment position and also hold a term-paid position on campus are not held to the maximum hours per week calculations. For instance, students receiving a term-payment for work they do in an elected Student Government of Seattle University (SGSU) position may work the hours needed for that position while at the same time maintaining current on-campus employment. Total time combined for both jobs may exceed 20 hours per week in this situation but the time for the student employment position cannot exceed 20 hours per week. The term-paid position is completely separate but, again, the student’s gross earnings for a work-study position cannot exceed their work-study award amount.

Students may not be hired simultaneously as both student employees **and** part-time, benefited members of the SU staff or faculty. Due to classification restrictions students may be hired as one or the other ... not both.

The Federal Insurance Contribution Act (FICA)

The University’s policy corresponds to Internal Revenue Service (IRS) guideline that students are exempt from FICA as long as they are enrolled for 12 or more credits AND work less than or equal to 20 hours per week. Under FICA, an employer withholds 7.65% of an employee’s gross wages for contributions to Social Security and Medicare. If a student is **not** enrolled for 12 credits OR works above 20 hours in a given week, FICA will be deducted from their paycheck.

Failure to comply with the IRS guidelines could result in fines and penalties to Seattle University. Supervisors have a responsibility to do their part to ensure compliance by informing both the Payroll and Student Financial Services Offices if the student falls below full time enrollment as this may change their eligibility. University policy limits the hours a student may work to a maximum of 20 hours per week. This limit helps to ensure that students have an appropriate amount of time to focus on their academics and that the potential liability for FICA withholding is avoided. It is the cost center manager’s and supervisor’s responsibility to monitor student hours to ensure that they do not work in excess of 20 hours per week.

Volunteer Hours

Except as described below, supervisors are prohibited from accepting volunteer hours from a paid employee. Volunteer hours are permitted only under very limited circumstances and cannot be requested, suggested or otherwise solicited by anyone. A student cannot be pressured or coerced in any form into volunteering hours. Nor can a student receive any real or implied, present or future reward or penalty for volunteering or not volunteering hours. In addition, students may not receive any promise, expectation or receipt of compensation, grades, enrollment in classes, participation in any activity or employment as a result of volunteer hours. Volunteer hours cannot be treated as a pre-requisite to anything. Employers can only accept volunteer hours when:

- They are offered of the student's free will.
- The student is not otherwise employed anywhere else on campus doing work that is similar to the type of service they perform as a volunteer. This includes any job for which they receive any form of compensation ... such as room and board or tuition waivers ... which is based on services rendered.
- They are not volunteering for the same department that would otherwise employ them.
- They are not employed anywhere on campus as a work-study student.

The Fair Labor Standards Act (FLSA) does not permit volunteer hours except as noted above. Employers cannot permit students to work additional unpaid hours in a position that is similar to their paid position, even at the student's request.

Student Employment vs. Temporary Employment

Undergraduate and graduate students who are currently attending Seattle University will **always** be considered as student employees and should complete all new hire paperwork (Student Employment Action Form, Form W-4 and Form I-9) with the Office of Student Financial Services prior to beginning employment.

Under the following conditions, a student will be considered a temporary employee at Seattle University:

1. When the student has graduated from SU and the on-campus employer wants to continue employing the student for an additional amount of time, **or**
2. When the student is new to SU and begins working prior to their eligibility to work as a student on-campus, **or**
3. When the student is enrolled less than half-time during the academic year (5 credits or less as an undergraduate student; 2 credits or less as a graduate student), **or**
4. When the student is enrolled at another college/university, **or**
5. When the student is a contracted temporary employee hired through an outside agency.

In these situations, the student is a temporary employee, not a student employee, and needs to complete all new hire paperwork through the Office of Human Resources.

Term-Paid (Non-Standard) Employment

In rare cases, Seattle University will approve payment of students prior to the actual work performance. This approval is generally only granted for Graduate Assistants, Residential Assistants, elected student activity positions and selected research assistantships. If considering whether or not a position may be paid before the work is performed, please contact the Student Employment Coordinator in Student Financial Services or the Payroll Office. To pay any student at the start of the term before work has been performed, a formal agreement is required. Any agreement or contract submitted for review must comply with the Fair Labor and Standards Act as well as the following elements:

- Minimum enrollment requirement per quarter

- The length of service, time commitment
- Average working hours per week
- Total compensation broken down by quarter specifying projected payment dates
- Timesheets requirement
- Dismissal terms
- Student signature and date
- Department signature and date

The sponsoring department must submit the agreement or contract with the Student Employment Action Form (SEAF) at the beginning of the academic year or term (for single term appointments).

Pay Date. Term-paid students are paid at the beginning of the quarter, or when tuition is due as specified in the agreement. The student is paid in advance of the hours being worked each quarter.

Hire Paperwork. The requirements are the same as for regular hourly paid student employees. Students must complete the Student Employment Action Form (SEAF), Form I-9 and the Form W-4 prior to working. The SEAF should indicate “Term-Paid” prominently on the form and a copy of the agreement must be attached.

Timesheets. Term-paid students are required to turn in a special timesheet each quarter to the Payroll Office. Students should not use the standard Seattle University on-campus timesheets. Instead, the timesheet must use a vertical (portrait) page format to distinguish it from the horizontal (landscape) format of the regular on-campus employment timesheet or the on-line time sheet. It should detail the total number of hours worked on each day of the term.

Compensation. Compensation for the term is calculated based on the number of hours to be worked at one of the 4 approved on-campus student employee pay rates. For example,

Number of weeks:	January 3 rd to March 18 th = 11 weeks
Number of hours per week:	11 weeks x 20 hours/week = 220 hours
Term Payment:	\$21.67 x 220 = \$4,767.40

Position Vacated Prior to Completion of Service. The sponsoring department is required to immediately notify the Payroll Office if a term-paid student leaves a position prior to completing the agreed-upon period of service. The student’s supervisor must complete the termination information on the bottom of the Student Employment Action Form (SEAF) and submit it to Student Financial Services where a copy will be made and forwarded to the Payroll Office. The Payroll Office will recalculate the earned compensation less taxes and contact the student to request repayment of the unearned portion of the term payment.

Honorarium-Paid Employment

Student employees are not allowed to be paid an honorarium. According to the policies set by the Controller’s Office, honorarium and independent contractor forms are used to pay personal services to an individual who currently is not an employee (staff, faculty, adjunct or student) of Seattle University, and an individual who currently does not receive a paycheck from Seattle University. All active students (students pursuing a degree) at Seattle University must be classified as hourly paid employees and comply with one of the approved campus pay rates for student employment.

Grant-Paid Employment

If the student is to be paid through a private grant, be sure a budget number has been established with the Payroll Office prior to the student beginning employment. It is important to put the correct budget number on the Student Employment Action Form and any timesheets. The student will also be regarded as a non work-study employee. Any grant-paid positions must first be approved by the Sponsored Research Officer in the Provost's Office and must adhere to one of the approved campus pay rates for student employment.

SECTION 6: EMPLOYMENT CHANGES AND TERMINATION

Employment Changes

It is sometimes necessary to make changes relating to the employment status of students. The Student Employment Action Form (SEAF) is used to communicate these changes to the Student Financial Services and Payroll Offices and the supervisor should also keep a copy for their own files.

Examples of the type of changes made by submitting an updated SEAF include:

- Changing the budget number to which the student's wages are charged.
- Changing the student's work-study status.
- Transferring the student to another position within the department.

IMPORTANT NOTE: Timesheets that do not match the corresponding SEAF cannot be processed until the SEAF information is updated. This can cause the student's paycheck to be late.

Termination

Students end their employment for various reasons including anticipated circumstances: the end of the academic year or graduation. Other reasons come up unexpectedly: the time commitment is too great given other activities or they find a "better" job. For the former kinds of termination, formal, written notice is not needed. However, for the latter, it is reasonable to expect that student employees will give two weeks' notice. This expectation should be clearly shared at the beginning of the student's employment when talking about job-related expectations. Similarly, unless circumstances make this unreasonable, a student should be given two weeks' notice when terminated unless the student and supervisor mutually agree to an earlier date.

In the case of unsatisfactory performance, supervisors are expected to use the following progressive actions:

1. **Oral Warning.** Discuss the problem(s) with the student, explaining what needs to change and set in place the steps, actions and/or processes that will make that change possible. The discussion should be documented for the supervisor's files.
2. **Written Warning.** Discuss the problem(s) explicitly with the student, notifying the student of the possibility of termination if corrective action is not taken immediately. The warning should be in writing. Both the student and the supervisor should sign and date the warning. The supervisor should keep the original for their files, making a copy for the student.
3. **Separation Notice.** Further evidence of continued misconduct must be fully documented and discussed with the student at the time they are notified of their termination.

Supervisors should contact the Student Employment Coordinator in the Student Financial Services Office if they have questions about terminating a student for unsatisfactory performance.

When a student concludes employment for any reason, supervisors must complete the bottom portion of the SEAF they kept for their files when the student was hired and submit it to the Office of Student Financial Services where a copy will be made and submitted to the Payroll Office. It is very important to notify four offices ... Student Financial Services, Payroll, Information Technology and Reprographics ... so that student employment records are current and unauthorized access is not possible.

SECTION 7: SUMMER EMPLOYMENT

Summer Term and the Application Process

The summer term is considered a separate period from the “regular” academic year. In order to be considered for summer financial aid, including Federal and State Work-Study employment, students must complete both the FAFSA and the online Summer Financial Aid Application.

Because summer is the first term of the financial aid year at SU, students must complete a FAFSA for that year. For instance, to be considered for financial aid for the 2013 summer session, students must complete the 2013-14 FAFSA.

The Summer Financial Aid Application cannot be completed until the FAFSA has been submitted and pre-registration is complete.

Making Satisfactory Academic Progress

To be considered for summer financial aid, students must have maintained satisfactory academic progress for the preceding academic year. Satisfactory academic progress is monitored at the end of spring quarter. Any questions regarding the requirement should be directed to the Office of Student Financial Services or online at www.seattleu.edu/financial-aid/receiving/sap/.

Continuing Academic Year Employment Into Summer

Continued employment from the regular academic year through the summer is not automatic. Students eligible for the Federal Work-Study program during the summer term will receive an authorization form, just as they do for the academic year. That authorization will indicate the amount of the summer work-study award, the eligible dates and the maximum weekly hours. Supervisors must not continue a student’s employment for summer unless the student produces this form because it is the supervisor’s assurance that the student is eligible to participate in the program during the summer. As with the regular academic year, when a student is hired, they should present this form which the supervisor should keep for their files. A FWS award to an eligible student in the summer does not imply a guarantee of employment for the academic year.

Maximum Weekly Hours

During the summer, students enrolled less than half time (less than six credits as undergraduate students; less than three credits as graduate students) may work up to 40 hours per week. This includes students who are not attending summer classes. However, students enrolled half-time or more (six or more credits as undergraduate students; three or more credits as graduate students) are limited to working 20 hours per week, just as they are during the regular academic year, until their session is over. Once their summer enrollment has ended, they are eligible to work up to 40 hours per week. It is important to keep in mind that students with work-study awards may not exceed the amount of their award and so while the number of hours that they work may not be limited by their enrollment, it may be limited, instead, by the amount of their work-study award.

SECTION 8: APPENDICES

APPENDIX A: WASHINGTON ADMINISTRATIVE CODE

State of Washington rules regarding employment and pre-employment inquiries can be found in the Washington Administrative Code Title 162:

Title 162 (Human Rights Commission): <http://apps.leg.wa.gov/WAC/default.aspx?cite=162>

Chapter 162-12 (Pre-employment Inquiry Guide): <http://apps.leg.wa.gov/WAC/default.aspx?cite=162-12>

Chapter 162-12 (Employment): <http://apps.leg.wa.gov/WAC/default.aspx?cite=162.16>

APPENDIX B: SAMPLE STUDENT EMPLOYEE EVALUATION

SEATTLE UNIVERSITY STUDENT EMPLOYEE EVALUATION

STUDENT'S NAME: _____ **SSN:** _____

JOB TITLE: _____ **EMPLOYER:** _____

QUALITY OF WORK (1=Needs Improvement; 3=Meets Expectations; 5=Excellent)

UNDERSTANDING OF ASSIGNED DUTIES	1	2	3	4	5	NA
QUALITY OF PERFORMANCE	1	2	3	4	5	NA
ABILITY TO ORGANIZE WORK	1	2	3	4	5	NA
QUALITY OF WORK PERFORMED	1	2	3	4	5	NA
ASSUMPTION OF RESPONSIBILITY	1	2	3	4	5	NA

COMMENTS:

DEPENDABILITY (1=Needs Improvement; 3=Meets Expectations; 5=Excellent)

PERFORMANCE W/ DIRECT SUPERVISION	1	2	3	4	5	NA
ADHERENCE TO SPECIFIC WORKING HRS.	1	2	3	4	5	NA
DEPENDABILITY IN MEETING DEADLINES	1	2	3	4	5	NA
INITIATIVE IN PERFORMANCE OF DUTIES	1	2	3	4	5	NA
INTRODUCES NEW IDEAS RE: DUTIES	1	2	3	4	5	NA

COMMENTS:

OTHER CHARACTERISTICS (1=Needs Improvement; 3=Meets Expectations; 5=Excellent)

TACT and DIPLOMACY WITH OTHERS	1	2	3	4	5	NA
COMPOSURE UNDER PRESSURE	1	2	3	4	5	NA
EFFECTIVENESS	1	2	3	4	5	NA
EFFORTS TOWARD SELF IMPROVEMENT	1	2	3	4	5	NA
COMMUNICATION WITH OTHERS	1	2	3	4	5	NA
ATTITUDE TOWARDS SUPERVISION	1	2	3	4	5	NA
APPEARANCE	1	2	3	4	5	NA

COMMENTS:

OVERALL EVALUATION OF EMPLOYEE'S CONTRIBUTION

Shows improvement since last formal appraisal YES or NO

EMPLOYEE RESPONSE

The above evaluation is a fair and accurate appraisal of my job performance YES or NO

STUDENT SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____