

TO: Summer Student Employment Supervisors
FROM: Student Employment Office
DATE: December 1, 2017
SUBJECT: Summer Student Employment Information

Below is student employee hiring information for the summer of 2018. Departments that plan to hire summer student employees should read this memo before proceeding with the summer hiring process or making employment offers.

In order to assist students with obtaining summer on-campus employment and to facilitate earlier placement of students, the Student Employment Office will be holding a summer job fair on **Wednesday, February 14, 2018 from 11:30-4:30 in Hostetter Chapel**. Departments hiring for one or more new positions and/or replacement student employees are required to attend the job fair UNLESS all summer workers are already actively working for the department during the academic year or are being rehired from the prior summer. Please send an email to Belinda Conrad by **February 2, 2018** to let us know if you will be attending the Job Fair.

Summer hiring proposals must be submitted to Student Employment for review/approval by **March 23, 2018**.

In addition to the information listed below, each supervisor is asked to review the Student Employment Handbook and Student Employment Supervisor Handbook, which contain more detail on student and supervisor responsibilities.

Information for hiring summer student employees:

1. Summer 2018 student employment begins Sunday, May 13 and ends Saturday, September 1. Eligible students may work 40 hours per week for 14 weeks. Students will receive 2 additional weeks of unpaid time off.
2. **All** summer hires, including current student employees and prior-summer student employees, must be processed and approved for hire by submitting a hiring proposal via the jobs.messiah.edu system by **March 23, 2018**.
3. All summer positions must be posted by February 2 via a 'posted/not visible' posting. Summer positions should include 'summer' in the job title.
4. Departments are encouraged to request/select continuing academic year students prior to the job fair to have an accurate count of all open positions.
5. The Summer Student Employment Job Fair will be held on **Wednesday, February 14, 2018** from 11:30-4:30 in Hostetter Chapel. Departments hiring for one or more new positions and/or replacement positions are required to attend the job fair unless all summer workers are already actively working for the department or are being rehired from a prior summer. Please send an email to bconrad@messiah.edu by February 2nd to let us know if you will be attending the job fair.
6. All summer postings must be 'posted/not visible' for two weeks after the job fair. During that time, only job fair attendees will be given access (via the URL) to summer job openings. Departments must contact Student Employment if a public posting is needed after two weeks.
7. **Summer Job Fair attendees who apply by March 1 must be given first priority for summer openings.**
8. Departments with job openings not posted by the date of the job fair will only be permitted to hire summer student workers from the list of job fair attendees. Exceptions are granted only when the student vacated the position after the job fair or for documented and approved performance reasons.
9. Criteria for hiring a student for the summer include the student having completed the spring semester AND planning to return to Messiah College for the following fall semester. **Graduates or withdrawn students cannot be placed in student positions by Student Employment.** To hire a student that has graduated, please contact the Office of Human Resources & Compliance. Incoming students will be permitted to work in a student

position, but may not live on campus.

10. When interviewing students, discuss: (1) job duties and expectations; (2) work hours/schedule required; (3) pay rate; (4) number of weeks the student will work (this summer has 14 work weeks); (5) time off schedule (2 weeks, unpaid) and any time off restrictions; and (6) required payroll forms and employment forms. This will help you to determine if this student will be a good fit to work in your department and will help the student understand job expectations before acceptance.
11. If your department has specific dates or weeks that the student can not take off, or that only a limited number of time off requests are granted, be sure to communicate this to the student in advance.
12. Departments may make a contingent offer of employment to a student applicant prior to approval by the Student Employment Office. Departments must communicate that it is a conditional offer, pending approval of employment eligibility by the Student Employment Office.
13. Students are required to accept a job assignment by no later than one (1) week after the job offer. Exceptions can be granted by the hiring department for students awaiting confirmation on items such as study abroad program participation and similar items.
14. Once a student accepts a full time summer assignment, they will be ineligible for other positions and will not be permitted to switch assignments.
15. Summer student employees who work full time (40 hours per week) will have the option to live on campus. Students living on campus must complete a summer housing application with the Residence Life Office. Students working less than 40 hours per week and students not working in a summer job assignment will not be permitted to live on campus unless there is an acceptable reason (approved by the Residence Life Office) to live on campus.
16. Students who live on campus during the summer and work 40 hours per week receive room and board in addition to their hourly rate of pay as part of their compensation. Students who live on campus and work 40 hours per week will be charged a \$20/week room fee for summer residential programming, which will be withheld from each paycheck. Students who work and choose to live on campus in the summer must take the full room and board plan. The value of the board is considered taxable compensation.
17. In addition to wages, departmental budgets will be charged \$295 per week (\$4,130 for the entire summer) for room and board for each full-time student living on campus.
18. Room and board charges are based on start and end dates submitted in the hiring proposal. It is assumed that if the student is working the full summer, they will be taking 2 weeks off. If your student is taking more (or less) than the standard 2 weeks of unpaid time off, be sure to communicate the arrangements to the Student Employment Office so that the appropriate adjustments can be made to the room/board charges.
19. Student employees not living on campus will receive an extra \$1.00/hr. of compensation in lieu of the room and board allowance, which will be charged to the departmental budget.
20. Departments must budget for on-campus housing for all summer positions. Hiring decisions cannot be based on on-campus vs. off-campus residence for the purpose of saving budget money. Basing hiring decisions on living arrangements, except where the position requires on-campus housing as a condition of employment, is discriminatory.
21. Summer student employees that are terminated or resign from a summer position must leave campus housing within 24 hours.
22. Summer 2018 wage levels, based on current budget assumptions, are attached. Base pay for all new hires is \$7.25/hr. for regular positions and \$7.55/hr. for hard-to-fill positions (including, but not limited to, Dining Services and Campus Events). Future changes, if any, to budgeted wage levels will be communicated.
23. Student job levels are adjusted by Student Employment at the end of spring semester. Students who are continuing to work in the same department during the summer AND who worked at least 12 weeks during the prior summer-fall-spring period will receive a level increase starting in the summer. Please refer to the attached Student Wages Levels & Rates chart for more information on the pay scale.



STUDENT EMPLOYMENT OFFICE

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24. When onboarding a student, departments should remind the student that the On-line Work Agreement Form, Payroll Forms, the HR Employment Forms, and background checks (if applicable) will need to be completed prior to the start of the assignment. Supervisors should also reference the Student Employment Handbook for specific instructions. If the student has worked on campus within the past year, it is not necessary for the student to complete payroll forms again.
25. **All student employees in the following departments are required to have a full background check completed and submitted to Student Employment prior to their first day of employment:** all camp employees, Campus Events dorm workers, Campus Events first shift workers, Oakes Museum employees, ELC employees, Conference Events workers, and lifeguards. Full background checks include: FBI Fingerprinting Check, Child Abuse Clearance, and PA State Police Check. Students/departments will be responsible for completing background checks. Clearances could take several weeks to arrive, so please plan accordingly. Detailed directions for completing background checks can be found on the Student Employment website: http://www.messiah.edu/info/21146/student_employees/2081/background_checks.
26. Employees in positions that require the 3-phase background check must also complete mandated reporter training and submit a certificate of completion to the Student Employment Office on the first day of employment.
27. Summer student employees are required to attend the summer student employee orientation meeting (date TBA).
28. Requests to hire students for summer camps also must be processed through jobs.messiah.edu, however, departments hiring solely for camps are not required to attend the job fair. The process and deadlines for summer camp hiring will be communicated separately.

Please feel free to contact the Student Employment Office with any questions.