

WELCOME ABOARD!

Welcome to Student Employment with University Housing! Whether you're brand new to the UW-Madison campus, or you're a senior who has worked for us during your entire college career, we're excited to have you on board.

We have student employees working in all departments in our division, and each one of you plays a vital role. In fact, without our student employees we wouldn't be able to...

- Keep our 19 residence halls clean for our 7,800+ residents
- Serve food at our 6 different Dining locations
- Support the technology needs of our students and staff
- Run our childcare facility in Eagle Heights
- Welcome 15,000+ conference guests during the summer
- Provide quality, enriching, and educational services and programming in our residence halls
- Keep administrative functions, such as Marketing, Human Resources & Payroll, and Residence Hall Assignments, running smoothly
- And so much more!



Slichter Hall

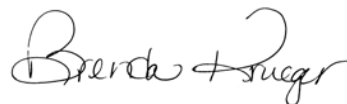
In exchange for this work you provide, we want to help make sure your job is an enriching one. In addition to a paycheck, many of our positions offer an opportunity for you to cultivate your leadership skills and promote into a higher level position. We strive to offer you the opportunity to develop and build on transferrable skills that can be used outside the workplace. In fact, we have an entire program dedicated to this. Check out the WiGrow section of our handbook to learn more. If you haven't already, we hope that you will come to see your time with University Housing employment as more than a part-time job, and instead as something that helps build your skills and improve your performance in other areas of your life.

Ultimately we try to make sure that your experience with us is a positive one. From the time you apply, to the time you leave your job, it's our hope that things go smoothly. If you ever have questions or concerns, please feel free to talk to your supervisor, or contact our Human Resources Office directly. Our contact information is below.

We're excited to welcome you to our team and to work together to make this the place that everyone wants to live. Best of luck in your new job!



Jennifer Noonan
Human Resources Manager



Brenda Krueger
Human Resources Director

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PERKS!

With approximately 1,700 student employees, University Housing is one of the largest student employers on the UW-Madison campus. Every year, new students join our team of employees who help keep all of our operations running smoothly.

We're happy that you've chosen to work at University Housing. Some of our perks include:

- Opportunity to learn and expand on skills that future employers are looking for
- Development of time management skills
- Opportunities to apply for positions that require a higher level of responsibility, which may offer the challenge of developing leadership skills
- Opportunities to build your résumé
- On-campus employment that is close to home
- Build friendships that last a lifetime
- Competitive wages
- Employee discount in all dining units
- \$0.50 differential during the summer months
- Discounted summer housing
- Flexible scheduling
- A variety of work shifts and positions
- Work-Study approved for all hourly positions
- Recognition programs
- Opportunity to use hours worked and trainings towards the Leadership Certificate program on campus

In Housing, we will assist you as you try to balance all of your time demands. Many of our student employees stay with us year after year – some in the same positions and others in different or more advanced positions. Either way, our flexibility and commitment to your academic success makes us the employer of choice.

If you have any questions regarding student employment, please bring them to the attention of your supervisor or the staff in University Housing Human Resources. Our contact information can be found on our website at www.housing.wisc.edu/jobs

HOUSING STATEMENTS

HOUSING MISSION STATEMENT

Be the Place Where Everyone Wants to Live.

HOUSING DIVERSITY STATEMENT

Each individual brings their own uniqueness to our community. All are valued for who they are and for their skills and contributions. We actively seek this diversity and work hard to help all staff and all residents feel that they are affirmed members of the community. By working together, we can create and maintain a work and living environment in which no individual is advantaged or disadvantaged for being different and where everyone has the opportunity to develop their potential and contribute fully to their community. We know that our residents and staff will thrive as a result.

ESSENTIAL SERVICES STATEMENT

University Housing is an essential services provider and all University Housing employees are part of this commitment to our residents and guests. University Housing is unique from many other state agencies and university departments because we cannot close, as our services must be maintained at all times.

EMPLOYMENT ACCOMMODATIONS

It is the policy of the Division of University Housing to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment.

If you have a disability or medical condition and need assistance or accommodations in order to perform the essential duties of your position, please contact our Housing Human Resources office at 608-262-2766 or at hr@housing.wisc.edu.

Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations to a person's disability.

DEFINITION OF A STUDENT EMPLOYEE

To be eligible for a student hourly position at UW-Madison, an individual must meet the following requirements:

1. The individual's presence on campus is primarily to be a student, not an employee.
2. The individual must be enrolled for academic credit at an educational institution. An educational institution includes:
 - a. An accredited institution of higher learning awarding associate degree or higher
 - b. Technical college
 - c. Vocational or trade school
 - d. High school

NOTE: Students attending another school other than UW-Madison will be required to show proof of enrollment/attendance.

3. Must be at least 16 years or older (some positions may require 18 years or older).

A student may not be employed prior to the first payroll calendar day of the student's first semester of enrollment. Summer eligibility is the only exception (see below). Students who graduate, or complete an academic semester and will not be enrolling in the following semester may continue to be employed as a student only through the last payroll calendar of the completed semester. Students who withdraw from school during a semester are no longer eligible for student employment as of the date of withdrawal.

In addition to the above requirements, to be eligible for summer positions, a student must be accepted for fall enrollment or be enrolled during the summer.

Occasionally, a student may be paid on a lump sum basis, as opposed to an hourly basis, if the nature of the work is not possible to keep track of on an hourly basis (see the Payroll - Timekeeping section for more information). Students paid on a lump sum must meet the above eligibility requirements.

Some student positions within University Housing may have more stringent requirements. These would be listed in the position description.

EMPLOYMENT INFORMATION

WIGROW

WiGrow is an engagement effort, from the Vice Chancellor of Finance & Administration, aimed to increase the positive impact of student employment through supervisor and student employee conversations. This program provides each student with an opportunity to grow and to recognize transferrable skills acquired in student employment that can be applied to any future endeavor. The program consists of two meetings a year between a student employee and their supervisor.

These meetings are designed to get students thinking about skills future employers will want and how they are gaining and working on those skills by being an employee of University Housing. They will also give both the employee and the supervisor time to connect and discuss the perks of being a student employee. The supervisor will also have the opportunity to help the student get connected with other campus resources for additional academic development and growth.

One meeting will be held in the fall semester, and the second meeting will be held spring semester. By giving time between the two meetings, the hope is that the student will be able to reflect on what they discussed first semester, apply it to their job, and have a greater depth and understanding of their learning by the time the second meeting is held.

Some of the goals of the program:

- Help students make meaningful connections between what they're learning in the classroom and what they're learning on the job.
- Help students make a connection between their job with Housing and their future career.
- Regardless of the job being performed, assist the student employee in recognizing and articulating the transferable skills they are learning and using at work.
- Increase student employee retention and build a more engaged workforce within Housing.
- Foster and support the supervisor/employee relationship.
- Assist in building a strong team environment at work.
- Through self-reflection, help the student perform successfully both at work and in school.

Visit the WiGrow section of our website to learn more about this program:

<https://www.housing.wisc.edu/jobs/student/wigrow/>



EMPLOYMENT INFORMATION

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)

The Immigration Reform and Control Act of 1986 requires all employers to verify the identity and employment eligibility for each employee. Under most circumstances, your completed I-9 is valid for employment at University Housing for a minimum of three years. The I-9 process is **not** done centrally on campus for all UW employment; rather it is completed by the unit where you are first employed.

UW-Madison has contracted with a third party vendor to process and store the I-9 forms electronically. Once you have completed an electronic I-9 form for campus employment, it will be valid for all campus employing units. Completion will be verified by the Human Resources Department of the employing unit.

New Student Employee

Following an offer and acceptance of employment, you will receive three separate emails from a Housing Human Resources staff member. These emails will contain instructions and a link for the electronic I-9 process (to complete the employee part of the I-9), as well as to other employment forms that need to be printed and completed.

- Email 1 – further instructions for required paperwork
- Email 2 and 3 – login information to the I-9 system

The I-9 is the only form that is completed in two steps:

- **Step one:** As a new employee, federal law requires you to complete the employee portion of the form **on or before your first day of employment.**
- **Step two:** The law also requires you to provide documentation to your employer (University Housing Human Resources) of both your identity and employment eligibility **within three business days of the start of your employment.** Our website has a list of the acceptable [documents](#) needed to complete the I-9. Human Resources must see original, unexpired documents – we cannot accept copies.

NOTE: the important documents necessary for the I-9 process are typically stored safely at home. It is the responsibility of the student to plan accordingly to acquire these important documents by their deadline date. No extensions are given and failure to complete the forms on time may result in termination.

Please complete this process at the University Housing Human Resources Office located in room 15 in the lower level of Slichter Hall. Our office hours are 7:45am-4:30pm, Monday-Friday.

Rehired Student Employee

You only need to complete a new I-9 form and present the appropriate identity and employment eligibility documents if it has been more than three years since you completed the original I-9 verification.

If you have questions, please call the Human Resources Office at (608) 262-2766 to see if you need to complete a new I-9 form.

International Student Employee

All of the requirements in the previous section also apply to international students. In addition, international students must bring an Employment Authorization Document (EAD) or all of the following items with them when they complete the I-9 process:

- Foreign passport
- I-94 form
 - This can be obtained by going to the U.S. Customs and Border Protection website at: www.cbp.gov/i94
 - Enter your information into the website about your arrival to the U.S.
 - Print your I-94 form
- I-20 or DS-2019 (formerly IAP-66)

Please see the [documents](#) link on our website to view a complete list of acceptable documents. International students must schedule a paperwork appointment to complete their I-9 form. To schedule an appointment, visit your [Job Dashboard](#).

EMPLOYMENT INFORMATION

SOCIAL SECURITY NUMBER (SSN)

The Internal Revenue Service requires employers to report wages using a Social Security Number for employees. Therefore, UW-Madison requires each employee to provide a Social Security number for payroll purposes. This is collected via the W-4 form.

If you are an international student with an F-1 or J-1 visa, please see instructions below.

International students who are hired with University Housing and do not already have a Social Security Number will need to complete the following steps to obtain one:

NOTE: Your UW-Madison SEVIS record must be registered with the federal government before you can apply for your SSN. This will happen no later than 30 days from the program start date listed on your I-20/DS-2019.

F-1 Visa:

1. Confirm your enrollment as a full-time student.
2. Obtain your appointment letter by logging into your [Job Dashboard](#), under the “My Jobs” section.
3. Upload your appointment letter to the International Student Services (ISS) website: <https://iss.wisc.edu/employment/social-security/>.
4. Go to the ISS Office (Red Gym – 716 Langdon Street) the next business day to pick up your Social Security Admin Letter.
5. Go to the Social Security Administration Office (6011 Odana Road) to apply for your social security number. **You must take the following** with you to complete the application:
 - o Letter from the ISS Office
 - o Foreign passport
 - o I-94 form
 - o I-20

You can call Madison Metro at (608) 266-4466 for assistance in determining bus routes which service this location.
6. Request a receipt from the Social Security Administration Office showing the date you applied for your social security number and how long it will take to receive your social security card.
7. Take your SSN receipt to the University Housing Human Resources Office in the lower level of Slichter Hall. Keep the receipt for your records.
8. Receive your social security card in the mail about 2-3 weeks later (if you do not receive your card within this time, call the Social Security Administration Office at 800-772-1213).
9. After you receive your social security card, provide University Housing Human Resources with the number. You can call us at 608-262-2766 or stop by our office to give us the number in person.

J-1 Visa:

1. Confirm your enrollment as a full-time student.
2. Go to the Social Security Administration Office (6011 Odana Road) to apply for your social security number. **You must take the following** with you to complete the application:
 - Sponsor Letter – *this certifies your birthdate and dates of authorization to work on campus while enrolled as a full-time student.*
 - Foreign passport
 - I-94 form
 - DS-2019

You can call Madison Metro at (608) 266-4466 for assistance in determining bus routes which service this location.
3. Request a receipt from the Social Security Administration Office showing the date you applied for your social security number and how long it will take to receive your social security card.
4. Take your SSN receipt to the University Housing Human Resources Office in the lower level of Slichter Hall. Keep the receipt for your records.
5. Receive your social security card in the mail about 2-3 weeks later (if you do not receive your card within this time, call the Social Security Administration Office at 800-772-1213).
6. After you receive your social security card, provide University Housing Human Resources with the number. You can call us at 608-262-2766 or stop by our office to give us the number in person.

Deadline to Apply for SSN:

- International students must apply for their social security number within two weeks after their start date of employment. The exact date will be communicated to you by Human Resources during your paperwork appointment. Once you apply for a social security number, you must bring your SSN receipt to Human Resources by your established deadline.
- If Human Resources doesn't receive a SSN receipt by the deadline date given, you will be on an employment freeze, meaning you will be removed from future shifts until this is completed.
 - If you have a shift scheduled on the day you are removed from your shifts, you should not report to work.
 - You will have two weeks from the date your employment is frozen to come to the Human Resources Office and show us your SSN receipt.
 - If you do not show us a SSN receipt by the end of the two week period, we will assume you are no longer interested in employment, and as a result you will be terminated for failure to complete this paperwork.
- **Exceptions:**
 - At the start of spring or fall semester, most students arriving to the U.S. for the first time will need to wait the full 30 days to start the SSN process. Your deadline date will be adjusted in order to meet this requirement.
 - NOTE: you cannot apply for a SSN until 30 days before your start date or later.

EMPLOYMENT INFORMATION

CRIMINAL BACKGROUND CHECKS

Some student positions within University Housing have been determined to have access to sensitive information, such as cash, credit cards, restricted data or global access to students or their living spaces. In addition, University Housing complies with the Wisconsin Caregiver's Law, where required. If the position is determined to have access to sensitive information, all applicants that are finalists for the position will be required to complete a criminal background check consent form authorizing University Housing to obtain information by the State of Wisconsin and/or other law enforcement agencies. University Housing does not discriminate based on criminal record. Each situation is evaluated separately. Failure to complete the required form is grounds for immediate termination or removal from the hiring process.

Procedures for obtaining a change, correction, or update of criminal history records:

- [Wisconsin Department of Justice \(DOJ\), Crime Information Bureau\(CIB\)](#)
- [United States Federal Bureau of Investigation\(FBI\)](#)

Please see the Housing Student [Criminal Background Check Policy](#) and the [UW-Madison Criminal Background Check Policy](#) for additional Information.

Student Criminal Background Check

This policy is for all University Housing student criminal background checks, with the exception of caregiver checks. The purpose of this policy is to ensure University Housing is a safe and secure environment for all students, employees, and visitors.

When a CBC is Needed

- Criminal Background Checks (CBC) will be conducted for all student positions as required by the duties listed in the position description. Please see the University Housing Student Employee Handbook for a complete listing of positions requiring a CBC.
- Human Resources will always perform a CBC when a student moves to a new title requiring a check, unless they meet one of the exceptions listed below:
 1. Same Title:
 - "Late summer custodian", "Early summer custodian", "Summer custodian", "Academic year custodian", "Custodian- nights" and "Team Member/Custodian" are all considered the "custodian" title and students will not require a new CBC if they are moving from one custodian title to another custodian title within the same department.
 - o A University Apartments Custodian moving to a Residence Halls Facilities Custodian position will need to complete a CBC.
 - An academic year House Fellow moving to a Summer House Fellow will not require a new CBC.
 - A supervisor moving to a non-supervisory position in the same title and department will not require a new CBC (for example, a Custodian Supervisor moving to a "custodian" title).
 2. Existing CBC:
 - At the time of the CBC check, if there are existing CBC results from within the last 30 days, the previous results will be used and applied to the new position versus running a new CBC. A new self-disclosure form is not needed if there is no break in service and there are existing CBC results from within the last 30 days.
 - At the time of the CBC check, if another CBC was initiated (and the results aren't back yet), there is no need to run a new CBC. The same results from the initial check will be used and applied to both positions.

Access to Vulnerable Populations

Access to vulnerable population is defined in campus policy as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. A minor is a person under the age of 18 who is not enrolled, accepted for enrollment or employed at a UW System institution. Examples of settings with vulnerable populations include child care centers, precollege camps or enrichment programs. To fall into this designation, the position duties must require access to vulnerable populations e.g., UW students in University Housing Facilities. This category also includes employees who are not directly working in those units, but have unsupervised access to the unit when the vulnerable population is present.

- Students will receive a notification in their appointment letter that they are required to self-report any criminal arrests, charges, or convictions.
 - o Supervisors/Managers will also cover this in their orientation.

- Students in these positions will have a CBC conducted every four years (they are notified of this in the appointment letter as well).

Caregiver Background Checks

In addition to routine CBC being run, some positions require additional background checks and a different self-disclosure form to be completed. Generally, these positions are employed in Eagle's Wing.

- Positions identified as a caregiver require successful completion of the WI Caregiver's check.
- Caregiver positions also require a fingerprint-based criminal history check of Federal Bureau of Investigation (FBI) records, per s. 48.685(2)(bm), Wis. Stats.
- Caregiver checks require a physical signature on the form and uses the Caregiver Self Disclosure form. As a result, the collection of the self-disclosure form is not initiated electronically.
- Caregivers are subject to yearly criminal background and Wisconsin Caregiver checks and are also required to self-report any criminal arrests, charges, or convictions (they are notified of this in the appointment letter as well). HR runs the annual caregiver checks in January, regardless of the employee's date of hire.

Starting Work Prior to Obtaining CBC Results

- Offers of employment must include statements of contingency. Supervisors must inform finalists being offered that continued employment is contingent upon successful results of a criminal background check (this will also be stated in the appointment letter).
- If a student is working before their CBC results are back, they must work under close supervision at all times until the results are returned, reviewed and approved by Human Resources: This includes granting access to systems or issuing electronic access orkeys.
- Students must complete the CBC self-disclosure form by the end of their first day of employment, or their employment will be frozen the following day (second day of employment). If a student is frozen, they cannot work again until the CBC self-disclosure form is completed. Human Resources will review the self-disclosure form before the student starts, if the CBC results are not back at that time. Students will need to remain closely supervised until the results are approved by HumanResources.
- If the student has not completed the self-disclosure form within two weeks of their start date, their employment will be terminated under the assumption that the student is no longer interested in working for University Housing.

Communication

- Students will be invited by HR and a third party vendor to complete the self-disclosure form (in most cases electronically) within 48 hours of receiving an email notification that a CBC is required.
- An electronic email reminder is sent by the vendor to all students who have not completed the self-disclosure form on business day 2, 7, and 12.
A reminder email will be sent by HR giving a final deadline date for completion (deadline of one week prior to the start date) and indicate the student cannot work past their orientation (first day of employment) if the self-disclosure form is not done by that date. The supervisor will be

copied on that email. HR will provide managers a final list of who has not completed the self-disclosure form prior to orientation, so they can follow up.

If students do not complete their self-disclosure form by the end of the first day of work, their employment will be frozen and they cannot return to work until their form is complete. HR will communicate this to supervisors by the end of their first day of work and supervisors must inform the employee.

HR PROCEDURES

Tracking CBCs and Communicating Results

- Student CBC progress and completion will be tracked by HR.
- HR will communicate if the CBC self-disclosure form isn't complete to both the student and supervisor prior to the employee's start date.
- If CBC results are not complete by the start date of an employee, HR will review the self-disclosure form to see if the student has disclosed anything.
- Once CBC results are reviewed by HR, HR will communicate to the supervisor if the student has passed the CBC.
- If CBC results are reviewed and it is deemed that the student cannot continue to work in their position, the student and supervisor will be notified immediately and employment will be terminated.

Electronic CBCs

- All student CBCs (with the exception of minors and caregivers) will be initiated electronically.
- For all electronic CBCs, an electronic folder will replace the physical CBC folder. The electronic forms should be saved electronically in the folder. Minor forms can be saved electronically as well. Caregiver forms should remain in physical folders.

Housing HR Checks

As of March 17, 2016, Housing only utilizes the campus CBC vendor to run criminal background checks for all students. Housing will not run CCAP, WI DOJ & US DOJ checks on students, unless results show up the criminal background check results or if the applicant self discloses incidents and they start working prior to the campus vendor CBC results returning. International students will be run as an international applicant.

HR will run a "UW Madison Current Employee in a Position of Trust" background check instead of the standard check on current students in a position of trust moving to another position of trust. This includes students in positions of trust with access to vulnerable populations. The "UW Madison Current Employee in a Position of Trust" check is an expedited criminal background check that searches the last four years.

Position Description & Appointment Letter Verbiage

All positions requiring a background check will state "Successful completion of a criminal background check is required" in the position description and in advertisements.

The following verbiage will be written in the appointment letter: Continued employment is contingent upon successful results of a criminal background check, and your criminal background remaining in its current status.

Access to Vulnerable Populations includes this paragraph:

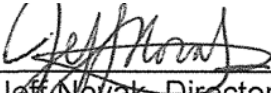
Your position has been identified as a Position of Trust with Access to Vulnerable Populations, as defined by the UW Madison Criminal Background Check Policy. As a result, a criminal background check will be conducted every four years. Also, you are required to self-report any criminal arrests, charges, or convictions to the University Housing Human Resources Director within 24 hours or at the earliest possible opportunity. Failure to self-report constitutes a violation of this policy.

If you have any questions about the Criminal Background Check Policy, please contact Brenda Krueger, Director of Human Resources, at 608-262-6112 or brenda.krueger@housing.wisc.edu.

Other Related Policies

UW Madison Criminal Background Check Policy and Procedures

Prepared by University Housing Human Resources

Approved: 
Jeff Novak, Director

University Housing Student Positions Requiring a Criminal Background Check or Driving Check

	Position of Trust: Vulnerable Populations	Position of Trust	Driving Required/ Preferred
Administration/Other			
Accounting Assistant		X	
Conference Services Assistant (Summer)		X	R
Graphic Design Assistant		X	
HR & Payroll Assistant		X	
HR & Payroll Assistant Advanced		X	
HR & Payroll Office Assistant		X	
Student Payroll & Benefits Specialist		X	
Student Payroll & Benefits Assistant		X	
University Housing Ambassador		X	
University Housing Ambassador, Student Supervisor		X	
Dining & Culinary Services			
Dining Advisory Board (DAB) Member		X	
Residence Hall Facilities			
Construction Project Assistant		X	R
Custodian (full AY, early summer, & late summer)		X	
Custodian Student Supervisor		X	
Interior Design Assistant		X	R
Interior Design Assistant - Advanced		X	R
Locksmith		X	
Maintenance Worker		X	P
Maintenance Worker Lead		X	P
Move Crew		X	P
Move Crew Lead		X	R
Painter Laborer (Summer)		X	
Seasonal Cultural Custodian (Summer)		X	
Sign Design Technician		X	
Sign Design Technician - Advanced		X	
Sustainability Coordinator Assistant		X	P
Residence Life			
Assistant Residence Life Coordinator	X		
House Fellow/Summer House Fellow	X		
Residence Life Team Assistant		X	
University Housing Advisory Board (UHAB) Member		X	
Technology Services			
Customer Experience Specialist		X	R
Field Technician		X	R
Field Technician - AV		X	R
Help Desk Technician		X	P
Network Admin Specialist		X	R
System Admin Specialist		X	R
Web Specialist		X	
University Apartments			
Administrative Support/Project Assistant	X		P
Community Program Coordinator	X		P
Custodial Supervisor (Summer)	X		R
Custodian (Summer Only)	X		
Custodian (Year Round)	X		R
Early Childhood Classroom Aide	X - Caregiver		
Grounds Laborer	X		P
Maintenance Technician	X		R
Maintenance Technician Assistant (Summer)	X		R
Resident Manager	X		R
Seasonal Cultural Custodian (Summer)	X		
Trades Laborer (Summer)	X		P
UA Facilities Maintenance Assistant	X		
UA ACUHO-I Intern	X		

EMPLOYMENT INFORMATION

DRIVING AUTHORIZATION

Some Housing positions, such as those that transport supplies and equipment, may require driving a state vehicle. Employees must hold a valid unrestricted state driver's license to be eligible for these positions. Other than Canada, we cannot accept licenses from outside the country. The UW Risk Management Office has established standards for approval of all campus employees who drive state vehicles. One requirement is that the student must have been a licensed driver for a minimum of 2 years. Other restrictions that pertain to the driving history itself may also apply.

Human Resources will reach out to the finalist with instructions for completing the pre-authorization process. Students must receive approval from Risk Management **before** driving a state vehicle or departing on University business. Regardless of whether you are driving your personal vehicle, fleet car or DOA vehicle, or rental vehicle, all potential drivers must complete the appropriate driver authorization request form.

A student who has an out-of-state driver's license, or who has had a Wisconsin driver's license for less than three years due to previously being licensed in another state or country, must also submit a copy of their out of State Driver's License (WI license copies are not needed) and Driving Abstract from their respective state for evaluation by Risk Management. These must be submitted to the Housing Human Resources Office. Fees for obtaining a Driving Abstract for work purposes will be reimbursed by University Housing.

The staff at the Risk Management Office will review your driving record. If Risk Management determines that they cannot approve you to drive a state vehicle, if possible, we will assign you to a similar position which does not require driving and/or assign the driving duties to another employee. If driving is a condition of employment for your position, termination may result if other options are not available.

A few student positions **require** driving approval from Risk Management as a condition of employment. The job description will indicate if this is the case. If you are being considered for one of these positions, we request a Risk Management review of your driving record **before** we offer employment. If you are not approved to drive a state vehicle, we would be limited to giving consideration to other candidates who can be approved to drive. This would also include driving gators, bobcats, forklifts, and other motorized vehicles. If you are approved for driving, it is required you report to your supervisor any traffic convictions received during your employment with University Housing.

The UW Risk Management Office only approves students to drive for a one year period. For a student to continue as an approved driver, it is required that a new driving form be completed and the driving record be reviewed each year.

EMPLOYMENT INFORMATION

WORK PLACE INJURIES

Reporting:

University Housing is committed to maintaining a safe work environment. All employees should be conscious of unsafe work conditions and work practices and bring them to the immediate attention of their supervisors or Human Resources. All employees should also report any and all work related injuries to their supervisors.

If a student employee is injured at work, or suffers from an illness that might be related to the work environment, regardless of the severity, the employee should immediately notify their supervisor. All injuries should be reported, even if only requiring first aid. Your supervisor can assist you in obtaining and filling out the forms to report your injury.

Worker's Compensation Law and Program:

Student Employees at UW-Madison are covered by the State Worker's Compensation Law and program. The Worker's Compensation law provides medical benefits and wage benefits to employees who are injured, or suffer an illness related to the work environment, while in service of the employer. The Worker's Compensation program in the State of Wisconsin is governed by the Wisconsin Department of Workforce Development, and provides a review of information related to an injury claim. If approved, the injured employee is entitled to payment of approved medical expenses, mileage reimbursement, and partial wage benefits.

Medical treatment of a Work-Related Injury:

Student employees who need medical treatment for a work-related injury may choose to receive care from any medical provider.

For work injuries that require immediate transportation from the work site to a physician's office, employees may choose to arrange their own transportation, or may choose to utilize Union Cab Company, and charge to the Housing account. If needed for serious or emergency injuries, employees may be transported via ambulance. Housing employees should not use their personal or Housing vehicles to transport employees for treatment. For more information on transportation options and guidelines, refer to [University Housing Employees with Work Related Injuries or Illness Policy](#).

An employee who is deemed medically unable to work by a physician should provide regular updates to their supervisor regarding their ability to return to work. All medical statements or documentation should be given to the University Housing Human Resources Office Representative responsible for handling medical information of employees, within 24 hours of receipt. When the employee is medically released to return to work by a physician, they should turn in their return to work note, indicating with or without restrictions, to Housing Human Resources. If the employee has physical limitations resulting from a work-injury, the return to work note should indicate what the limitations are and the duration of the limitations. In these situations, the employee will be contacted by their supervisor regarding University Housing's ability to provide a temporary work adjustment, and any return to work instructions.

The injured employee should also notify their medical provider that the injury is work-related and request that all medical bills related to the injury be sent to University Housing Human Resources via mail: 625 Babcock Drive, Madison WI 53706, or via fax: 608-265-8724. Follow up requests regarding payment of medical bills or questions can be sent to the University Housing Human Resources Office, as well.

Employees who seek treatment for a work related injury should not pay a co-pay for their visit. Employees should also request and receive medical documentation for each visit indicating they were seen and treated. The note should be dated for the date they were seen and not back dated as Workers Compensation typically does not accept backdated medical documentation.

For more information about Worker's Compensation:

- Contact University Housing Human Resources at 608-262-2766
- [Worker's Compensation Website](#)

EMPLOYMENT INFORMATION

DATES OF EMPLOYMENT

Most student employees are hired into continuous employment beginning in early or late August. Your date(s) of employment are confirmed in your appointment letter. Occasionally, students may be hired to only work for a semester or for another shorter duration of time to complete special projects. Some positions may not have summer hours available. It is important to read your appointment letter carefully and confirm your dates.

Orientation

Employees hired for the start of the academic year are required to attend fall orientation to retain employment for the academic year. Similarly, students hired mid-year are required to attend orientations (dates and times are determined and communicated via the supervisor). Employees hired for the start of the summer are required to attend summer orientation to retain employment for the summer.

Students who miss orientation forfeit their employment and are eligible for employment with Housing four months after effective date of termination. These actions may be appealed to try and regain eligibility.

Summer

Student employees who are hired for the summer are expected to work the full summer employment period as outlined in the position description and confirmed in the appointment letter. A limited number of unpaid vacation days may be allowed.

If you are in a position that requires summer hours and you cannot work during the summer, your job cannot be held open for you unless you are on an approved leave of absence. See the [Leave of Absence](#) section for more information.

Employment eligibility is contingent on working the full dates of summer employment. Leaving a summer position without proper notice may result in the forfeiture of employment eligibility, including any concurrent or future jobs being rescinded. See the [Ending Employment](#) section for more information.

EMPLOYMENT INFORMATION

HOURS OF WORK

In University Housing, we know that it's important for you to maintain a balance between school, work, and your social life. During the academic year, most student employees work an average of 20 hours per week or less, and many work as few as 7 hours per week. In many cases, working more than 20 hours on a regular basis is detrimental to a student's academic success. Students who work more than one job, or participate in an extracurricular activity that demands a substantial amount of time on a regular basis, should talk to their supervisors about these other obligations.

In order to comply with the [Affordable Care Act \(ACA\)](#), students cannot work more than 1,560 hours November 1st through October 31st. These hours are combined between all campus jobs and UW System jobs. If a student is working 40 hours per week during summer break, that leaves approximately 25 hours per week when class is in session. Additionally, students cannot average 30 or more hours/week in any rolling 89 day period, unless the position is deemed seasonal.

Some student positions have been approved as "seasonal" and are exempt from the 89-day rule in regards to the Affordable Care Act (ACA) because the nature of the work can only be performed during the summer months. With seasonal designation, hours worked per week in a specific appointment may exceed 30 during the summer months.

Some international students, depending on their visa status, may be prohibited from working more than 20 hours per week on campus in any work week during the academic year, even if the employee works more than one job on campus. Exceptions may be made during break periods (summer, winter and spring breaks).

Summer and year-round appointments may have expanded hours, and may earn overtime with their supervisor's prior approval. Overtime can mean more than 40 hours of work in one week at one job, or spread out over several campus jobs.

EMPLOYMENT INFORMATION

ENDING EMPLOYMENT

Student employees who choose to resign must follow the resignation procedures for their employing department and submit written notice prior to the actual resignation date. Generally, a two week notice is the standard. If you resign, you are expected to work through your last scheduled shift of the resignation notice period. Failure to work through your last scheduled shift may result in ineligibility for future employment.

Future Employment Eligibility:

There are certain scenarios at the time of separation in which a student's future employment eligibility with University Housing can be impacted, as indicated in the chart below:

Separation Reason	Impact to Future Employment Eligibility
Resigned with Notice <i>*2 week notice</i>	None
Resigned without Notice	Eligibility is lost but will be reinstated 4 months from the date of the separation
No Show at Orientation	Eligibility is lost but will be reinstated 4 months from the date of the separation
Failure to complete employment paperwork	Eligibility is immediately reinstated upon appeal
Termination due to disciplinary action	*Future Eligibility is based on work rule violation

Employees who resign without notice or who are terminated for disciplinary reasons will have an impact on their future employment eligibility with University Housing. If a student employee's employment eligibility with University Housing is impacted, they will be notified by their supervisor.

For disciplinary actions that result in termination, the terminated individual will be assigned a category for future employment eligibility, based on the violation that caused the termination. Additionally, depending on the work rule violation resulting in the disciplinary action, there may be impacts to future or concurrent appointments with University Housing. The termination letter will indicate which of the following employment eligibility categories is assigned:

- Reinstatement eligibility for employment with University Housing after 4 months
- Review eligibility for employment with University Housing after 4 months
- Permanent bar of employment eligibility with University Housing

*If the terminated student has another job (current and/or future) with University Housing, and the violation is in the "review eligibility after 4 months" category or the "permanent bar of employment eligibility" category, the current and/or future jobs will also be terminated. If the violation is "reinstatement eligibility after 4 months", the current and/or future jobs will not be impacted. Please see the [Appeals and Review of Employment Eligibility Policy](#) for information on eligibility categories.

If an employee is terminated or receives formal disciplinary action and they disagree with either the action/decision, or the work rule that was identified as being in violation of, they may file an appeal, in accordance with the Appeal/Review Policy.

Live in Stipend Staff: Status of Residence following Termination and during Appeal

If a live-in Residence Life stipend staff member is terminated from their current position, they will be required to immediately return room keys and relocate to another room in University Housing or off campus. Terms of this relocation are based upon the impact to the community. The relocation may occur any time between the initial investigation and the termination decision.

If the staff person appeals the termination decision, they will remain in alternative housing until the appeal process is complete. Living arrangements between the termination decision and the appeal decision are the responsibility of the student, not the department.

Live in Stipend Staff: Status of Employment following Termination and during Appeal

Stipend staff will be asked to return office keys and staff ID upon termination. Additionally, the stipend and food account will be prorated based on the last day of employment. The staff e-key access and the housing email account will be terminated starting on the effective date of their termination as outlined in their letter, while the stipend staff member is going through the appeal process.

While student employment has its benefits, it also comes with responsibilities. Some work rule violations are also violations of the UW System Code of Conduct and/or University Housing Resident Policies. Further follow-up and action on these violations may come from University Housing Residence Life (Housing residents) or the Dean of Students Office (off-campus students).

Additionally, violations of the UW System Code of Conduct or University Housing Resident Policies may also affect your employment with University Housing. The employment status of Housing residents is reviewed immediately when a resident is dismissed from the residence halls, or banned from a particular space. Depending on the circumstances of the dismissal or banning, the resident's employment with University Housing may be ended.

EMPLOYMENT INFORMATION

REFERRAL PROGRAM

At times, University Housing may offer student employees an incentive to refer their friends to work for us. Details regarding this program would be announced when the opportunity is offered.

EMPLOYMENT INFORMATION

STUDENT EMPLOYEE RECOGNITION

RECOGNITION OF OUTSTANDING STUDENT EMPLOYEE (ROSE)

During the spring semester, University Housing recognizes academic year and year-round student employees whose performances are deemed outstanding. To attain this distinction, student employees who consistently meet and exceed the job requirements are nominated by their supervisors. Currently the top 1% of our employees receive this award on an annual basis. The ROSE Award process is reviewed annually for funding and effectiveness.

STUDENT RECOGNITION AWARD

Throughout the year, student employees have the opportunity to be recognized for work performance that goes above and beyond the duties expected of that particular position. To receive this award, students must demonstrate initiative and/or innovation on a project, task, or activity that has a positive impact on their unit, department, or the Division. Students must be nominated by a supervisor or manager. Students can be awarded up to a \$100 lump sum payment depending on the impact of the project, task, or activity. Students can win the award multiple times, but no more than once per semester (summer counts as a semester).

EMPLOYMENT INFORMATION

WORK-STUDY PROGRAM

The Work-Study Program encourages campus departments to create opportunities for student employment by reimbursing the employing department for part of the wages paid to student employees with Work-Study allotments. All University Housing student jobs are approved for Work-Study, except those that are paid via stipend/lump sum. University Housing does not give special hiring consideration to those who have Work-Study versus those who do not.

If you are covered by the Work-Study program, it is important that you have a complete understanding of it. Information is available from the UW-Madison Office of Financial Services at (608) 262-3060 or at www.finaid.wisc.edu.

Your earnings from all student employment on campus will automatically be deducted from your Work-Study allotment. There is no paperwork to complete if you work on campus.

If you work for University Housing and use up your Work-Study allotment, we will continue to offer you employment in your current position for the duration of the employment period specified in your appointment letter.

If you accept additional employment on campus, both employing departments will be using your Work-Study allotment simultaneously. You must notify the Work-Study office if you want to limit the use of your Work-Study funds to one employing department. University Housing will not reimburse work study money, so these arrangements should be made ahead of time.

You earn your Work-Study allotment through your job and are paid by direct deposit just like any other student. Work-Study funds are not directly applied toward tuition or any other expenses.

POLICIES

UW-MADISON NON-DISCRIMINATION POLICY

In accordance with applicable federal and state law and with University policy, UW-Madison does not discriminate on the basis of age, race, color, religion, sex, national origin or ancestry, sexual orientation, arrest or conviction record, marital status, handicap, political affiliation, or veteran status with regard to treatment of employees and students in educational programs or activities which it operates. Inquiries concerning this policy may be directed to the University Housing Human Resources Office, or to the UW-Madison Office for Equity and Diversity, 179A Bascom Hall, (608) 263-2378.

UW-Madison prohibits discrimination in employment and in all University programs and activities on a wide variety of bases, including prohibitions against sex discrimination and sexual harassment. These prohibitions are included in University policies and procedures, s. 36.12, Wisconsin Statutes, Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as amended, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. A summary of the laws and policies implemented by the University and more information on how to file a complaint can be found online at: <https://compliance.wisc.edu/eo-complaint/>

Title IX prohibits discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance. Title IX requirements cover sex discrimination, sexual harassment, sexual misconduct and sexual violence. In accordance with these requirements, UW-Madison is responsible for taking immediate and effective steps to respond to sexual misconduct and violence. Sexual violence may include physical sexual acts performed against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

UW-Madison and community resources are available to address questions concerning sex discrimination, sexual harassment, sexual misconduct, and sexual violence.

Title IX Information and Resources website is available at: <https://compliance.wisc.edu/titleix/>

HOW TO FILE A COMPLAINT

- Your full-time supervisor
- University Housing Human Resources Director, Brenda Krueger: (608) 262-6112
- University Housing Human Resources Employee Relations Specialist, Rae Herbrand:
(608) 890-1858
- University Housing Hotline: (608) 262-7305 (24-hour voicemail service)
- UW-Madison Office of Compliance: <https://compliance.wisc.edu/eo-complaint/>

POLICIES

SEXUAL HARASSMENT POLICY

It is the policy of UW-Madison to establish an environment in which the dignity and worth of all members of the University community are respected. Sexual harassment of students and employees at UW-Madison is unacceptable and will not be tolerated.

University Housing strives to create an inclusive and welcoming work environment for all employees, including students. University Housing does not tolerate harassment of any kind and incidents of such conduct should be reported immediately to the contacts listed below.

Sexual harassment of employees and students at UW-Madison is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may involve the behavior of one person against another person of the opposite sex, or same sex.

Incidents of harassment should be reported to one of the following contacts:

- Your full-time supervisor
- University Housing Human Resources Director, Brenda Krueger: (608) 262-6112
- University Housing Human Resources Employee Relations Specialist, Rae Herbrand: (608) 890-1858
- University Housing Hotline: (608) 262-7305 (24-hour voicemail service)
- UW-Madison Office of Compliance: <https://compliance.wisc.edu/titleix/>

Visit the following link for more valuable information about [Sexual Harassment](#)

[UW-Madison Policy on Sexual Harassment and Sexual Violence](#)

POLICIES

BIAS REPORTING

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of bias or hate affecting a person or group create a hostile campus climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond appropriately to reported or observed incidents of bias or hate.

Definition of bias: Single or multiple acts toward an individual, group, or their property that are so severe, pervasive, and objectively offensive that they create an unreasonably intimidating, hostile, or offensive work, learning, or program environment, and that one could reasonably conclude are based upon actual or perceived age, race, color, creed, religion, gender identity or expression, ethnicity, national origin, disability, veteran status, sexual orientation, political affiliation, marital status, spirituality, cultural, socio-economic status, or any combination of these or other related factors.

Students at The University of Wisconsin-Madison who witness or experience bias or hate in the campus community are encouraged to report, and can do so via the online portal: [Online Reporting](#)

In addition, as a student employee within University Housing, you have additional resources for reporting concerns regarding bias or hate in the workplace. University Housing is committed to creating a welcoming and safe work environment for all employees. University Housing does not tolerate incidents of bias or hate in the workplace, and reported incidents will be investigated and responded to appropriately.

To report an incident of bias or hate in the University Housing workplace:

- Contact University Housing Human Resources Director, Brenda Krueger: (608) 262-6112
- Contact University Housing Human Resources Employee Relations Specialist, Rae Herbrand: (608) 890-1858
- Online: [Bias Incident Report Form](#)

For more information on bias reporting as a student, visit:

<https://doso.students.wisc.edu/services/bias-reporting-process/>

POLICIES

CONSENSUAL RELATIONSHIPS POLICY

The University of Wisconsin-Madison provides clear direction to the University community about the professional risks associated with consensual romantic and/or sexual relationships between members of the University community where a conflict of interest and/or a power differential exists between the parties.

Where a conflict of interest exists, or may exist, in the context of a consensual romantic and/or sexual relationship, the individual with the power or status advantage **must notify his or her immediate supervisor**. The supervisor has the responsibility for making arrangements to eliminate or mitigate a conflict where consequences might prove detrimental to the University or to either party in the relationship. This means that the person with the power advantage, such as a Student Supervisor who is in a romantic/sexual relationship with a Team Member, must report the relationship to the full-time supervisor, and may not supervise or schedule a student worker if a romantic and/or sexual relationship exists.

POLICIES

MANDATORY REPORTING GUIDELINES OF CHILD ABUSE AND NEGLECT

As a UW-Madison employee, you are required to report child abuse or neglect immediately if in the course of employment:

- You observe an incident or threat of child abuse or neglect
- Learn of an incident or threat of child abuse or neglect
- Have reasonable cause to believe that child abuse or neglect has occurred or will occur

A UW-Madison employee who is a mandatory reporter under Wis. Stat. § 48.981(2)(a) shall comply with the requirements of the state mandatory reporter law. Deciding to get involved in a situation of suspected abuse or neglect can be difficult. It is, however, a decision that may be crucial to a child not only today, but also in the future. Caregivers/maltreaters who have abused or neglected their children may need services and support to provide safe care for their children. The sooner an issue is reported, the sooner the child can be helped.

No UW-Madison employee making a report in good faith may be discharged, disciplined, threatened, or otherwise discriminated against in regards to employment.

More valuable information can be found here: [Child Abuse Reporting Guidelines for UW-Madison Employees](#)

Resources:

- Your full-time supervisor
- University Housing Human Resources

Division of University Housing Human Resources
Slichter Hall, Room 15
625 Babcock Drive, Madison, WI 53706
(608) 262-2766
hr@housing.wisc.edu

Campus level (your supervisor and HR can help you with this)

The Office of Compliance: <https://compliance.wisc.edu/titleix/mandatory-reporting/#child-abuse-or-neglect>
UW-Madison Police Department 264-COPS

POLICIES

DRUG-FREE WORKPLACE

In a good faith effort to comply with the Drug-Free Schools and Communities Act of 1989, the University of Wisconsin System and the UW-Madison prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs by employees on University property or as part of University activities.

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about.

Student Employees who have problems with alcohol or controlled substances are encouraged to contact University Health Services (UHS) for assistance and referral to counseling or treatment programs. Information shared with UHS is confidential. [University Health Services](#) is located at 333 East Campus Mall. The office can be contacted at:

Telephone: (608) 265-5600

Website: <https://www.uhs.wisc.edu/>

University employees who violate these provisions on university property/work site or during work time, may be subject to discipline up to and including termination from employment. In addition to discipline, or in lieu of it, employees may be referred to appropriate counseling or treatment programs.

Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community. This document can be found at: <https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>

POLICIES

SMOKE FREE CAMPUS

Research indicates secondary smoke is a serious health threat to non-smokers. For this reason, the Chancellor and State Legislature have developed a smoke-free UW-Madison campus policy.

1. All University Housing residence halls are smoke-free facilities.
2. Employee smoking is only allowed during breaks outside the buildings. All break rooms, locker rooms, and bathrooms are smoke-free.
3. All building entrances and exits are designated smoke-free within a 25-foot radius.
4. Smoking is not permitted in any University Housing vehicles including any equipment such as a Bobcat or John Deere Gator.
5. Employees are not permitted to smoke in Eagle Heights apartments and University Houses.
6. Although residents may smoke in specific apartments, smoking is not permitted in any other locations in University Apartments and Harvey Street buildings, including the University Apartments Community Center and playgrounds, and all apartment building common areas such as hallways, laundry rooms, and resident storage areas.

Dining & Culinary Services employees who wish to smoke during break must remove their work uniforms (hat, apron or jacket) and be at least 25 feet away from any building or building entrance.

Smoking Definition: Smoking includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment or the use of electronic smoking devices including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

[UW-Madison Smoke-Free Policy](#)

POLICIES

LEAVE OF ABSENCE

Student employees may request leaves of absence from their position, to be reviewed and approved at the discretion of the unit, based on operational need. Short term leaves of absence may be requested for a variety of reasons, such as:

- Study Abroad
- Internship
- Co-op
- Student Teaching
- Family Emergency
- Medical Circumstances
 - Medical certification will need to be submitted to HR.
- Military Duty (automatic approval with proper documentation)

Requests for leaves of absence will be reviewed according to the guidelines below. Leaves of absence are not appropriate for student employees who simply need to catch up on their academic work or are temporarily dropping out of school. Student employees must submit their request for a leave of absence to their full-time supervisor. Whenever possible, a student employee should request a leave of absence in advance.

Guidelines for approving Leave of Absence Requests:

1. Leave requests may be approved at the full-time supervisor's discretion.
2. Before approving a leave of absence, the full-time supervisor should determine if the position can be held open until the student employee returns. If the position cannot be held open, the student employee should be advised to re-apply for employment through the appropriate application process.
3. The decision regarding approval of a student employee's leave request should not be based on job performance, but will be made based on operational need.
4. The full-time supervisor may determine how the student employee returning from leave fits into the unit's scheduling system.

Related documents:

- [Leave of Absence Request Form](#)

University Housing Student Employee Leave of Absence: Guidelines/Supervisor How to Document

Student employees will request time away from work for different reasons and it is important to know when to fill out a Leave of Absence Request Form, notify HR, and follow up with students. Leaves may vary in length and can be considered for approval at the discretion of the supervisor. However, the leave process is typically not followed for requests to be away from work less than one week or when the time away from work exceeds one semester plus a summer combined.

Identifying a Student Leave of Absence

A Student LOA is a Leave of Absence from work by a student employee for an extended period of time with an understanding that the student employee intends to return to work in their same job when their LOA is finished. A student employee and supervisor should complete a LOA Request Form if time off is needed for the following reasons:

- Study abroad
- Military Leave
- Medical leave
 - Medical documentation with an end date from employees' treating specialist that supports the need for an LOA is needed to approve a Medical Leave of Absence. This medical documentation should be submitted to Housing HR.
- Internship
- CO-OP
- Student teach
- Exceptional Personal Reasons

What is NOT a Student Leave of Absence?

You should **not** fill out an LOA form when a student employee goes on any academic breaks (Fall Break, Winter Break, Spring Break, or Summer Break). Follow the inactive/active process for these types of breaks. Even if, while on break, one of the above reasons apply.

Requesting a Student LOA

1. Email HR with a completed student LOA form; this form can be found on the Student Employee Toolbox:
 - a. Be sure the form includes a Return to Work Date (RTW) or best estimate
2. HR will send an approval email to the student employee. The approval email from HR includes:
 - a. Expected return to work date
 - b. Instructions to contact supervisor and remaining in contact with information about changes in their return to work date.
3. HR will update SEA, Kronos, and HRS with the LOA information including a return to work date.
 - a. You can find the RTW Date in SEA in the Employee Dashboard. The return to work date is listed as the "Active on" date. See highlighted "Active on" date image below for example:



<input type="checkbox"/>	Name
<input type="checkbox"/>	[REDACTED] Active on 1/15/19
<input type="checkbox"/>	[REDACTED] Active on 8/16/18

Changes to Appointment during LOA

Any changes to a student's appointment while on an LOA should be effective on or after their return to work date. These changes may include:

- a. Transfers or job changes
- b. Proficiency level changes

Return to Work:

The return to work date affects pay and ability to clock in. Supervisors will not be able to see student employees in Kronos while they are on leave. It is important that the return to work date is accurate in all of our systems.

- a. Supervisors and student employees are responsible for communication regarding any changes in the student employee's expected return to work date.
- b. Supervisors should email HR to communicate any changes to the return to work date.
- c. Contact HR with any questions.

POLICIES

TELEPHONE USE POLICY

Employees have been provided with access to university-owned desk phones or cellular phones to conduct their business activities during work time. Employees are also welcome to bring personal cell phones to work and to carry them while on work time.

As all employees are considered the “eyes and ears” of Housing, there may be situations when a WISC Alert or a Housing Alert notification is issued to employees. The Division finds it beneficial for all employees to be made aware of these notifications as quickly as possible. Supervisors will provide specific work expectations for acceptable telephone use to their employees.

Application of the Policy

- I. Employees placing long distance calls from a university-owned desk phone for their work will need to use the State Telephone System (STS) by dialing “1-1”, the area code and the number being called.
- II. Residence Life live-in-staff will be expected to maintain security of their apartment telephones and will be personally responsible for long distance calls. When requested, Housing Technology Services can provide a basic phone.
- III. University policy does not allow employees to charge personal long distance calls to a university-owned telephone.
- IV. Division Administrative Staff and their designees receive monthly Telephone Activity Reports. These reports may be used to screen for questionable use inappropriate use may be subject to discipline up to and including termination.
- V. Personal calls using university-owned desk and cellular phones should be limited in frequency and be kept as brief as possible. These calls should be made during break-times.
- VI. Personal cell phone or any other mobile device use for talk, text or social media during work time should be limited in frequency and not impact staff, customers or performance of work.
- VII. Flexibility is extended for individual situations and/or circumstances demanding immediate attention.
- VIII. Employees should call 911 immediately in an emergency.
- IX. In addition, any specific individual departmental telephone use guidelines and procedures must be followed.

The use of cellular phones while driving University-owned vehicles is strongly discouraged unless it's an emergency. Wisconsin State law prohibits drivers under the age of 18 and those with probationary licenses from making or taking calls. Additionally, it is illegal to text and drive for all Wisconsin drivers.

POLICIES

SOCIAL MEDIA

Many social media connections are formed on the job. While this sort of networking is important, these very public websites also carry some level of risk when not treated appropriately.

As an employee of University Housing, it is your responsibility to be aware of what you are putting on social media websites. Whether posting on a University sponsored site, or using a personal page, content about residents, employees, University Housing and the UW-Madison must be appropriate and respectful. This means malicious comments, and the sharing of personal or confidential employment information that was learned due to your student employee position, may not be posted or shared.

If you are responsible for posting on behalf of University Housing, there are Social Media Guidelines that must be followed. Your supervisor should review these with you.

POLICIES

UNIVERSITY HOUSING EMAIL ACCOUNTS

Some student positions may be assigned University Housing email accounts. This is done to facilitate communication within the division or on campus.

In general, University Housing email accounts are for business use only and should be used appropriately at all times. All housing.wisc.edu email accounts are considered public records and are not confidential; students should have no expectation of privacy when sending or receiving emails from their work account. Personal correspondence is not permitted. For hourly student employees, the checking of and responding to emails during off hours is prohibited. Each work area/unit will establish and provide the student employee with additional, specific guidelines on usage.

At the time of orientation to the email system, all student staff will be required to acknowledge the receipt of University Housings [guidelines and policies](#) regarding email usage. If employees have additional questions on the email account usage, they should contact their supervisor.

POLICIES

PROHIBITED CONDUCT

The University of Wisconsin System has established the following code for personal conduct

UW System Code of Conduct:

<https://www.wisconsin.edu/ohrwd/download/policies/ops/we1.pdf>

Engaging in one or more kinds of prohibited conduct may result in disciplinary action ranging from a reprimand up to and including immediate discharge, depending upon the conduct and/or the number of infractions.

While student employment has its benefits, it also comes with responsibilities. Some work rule violations are also violations of the UW System Code of Conduct and/or [University Housing Resident Policies](#). Further follow-up and action on these violations may come from University Housing Residence Life (Housing residents) or the Dean of Student's Office (off-campus students).

Additionally, violations of the UW System Code of Conduct or University Housing Resident Policies may also affect your employment with University Housing. The employment status of Housing residents is reviewed immediately when a resident is dismissed from the Residence Halls, or banned from a particular space. Depending on the circumstances of the dismissal or banning, the resident's employment with University Housing may be ended.

POLICIES

WORK RULES/PROHIBITED CONDUCT

The discipline process addresses violations of Housing, departmental and campus policies. Discipline by nature is not intended to be punitive but is designed to teach appropriate behavior or to correct inappropriate workplace behavior. University Housing follows a progressive discipline process for any student employee misconduct or work violation. This means that, generally, discipline follows a series of progressive steps, starting with verbal warning, written warning, last chance warning or termination.

Below is a list of the work rules/prohibited conduct. Engaging in one or more of the following may result in disciplinary action ranging from a verbal warning to immediate discharge, depending upon the severity and/or frequency of the violation.

Departments may write policies for behaviors that are considered more common, and Divisional standards apply in all other situations.

A. Work Performance

1. Insubordination, including disobedience or failure or refusal to carry out assignments or instructions.
2. Loafing, loitering, sleeping or engaging in unauthorized personal business.
3. Unauthorized disclosure of confidential information or records.
4. Failure to provide accurate and complete information whenever such information is required by an authorized person.
5. Failure to comply with health, safety, and sanitation requirements, rules and regulations.
6. Negligence in performance of assigned duties, including poor quality or quantity of work.
7. Falsifying records, i.e., lying.
8. Giving false information to other state agencies or to employees responsible for record keeping, e.g., timecard fraud.

B. Attendance & Punctuality

1. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without specific approval of the supervisor.
2. XX unexcused or excessive absenteeism (including tardies) in a XX week period.
3. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
4. Failure to notify the supervisor promptly of unanticipated absence or tardiness, i.e., call in procedure violation for absences/tardiness.
5. No Call / No Show (not calling in or showing up at all on your scheduled day of work.)

C. Use of Property

1. Unauthorized posting or removing notices or signs from bulletin boards.
2. Unauthorized, improper use, or abuse of University property or equipment, including: computers, email, copier, telephone, radios, and vehicles, etc. (this is not an inclusive list)
3. Unauthorized possession or removal of University or another person's private property.
4. Unauthorized use, including, lending, borrowing, losing, or duplicating University keys.
5. Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

D. Personal Actions

1. Unauthorized solicitation for any purpose.
2. Unauthorized or improper use or possession of uniforms, identification cards, badges or permits.
3. Failure to exercise good judgment or being discourteous in dealing with fellow employees, students or the general public.
4. Threatening, attempting or doing bodily harm to another person.
5. Threatening, intimidating, interfering with or using abusive language towards others.
6. Unauthorized possession of weapons.
7. Making false or malicious statements concerning other employees, supervisors or students of the University.
8. Use of alcoholic beverages or illegal drugs during working hours.
9. Reporting for work under the influence of alcoholic beverages or illegal drugs.

E. Appearance

1. Inappropriate dress (including lack of required ID badge) or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.

These work rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, Administrative Code, and by administrative procedures established by management. Violations of these rules can also result in appropriate disciplinary action. University Housing management may also establish additional work rules for special circumstances not covered in these rules.

POLICIES

GRIEVANCES

University Housing is committed to resolving areas of concern of student employees.

What is a grievance?

A grievance is defined as a complaint by an individual that he/she has personally been treated unfairly relating to work issues such as:

- Unreasonable application of work rules
- Incorrect compensation
- Discriminatory treatment

What is the purpose?

The purpose of the grievance procedure is to provide an orderly and workable process for the resolution of problems relating to student employees in University Housing.

Who can use this procedure?

The following grievance process is available to student employees for complaint resolution.

The appeal process should be used for disagreements relating to employment actions taken such as discipline or termination.

Process:

Grievance forms are available at the University Housing Human Resources Office in Slichter Hall.

In an effort to promote good communication and the best possible outcome, the University requests all student employees raise issues of concern with their immediate student supervisor or full-time supervisor in an attempt to find an informal solution to the problem prior to initiating a formal grievance. A neutral route, such as the Human Resources Department, is an option for students that feel uncomfortable directing their concerns to their supervisor. It is the philosophy of Housing, however, that it is often best to attempt to work through concerns with the staff that are "closest" to the issue.

The employee may be assisted by one representative (i.e., a friend or coworker) throughout the grievance process. Supervisors, including student supervisors, are part of management staff and may not represent a worker at a grievance meeting. Students are encouraged to use the Human Resources Department as a resource for working through the process.

The time limits outlined in the process will be enforced, unless changed by mutual consent of the parties. If the supervisor does not meet the deadline for a response, the employee may appeal to the next step.

Student employees can be assured that there will be no retaliation against an employee who has filed a grievance.

Step 1:

1. The student employee should complete a Student Employee Step 1 Grievance Form and submit it to his/her immediate full-time supervisor or the head student supervisor within 10 business days (excluding Saturday, Sunday, or holidays) of the date the employee first became aware, or should reasonably have become aware, of the condition or action giving rise to the complaint.
2. Within five business days (excluding Saturday, Sunday, or holidays) of receipt of the grievance, the supervisor will meet with the employee to discuss the issues presented in the complaint. Every effort will be made to establish the facts and to clarify and solve the problem at this level. The supervisor may further investigate the situation as necessary after this meeting.
3. The supervisor's decision will be documented on the Step 1 Grievance Form and returned to the employee within five business days of the date of the meeting.

Step 2:

1. If the employee is dissatisfied with the decision reached in Step 1, he/she may submit a Student Employee Step 2 Grievance Form to the appropriate Associate/Assistant Director of University Housing, or designee within five business days (excluding Saturday, Sunday, or holidays) of receipt of the decision from Step 1.
2. Upon receipt of the written Step 2 Grievance, the Associate/Assistant Director, or designee, of University Housing will meet with the employee and the supervisor who reached the decision in Step 1 as soon as possible. Both the employee and the supervisor will have an opportunity to present relevant information. The Associate/Assistant Director, or designee, may choose to investigate further as necessary.
3. The final written decision will be documented on the Step 2 Grievance Form and returned to the employee as soon as possible after the Step 2 meeting.

POLICIES

FILING AN APPEAL & REVIEW OF EMPLOYMENT ELIGIBILITY

FILING AN APPEAL:

An appeal is a request by a student employee to have an employment decision reviewed by a party other than the decision maker.

An appeal process is in place for students who disagree with a decision or action that was taken in relation to their student employment. Examples where an appeal may be appropriate would be in cases of:

- Formal disciplinary actions
- Termination

University Housing Human Resources will conduct a thorough investigation and review of the facts to ensure that the proper discipline steps were followed by the employing unit and that the student employee was treated fairly. Some pieces of a fair employment discipline investigation include:

- The student was given the opportunity to respond to the allegations
- The student knew of the rule/policy
- The work rules were applied similarly across the division, and the appropriate work rule was selected for the situation
- The outcome makes sense with the history of the student's employment record
- Throughout the discipline process, the employing unit followed the proper procedures and met all departmental and divisional expectations

To file an appeal, the student should submit, in writing, to the University Housing Human Resources department (email is acceptable – hr@housing.wisc.edu) their intent to file an appeal. This should be completed within 14 calendar days of the termination or disciplinary action taken. If a student fails to file a timely appeal, it is possible that not all facts of the situation may be available and a decision will be made on the best available information at the time.

Response times may also increase due to the time required to research relating records.

The notice of appeal submitted by the student should minimally include the following information: student name, position title, work unit, date of action taken, reason for the appeal (why the student believes the discipline process wasn't fairly administered), and desired remedy. If the appeal is not timely, the student should address the reason for the time delay.

Appeal Decisions

Human Resources will conduct a thorough review of the facts surrounding the appeal as necessary and may present the appeal to either the Assistant/Associate Director of the area or to an appeal committee for a decision. At the time of the decision, Human Resources will issue a formal written notice to the student, normally within 14 calendar days of the appeal being received. The decision may be that the discipline or termination is upheld, overturned, or a more appropriate work rule is identified. In the cases of an overturned termination, the student may be reinstated to the job.

All appeal decisions issued are final, unless either party has new information that becomes available and was not known at the time of the initial appeal decision.

EMPLOYMENT ELIGIBILITY REVIEW:

Eligibility & Eligibility Categories:

Students at UW-Madison must meet certain qualifications in order to be eligible for student employment (see *Definition and Eligibility of Student Employment Policy*). If a student meets these qualifications, they can be hired as a student employee.

Once employed, there are certain scenarios at the time of separation in which a student's future employment eligibility with University Housing can be impacted, as indicated in the chart below:

Separation Reason	Impact to Future Employment Eligibility
Resigned with Notice	None
Resigned without Notice	Eligibility is lost but will be reinstated 4 months from the date of the separation
No Show at Orientation	Eligibility is lost but will be reinstated 4 months from the date of the separation
Failure to complete employment paperwork	Eligibility is immediately reinstated upon appeal
Termination due to disciplinary action	*See attached document – based on work rule violation

If a student employee's employment eligibility with University Housing is impacted, they will be notified by their supervisor.

A student employee's future employment eligibility can be impacted in one of four ways:

- Reinstatement eligibility for employment with University Housing immediately upon appeal
- Reinstatement eligibility for employment with University Housing after 4 months
- Review eligibility for employment with University Housing after 4 months
- Permanent bar of employment eligibility with University Housing

For disciplinary actions that result in termination, the terminated individual will be assigned a category for future employment eligibility, based on the violation that caused the termination. The termination letter will indicate what category is assigned. Additionally, if a student is terminated for disciplinary reasons, there may be impacts to future or concurrent appointments with University Housing, depending on the work rule violation that resulted in the action.

Attachment 1 indicates what work rule violations correspond with what employment eligibility category. If the terminated student has another job (current and/or future) with University Housing, and the violation is in the "review eligibility after 4 months" category or the "permanent bar of employment eligibility" category, the current and/or future jobs will also be terminated. If the violation is "reinstatement eligibility after 4 months", the current and/or future jobs will not be impacted.

Review Process of Employment Eligibility

A review process is in place for students who would like to have their employment eligibility reviewed. This would be appropriate for any student employee whose disciplinary action/termination resulted in assignment to the "review eligibility for employment after 4 months" category.

Student employees whose employment statuses are assigned to the "reinstatement eligibility for employment after 4 months" category do not need to submit for review. Their eligibility will be automatically reinstated after 4 months.

Student employees whose disciplinary action/termination resulted in the “*permanent bar of employment eligibility with University Housing*” category are not able to have their employment eligibility reviewed or reinstated. (They may, however, file an appeal if they disagree with the termination/action causing the eligibility bar, or if they disagree with the work rule identified as being in violation of).

Reviews of employment eligibility will be conducted via a hearing in front of the Employment Eligibility Review Committee.

The primary objective of the Employment Eligibility Review Committee will be to hear the student present their case (in-person) as to why they want their employment eligibility reinstated. The committee will then discuss and decide whether or not the student may be eligible for re-employment with University Housing. If employment eligibility is to be restored, the committee must decide when the student will be eligible.

Requesting a Review of Employment Eligibility:

To request an employment eligibility review, student employees must submit their request, in writing, to the Human Resources department (email is acceptable – hr@housing.wisc.edu). Students should also include in the request their availability (dates/times) for the next two weeks, in at least 45 minute increments. This request can be submitted at any point, but no earlier than 4 months following the date of the action (termination).

Human Resources will coordinate scheduling the review committee, in conjunction with the student employee’s availability, and a follow-up email will be sent to the student employee with the final date, time, and location for the hearing.

Employment Eligibility Review Decisions:

Decisions may be communicated to the student either by a formal written response from Human Resources, incorporating the committee discussion points, and/or a documented phone conversation by a committee member.

Attachment 2 is a chart outlining the difference between student grievances, student appeals, and the employment eligibility review.

Attachment 1: Work Rules – Employment Eligibility Categories

A. Work Performance

Review
4 Months

1. Insubordination, including disobedience or failure or refusal to carry out assignments or instructions.
2. Loafing, loitering, sleeping or engaging in unauthorized personal business.
3. Unauthorized disclosure of confidential information or records.
4. Failure to provide accurate and complete information whenever such information is required by an authorized person.
5. Failure to comply with health, safety, and sanitation requirements, rules and regulations.
6. Negligence in performance of assigned duties, including poor quality or quantity of work.
7. Falsifying records, i.e., lying.
8. Giving false information to other state agencies or to employees responsible for record keeping, e.g., timecard fraud.

Permanent

B. Attendance & Punctuality

Remove
4 Months

1. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without specific approval of the supervisor.
2. XX Unexcused or excessive absenteeism (including tardies) in a XX week period.
3. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
4. Failure to notify the supervisor promptly of unanticipated absence or tardiness, i.e., call in procedure violation for absences/tardiness.
5. No Call / No Show (not calling in or showing up at all on your scheduled day of work.)

C. Use of Property

Review
4 Months

1. Unauthorized posting or removing notices or signs from bulletin boards.
2. Unauthorized improper use, or abuse of University property or equipment, including: computers, email, copier, telephone, radios, and vehicles, etc. (this is not an inclusive list)
3. Unauthorized possession or removal of University or another person's private property.
4. Unauthorized use, including, lending, borrowing, losing, or duplicating University keys.
5. Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

Permanent

D. Personal Actions & Appearance

Review
4 Months

1. Unauthorized solicitation for any purpose.
2. Unauthorized or improper use or possession of uniforms, identification cards, badges or permits.
3. Failure to exercise good judgment or being discourteous in dealing with fellow employees, students or the general public.
4. Threatening, attempting or doing bodily harm to another person.
5. Threatening, intimidating, interfering with or using abusive language towards others.
6. Unauthorized possession of weapons.
7. Making false or malicious statements concerning other employees, supervisors or students of the University.
8. Use of alcoholic beverages or illegal drugs during working hours.
9. Reporting for work under the influence of alcoholic beverages or illegal drugs.

Permanent

E. Appearance

Remove
4 Months

1. Inappropriate dress (including lack of required ID badge) or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.

Attachment 2: Chart – Student Grievances, Student Appeals, and the Employment Eligibility Review

Student Employment Grievances, Appeals, and Eligibility Review Committee

What action/item can the student request a review of?	When can it be grieved/appealed?	Who does the review?	How is the review conducted?	What is being assessed?	How is the decision delivered and by whom?	Possible Outcomes (this list is not all inclusive)
Grievances <i>The grievance process is in place to help resolve areas of concern in the work place of a student employee</i>	Step 1: Within 10 business days of the date the employee first became, or should reasonably have become aware, of the condition or action Step 2: Within 5 business days of receipt of the decision from Step 1	Step 1: The immediate supervisor Step 2: The Department Assistant/Associate Director of University Housing	In-person meetings between the student and the supervisor or Asst./Assoc. Director. The student may bring a representative with them to the meeting. Supervisors may not serve as a representative.	Is there a workplace problem to be corrected?	Formal written response by the supervisor or department head via the Grievance Form (additionally, the written response may be delivered in person with a conversation)	Varies depending on the nature of the grievance
Student Appeals <i>The appeal process is in place for a student who believes they were unjustly disciplined or terminated, and as a result they want the discipline or termination overturned.</i>	Any time after the termination or discipline is issued, preferably within 14 days of the action. The student must initiate the appeal.	Human Resources. Consultation with the Department Head or Appeal Committee*, as needed	The student's appeal statement and discipline information in SEA will be considered	This is a review of the discipline process, due process, and just cause components. <ul style="list-style-type: none"> Was there a fair and timely investigation? Was the correct work rule chosen? Was there an appropriate outcome? 	Formal written response from Human Resources	<ul style="list-style-type: none"> Discipline may be removed from the record A termination may be reversed and the student is reinstated to their job The work rule may be adjusted The action stands as is
Eligibility Review Committee <i>If a student has lost their employment eligibility due to termination, and is now seeking to have their eligibility reinstated, they can present their case in front of the Student Employment Eligibility Review Committee.</i>	A minimum of 4 months after the termination. The student must initiate the review.	Eligibility Review Committee* HR will coordinate the logistics, so the student should contact HR to initiate the review	In-person Hearing The student must be present at the hearing and speak to their growth and development since the termination.	Does the student show growth and maturity that would warrant employment eligibility to be reinstated? The terminating offense is not up for review, and the job for which the student wants to apply is not up for consideration while making a determination.	Depending on the wants of the Review Committee, a formal written response from HR (incorporating the committee discussion points) and/or a documented phone conversation by a committee member.	Employment eligibility may be reinstated either immediately or for a future date, OR Employment eligibility may be permanently denied

*If the Appeal Committee or Eligibility Review Committee is called, representatives should be either staff who sit on the Student Employment Advisory Committee or are Designated Discipline Representatives (DDRs). HR will facilitate the meetings.

PAYROLL INFORMATION

STUDENT WAGE PLAN

The UW-Madison student employment wage plan establishes three levels of job categories for student employees: basic, intermediate, and advanced. University Housing assigns our positions to these job categories based on the level of responsibility and skills needed to perform the job, and establishes pay rates within the pay ranges set by campus. Rates for academic year and summer employment are reviewed annually and approved by the Director of University Housing. Academic year pay plan changes, if any, are usually implemented in January or August. The summer pay rates are generally effective from mid-May to end of August. Students working in positions for the first time receive the level 1 hourly wage.

Stipend Wage Structure:

Some positions, such as House Fellows, receive lump sum stipends (often referred to as stipend staff) which are paid biweekly. The stipend payments are prorated to reflect how much the student is expected to work during the pay period. Pay periods which include holidays and school breaks may have a smaller payment or no payment at all if no work was performed. Stipend staff will receive a stipend chart denoting how much they will earn per pay period.

If a student on a stipend terminates employment prior to the end of the date specified in the stipend chart, the stipend and other compensation, such as the food account deposit, are prorated for the period the student was actually employed and the student must reimburse Housing for any overpayment.

Summer Differential:

Student employees who work any hours between May 9, 2021 and September 4, 2021 will earn an additional \$0.50 per hour. All student hourly positions are eligible for the 50 cent differential.

Proficiency Levels:

University Housing utilizes a skill-based compensation plan. Departments identify students who are eligible to receive a higher wage based on specific criteria set by each department. The intent is to create an incentive for current employees to perform to the best of their abilities and to encourage employees to stay in their position.

This policy applies to all student employees (hourly, stipend, and supervisory) working during the academic year and/or summer in positions that have multiple proficiency levels.

This policy also allows departments to select which of their positions have multiple proficiency levels.

- Review of and changes to proficiency levels will generally take place with the publishing of a new Handbook at the start of each academic year.
- All positions will hire new students into a level one position.
- Students continuing to work in the same position, and same proficiency level, in the summer will receive their academic year wage during the summer, unless there is an identified summer wage for the position. (Students will still receive summer differential)
- A student cannot be moved to a lower proficiency level within the same title position they are currently receiving a higher level wage for.

Process:

- The earliest effective date of a proficiency level wage increase will be the first day of the next pay period or a future pay period if chosen. Departments must include confirmation that criteria set by each area has been met. If necessary, Human Resources is able to process retroactive pay for a missed proficiency level increase.
- Decisions to move a student to a higher proficiency level should be made by full-time managers, and must be approved by the department head, or their designee.
- Student supervisors can make recommendations to full-time managers, but final decisions, changes in SEA, and communication to students will be made by full-time managers.
- Students wishing to appeal their current wage should follow the standard appeal process.

The following criteria for movement to a new proficiency level will be used by the departments. Specific positions within a department may have additional requirements, which will be listed on the position description.

Assignments:

University Housing Ambassador & University Housing Ambassador, Student Supervisor

Level	Criteria
1	<ul style="list-style-type: none">• Meets all minimum criteria as listed in the position description
2	<ul style="list-style-type: none">• Two full terms of experience• Over 80 hours worked per term for both terms• Must have received "Effective and Competent" or higher marks on most recent evaluation
3	<ul style="list-style-type: none">• Four full terms of experience• Over 80 hours worked per term for all four terms• Must have received "Effective and Competent" or higher marks on most recent evaluation
4	<ul style="list-style-type: none">• Six full terms of experience• Over 80 hours worked per term for all six terms• Must have received "Effective and Competent" or higher marks on most recent evaluation

Term Definition:

- Fall Term: Start of Opening to Fall Closing
- Spring Term: Start of Spring Opening to Spring Closing
- Summer Term: Monday immediately following Spring Closing to day prior to Fall Opening

Length of experience is based on working in the same title. Students will be assessed at the end of each term, for the following term. Proficiency level changes will be communicated to students by an email.

Business Services:**Accounting Assistant**

Level	Criteria
1	<ul style="list-style-type: none">Meets all minimum criteria as listed in the position description
2	<ul style="list-style-type: none">Returning staff member with at least one semester of experience (summer counts as 1 semester)
3	<ul style="list-style-type: none">Returning staff member with at least two semesters of experience (summer counts as 1 semester)Possess skills beyond a basic level with budget/accounting tasksTakes a leadership role in training new staff on basic office functions and, if employed during the summer, summer specific functions.

Conference Services:**Administrative Assistant**

Level	Criteria
1	<ul style="list-style-type: none">Meets all minimum criteria as listed in the position description
2	<ul style="list-style-type: none">Returning staff member with at least 1 full semester of experience (summer counts as 1 semester)Acceptable performance
3	<ul style="list-style-type: none">Returning staff member with at least 2 full semesters of experience (summer counts as 1 semester)Possess skills beyond a basic level with budget / accounting tasksTakes a leadership role in training new staff on basic office functions and, if employed during summer, specific responsibilities for conference/campbusiness

Conference Services Assistant

Level	Criteria
1	<ul style="list-style-type: none">Meets all minimum criteria as listed in the position description
2	<ul style="list-style-type: none">Returning staff member for summerAt least 1 full summer's experience in CSA or AA position with acceptable performanceTakes a leadership role in training and role modeling to other staff some summer specific functions including customer service, billing, database navigation, and onsite needs of summer groups (i.e. check-ins, logistics)

Length of experience is based on working in the same title. Students will be assessed at the end of each term, for the following term. Proficiency level changes will be communicated to students verbally, followed by an email.

Dining & Culinary Services:

Students are eligible to be paid based on semesters worked as defined below. Dining has two cutoff dates that will be used to determine what counts as a semester worked. Employees must have a start date before December 1 to count for the fall semester or April 15 for the spring semester. The summer term does not count as a semester. Employees will receive an increase for every additional semester they are actively employed with Dining or until they reach the highest level in their title.

- Review of employees for semester increases will occur twice a year. Assessments will be made as close to the cutoff dates as possible.
- Pay increases will be effective the start of the next pay period following the cutoff date.
- Semesters worked at any unit count towards this total.
- Semesters worked at other Housing departments do not count towards this total, due to the different skills involved.
- **Proficiency level requests outside of the cutoff dates will be made on a case by case basis*

Semester Definition:

- Fall semester: start of academic Fall semester to December 1
- Spring semester: start of academic Spring semester to April 15

Team Member, Cashier, Barista, Starbucks Barista, Student Stocker and Culinary Assistant

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	Has a start date before the upcoming Fall or Spring cutoff date
3	An additional semester of experience
4	An additional semester of experience
5	An additional semester of experience

Student Supervisor

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	1 full semester of experience <ul style="list-style-type: none">• <i>Newly hired/promoted supervisors will start at a level 1 pay rate and must work through the next semester cutoff date to qualify for level 2</i>
3	2 full semesters of experience
4	3 full semesters of experience & a successful performance evaluation <ul style="list-style-type: none">• <i>Review for level 4 increase will occur in conjunction with the cutoff dates listed above</i>• <i>Should a student fail the evaluation, a review will take place at the next cutoff date</i>

Office & Head Student Supervisor

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	1 full semester of experience <ul style="list-style-type: none">• <i>Newly hired/promoted supervisors will start at a level 1 pay rate and must work through the next semester cutoff date to qualify for level 2</i>
3	2 full semesters of experience & a successful performance evaluation <ul style="list-style-type: none">• <i>Review for level 3 increase will occur in conjunction with the cutoff dates listed above</i>• <i>Should a student fail the evaluation, a review will take place at the next cutoff date</i>

Office Assistant & Dietetic Nutrition Office Assistant

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	Has a start date before the upcoming Fall or Spring cutoff date
3	An additional semester of experience

Human Resources:

Title	Proficiency Level	Hourly Wage	Category	Summary of duties
HR & Payroll Office Assistant	1	\$10.00	Basic	Performs data entry and a variety of routine office support tasks. Completes work following existing procedures. Assists with office coverage as needed.
HR & Payroll Office Assistant	2	\$10.50	Basic	Satisfactorily completes the duties above; assumes additional responsibilities not mentioned in the position description.
HR & Payroll Office Assistant	3	\$10.75	Basic	Returner to the HR & Payroll Office Assistant title.
HR & Payroll Assistant	1	\$10.50	Intermediate	Core duties, plus assists with training. Documents process and procedures. Troubleshoots hiring and payroll situations. Tracks statistical data.
HR & Payroll Assistant	2	\$11.00	Intermediate	Satisfactorily completes the duties above; assumes additional responsibilities not mentioned in the position description.
HR & Payroll Assistant	3	\$11.25	Intermediate	Returner to the HR & Payroll Assistant title.
HR & Payroll Assistant Advanced	1	\$11.50	Advanced	Corresponds with managers on employment matters. Tracks and analyzes statistical data. Creates trainings and reference materials. Assists with recruitment processes. Independently performs advanced special projects.
HR & Payroll Assistant Advanced	2	\$12.25	Advanced	Returner to the HR & Payroll Assistant Advanced title.

Students will be assessed at the end of each semester. Proficiency level changes will be communicated to students in 1 on 1 discussions with the student's supervisor.

Marketing:

All Positions

Level	Criteria
1	<ul style="list-style-type: none">Meets all minimum criteria as listed in the position description
2	<ul style="list-style-type: none">One full term of experienceOver 100 hours worked per term
3	<ul style="list-style-type: none">Two full terms of experienceOver 100 hours worked per term for both terms
4	<ul style="list-style-type: none">Three full terms of experienceOver 100 hours worked per term for all three terms

Term Definition:

- Fall Term: Fall opening to Fall Closing
- Spring Term: Start of Spring Opening to Spring Closing
- Summer Term: Monday immediately following Spring Closing to Day prior to Fall Opening

Length of experience is based on working in the same title. Students will be assessed at the end of each term, for the following term. Proficiency level changes will be communicated to students verbally, followed by an email.

Technology Services:

Three hundred hours must be completed in the specific job title in order to advance to the next proficiency level. Students are eligible for proficiency level two once they have worked 300 hours. If there is a proficiency level three, students are eligible once they have worked 300 hours at level two.

Students will be assessed during WiGrow conversations. Proficiency level changes will be communicated to students in 1-on-1 discussions and via email.

Residence Hall Facilities:

Students are eligible for level two once they have met the requirements outlined on the position description. Students need to achieve six of the nine listed requirements on a consistent basis before they are considered for a level two position. Student supervisors need to achieve six of the nine listed requirements, as well as three of the four listed leadership requirements, on a consistent basis before they are considered for a level two position. Students will be assessed three times a year: during the Spring and Fall semesters, and the Summer. Proficiency level changes will be communicated to students during an in-person conversation with their supervisor.

Residence Life:

Students are eligible to be paid at one of two levels based on experience working in the same title. Students must have 9 months active work (does not need to be consecutive) and a minimum of 200 hours worked in a position without performance or discipline issues in order to be considered for proficiency level 2. (Students who work a concurrent role; i.e. House Fellow and Desk would be considered independently). Desk staff who have 9 months of active work in the position may be considered for level 2 in the Desk Administrative Assistant position. Desk Supervisors who have 9 months of active work as a Desk Supervisor and 15 weeks summer experience in any desk position may be considered for level 2 in the Summer Staff Coordinator position. Summer House Fellows must have completed a summer term in the summer House Fellow role in order to be eligible for level 2 the following summer. Exceptions to this criteria can only be made by the Director of Residence Life.

Students will be assessed at the end of the academic year or 9 months after they start a new position. Proficiency level changes will be communicated to students during meetings with their supervisor.

University Apartments:

Apartment Facilities Positions

Students are eligible to be paid at one of two levels based on length of service to University Apartments, or prior work experience, and knowledge and skills displayed at work.

Level 1:

All students new to University Apartments begin at proficiency level one.

Level 2:

Students are eligible for proficiency level two after meeting the requirements outlined on the position description. Students will need to meet a work experience requirement and consistently meet 6 of 9 identified skills to advance to level two. Student supervisors need to meet the work experience requirement, 6 of the 9 identified skills, and 3 of 4 identified supervisory skills.

Students will be assessed once per month. Proficiency level changes will be communicated to students via email.

Early Childhood Classroom Aide

Level	Criteria
1	<ul style="list-style-type: none">Meets all minimum criteria as listed in the position description
2	<ul style="list-style-type: none">Provided documentation of successfully completing the required coursework: either a 40 hour class from a technical college or a 3 credit child development class from a universityOne month work experience at Eagle's Wing
3	<ul style="list-style-type: none">Completed 300 hours of work at Eagle's Wing

Students will be assessed once per month. Proficiency level changes will be communicated to students via email.

Payroll Information

Student Employee Pay Schedule For 2020-2021

<u>Pay Period</u>	<u>Pay Period Worked</u>			<u>Pay Date</u>
August A	7/19/2020	to	8/1/2020	8/13/2020
August B	8/2/2020	to	8/15/2020	8/27/2020
August C	8/16/2020	to	8/29/2020	9/10/2020
September A	8/30/2020	to	9/12/2020	9/24/2020
September B	9/13/2020	to	9/26/2020	10/8/2020
October A	9/27/2020	to	10/10/2020	10/22/2020
October B	10/11/2020	to	10/24/2020	11/5/2020
November A	10/25/2020	to	11/7/2020	11/19/2020
November B	11/8/2020	to	11/21/2020	12/3/2020
December A	11/22/2020	to	12/5/2020	12/17/2020
December B	12/6/2020	to	12/19/2020	12/31/2020
January A	12/20/2020	to	1/2/2021	1/14/2021
January B	1/3/2021	to	1/16/2021	1/28/2021
January C	1/17/2021	to	1/30/2021	2/11/2021
February A	1/31/2021	to	2/13/2021	2/25/2021
February B	2/14/2021	to	2/27/2021	3/11/2021
March A	2/28/2021	to	3/13/2021	3/25/2021
March B	3/14/2021	to	3/27/2021	4/8/2021
April A	3/28/2021	to	4/10/2021	4/22/2021
April B	4/11/2021	to	4/24/2021	5/6/2021
May A	4/25/2021	to	5/8/2021	5/20/2021
May B	5/9/2021	to	5/22/2021	6/3/2021
June A	5/23/2021	to	6/5/2021	6/17/2021
June B	6/6/2021	to	6/19/2021	7/1/2021
July A	6/20/2021	to	7/3/2021	7/15/2021
July B	7/4/2021	to	7/17/2021	7/29/2021
July C	7/18/2021	to	7/31/2021	8/12/2021
August A	8/1/2021	to	8/14/2021	8/26/2021
August B	8/15/2021	to	8/28/2021	9/9/2021

PAYROLL INFORMATION

EARNINGS DISTRIBUTION

Student employees are paid every other Thursday. You can use the Student Employee Pay Schedule in this handbook to determine the dates you'll be paid.

UW-Madison requires direct deposit of student earnings. Direct deposit ensures that your pay is deposited into your account no later than 10:00am on pay day. In addition, you can access your earnings during winter recess, spring break, or other times when you may be away from campus.

You can set up direct deposit of your earnings into a savings or checking account at any financial institution in the United States. You may also spread your earnings out over up to three different accounts. To set up direct deposit, you need to know your financial institution's routing number and your account number(s). The direct deposit form can be completed via your [MyUW](#) portal, by logging in with your netID and password, navigating to the 'payroll information' widget, and selecting 'update direct deposit.'

You should complete your direct deposit form before the end of the pay period in which you begin employment. Please note it may take several days for your direct deposit information to be entered into the campus payroll system. If you submit the direct deposit form too late, your first pay check may not be directly deposited into your account(s). Instead, a Focus card will be mailed to the "home" address listed in MyUW – you may not receive your Focus card on the actual pay date if it's mailed to you.

After setting up direct deposit, if you decide to redirect your earnings to a different financial institution or account, you must complete a new direct deposit form. You should not close the old account until after you have verified that your direct deposit has been redirected to the new account.

If you do not sign up for direct deposit, you will be required to use an alternate payment system designated by UW.

If you are rehired after a break in employment, your prior financial institution and account designation for direct deposit may be able to be reactivated if the break in employment was less than six months. However, it is always best to submit a new direct deposit form after an employment break of any duration to eliminate the possibility of directing earnings to a closed account or to a prior financial institution.

PAYROLL INFORMATION

PAYROLL RECORDS

Earnings statements, which summarize your biweekly earnings and deductions, are available on the MyUW portal in the Payroll Information widget. Your three most recent earnings statements will be available in this widget. Launch the Payroll Information widget to view previous earnings statements and tax statements. Statements are usually added to the portal the Monday before pay day. You will also be able to obtain your annual W-2 or 1042-S statement here.

*NOTE: you can only access your tax statements (W-2 or 1042-S) while on UW-Madison's network.

If you misplace your W-2 form, you can get a copy through the MyUW portal under the Payroll Information tab. You can also request another copy by calling the University of Wisconsin Processing Center (608) 262-5931 or on-line at <https://uwservice.wisconsin.edu/tax/duplicate-statement-request.php>. Please be sure to allow sufficient processing and mailing time when requesting a duplicate W-2.

If you have any questions regarding your pay, check with your supervisor, or contact the University Housing Payroll Office at 608-262-2308.

PAYROLL INFORMATION

CHANGING YOUR ADDRESS

All students are expected to activate their free MyUW NetID and official UW e-mail account on the [MyUW](#) portal. Since most employment-related information will be mailed or e-mailed to you using the portal information, it is important that you keep this information updated as changes occur. Your earnings statements and annual W-2 or 1042-S form will be available in the portal.

In late January, your W-2 tax form will be mailed to you and an electronic copy will be available in MyUW portal. Unless you opt out of having it mailed, your W-2 form will be mailed to one of the following addresses:

- Your home address unless you have a different mailing address on file.
- If you have a mailing address, your W-2 will be sent to this address and not your home address.

To Review your Addresses:

1. Log in to MyUW portal and click on the 'Personal Information' widget.
2. Click the 'Update my Personal Information' link.

Update your Home Address:

1. Your home address will appear in the 'Addresses' tab. To change your address, click on the address you want to change. This will open the address details where you will be able to edit the address information.

Update or Add Your Mailing Address:

1. If you have a mailing address on file it will appear in the 'Addresses' tab.
2. If this is not the address you prefer, follow the same instructions for how to change your home address.
3. To change an existing mailing address: select the 'edit' tab next to the mailing line.
4. To add a new mailing address: select 'Add Mailing Address' under the mailing address section.

While on the Personal Information page you can also review your email addresses and other important contact information.

PAYROLL INFORMATION

TAX AND FICA INFORMATION

Student earnings are taxable and in most cases, withholding is taken for federal and Wisconsin taxes. If you have questions regarding your obligation to file federal or state income tax returns, contact the Internal Revenue Service (IRS) regarding federal tax requirements and the Wisconsin Department of Revenue regarding state tax requirements. Website information is located on the last page of this Handbook.

All student employees must complete an Employee's Withholding Allowance Certificate (W-4 form) (<https://uwservice.wisc.edu/docs/forms/pay-employee-withholding-a.pdf>) for federal and state withholding within one week of beginning employment.

You can complete the W-4 form via your [MyUW](#) portal, by logging in with your netID and password, navigating to the 'payroll information' widget, and selecting 'update W4.'

The amount of tax withheld depends on the number of withholding allowances you claim and your total earnings for the pay period. You may change your withholding allowances at any time by completing a new W-4 form. If you submit the W-4 form too late for your first pay check, tax withholding may be taken out at the highest level. Taxes withheld by the University of Wisconsin Processing Center cannot be refunded directly to the employee.

Taxes

A few states, which are listed on the W-4 form, have negotiated tax agreements with Wisconsin so that their residents pay tax on the earnings in their home state instead of completing a Wisconsin tax return.

Social Security & Medicare (FICA) Exemption

As a student employee, you are eligible for an exemption from the Social Security and Medicare (FICA) deduction while enrolled in classes. This exemption is effective the beginning of the pay period in which fall classes begin. The University of Wisconsin Processing Center determines the exact dates the FICA exemption begins and ends, based on IRS guidelines.

The criteria established for this exemption are listed below:

1. Student hourly employees must be taking a minimum of a half time course load at any UW System institution (6 credits for undergraduates; 4 credits for non-dissertator graduate students; and 3 credits for dissertators).
2. Students enrolled in summer school may still qualify for this exemption as long as their break from classes is less than five (5) weeks and provided that the student qualified for the exemption on the last day of classes for the preceding semester and is eligible to enroll in classes for the next academic year.

TAX AND FICA INFORMATION FOR INTERNATIONAL STUDENTS

Most of the requirements in the previous section apply to international students as well. In addition, international students must enroll in GLACIER, the online tax compliance system used by campus for international tax forms. An email address is required in order to complete the employee self-service data in the GLACIER Nonresident Alien Tax Compliance System. After your information is entered into the Human Resource System you should receive an email within 2-3 weeks with the web link and password to access GLACIER. GLACIER will walk you through questions that will determine if you are a resident or nonresident alien for tax purposes and produce all tax forms, including the appropriate forms for tax treaty benefits if you are eligible. You will be able to print off the appropriate forms and will need to submit them to the person listed on the second page of your Tax Summary Report, which you will also need to submit the first page with your other forms and documents. You may be eligible for treaty benefits that will limit or offer exemption from tax withholding

Tax Information: GLACIER Online Tax Compliance System

2-3 weeks after completing your Form W-4, you will receive two important emails:

1. From GLACIER (support@online-tax.net) with instructions on navigating to GLACIER and logging in to the system for the first time.
2. From the campus Office of Human Resources (UWHRAdministration@ohr.wisc.edu) provides personalized instructions for entering information into GLACIER.

Each email will contain important instructions and information you will need in order to comply with the submission requirements. You will need a computer with internet access and a printer, then you will deliver all GLACIER-generated reports and forms, along with requested immigration document photocopies, to the Office of Human Resources (21 N. Park St., Room 5101).

When you log into GLACIER you will need the following information:

- Foreign passport
- I-94 form
- Current I-20 or DS-2019 (formerly IAP-66)
- Date and visa type for your most recent entry into the US
- Dates and visa types for ALL previous visits to the US since January 1, 1986
- Employment Authorization Document (EAD) if applicable
- Social Security Number if you have one (please see the important notes section below if you are in the process of getting a SSN)

*You must complete the GLACIER forms and provide the requested information within **5 days after your employment start date OR within 48 hours of receiving the emails** from the Office of Human Resources. If you do not provide the requested information within this timeframe, the maximum amount of U.S. tax will be withheld from your paychecks and no tax refunds will be allowed.*

Important notes:

- Do not postpone your GLACIER entry during the SSN application process.
- Deliver all GLACIER forms and requested documents within the initial deadline.

- After you receive your SSN, log back into GLACIER, update your record, then once again print, sign and deliver all GLACIER-generated reports and forms to the Office of Human Resources, 21 North Park St., Room 5101, Madison, WI 53715-1218.
- Give your SSN to University Housing Human Resources to enter into the payroll system.
- If you do not receive the initial GLACIER email within 2-3 weeks of submitting your W-4, contact GLACIER at glacier@ohr.wisc.edu for help.

PAYROLL INFORMATION

TIMEKEEPING

Your supervisor will give you instructions for documenting the hours you have worked. All student employees who are paid on an hourly basis will use the automated Kronos Timekeeping System. A student using the Kronos time clock system must bring his/her campus ID card to work and swipe it through the time clock. Students that do not have access to a time clock will timestamp via a computer. These “timestamp” employees will receive temporary passwords and instructions from their supervisors.

Kronos automatically totals your work hours. A lost or broken campus ID card must be replaced as soon as possible. Any problems with swiping the ID card should be reported immediately to your supervisor. Failure to punch in or out of your shift should be a rare occurrence; to ensure an accurate timesheet, it is critical that all punches are documented via a time clock swipe or a timestamp, whichever is applicable. Individual work units may have additional work rules regarding this.

All student employees that are paid hourly are paid by rounding to the quarter hour. Swiping or timestamping in and out of work promptly is expected. Hourly employees are not allowed to volunteer their time and or work “off the clock” in any circumstance. This means hourly employees are not allowed to:

- Work though an unpaid lunch
- Check email or do other work from a non-work location and when not on duty
- Begin work prior to clocking in
- Continue to work after clocking out

Any falsification of time records will be treated as theft, and will be disciplined, up to and including termination for the first offense.

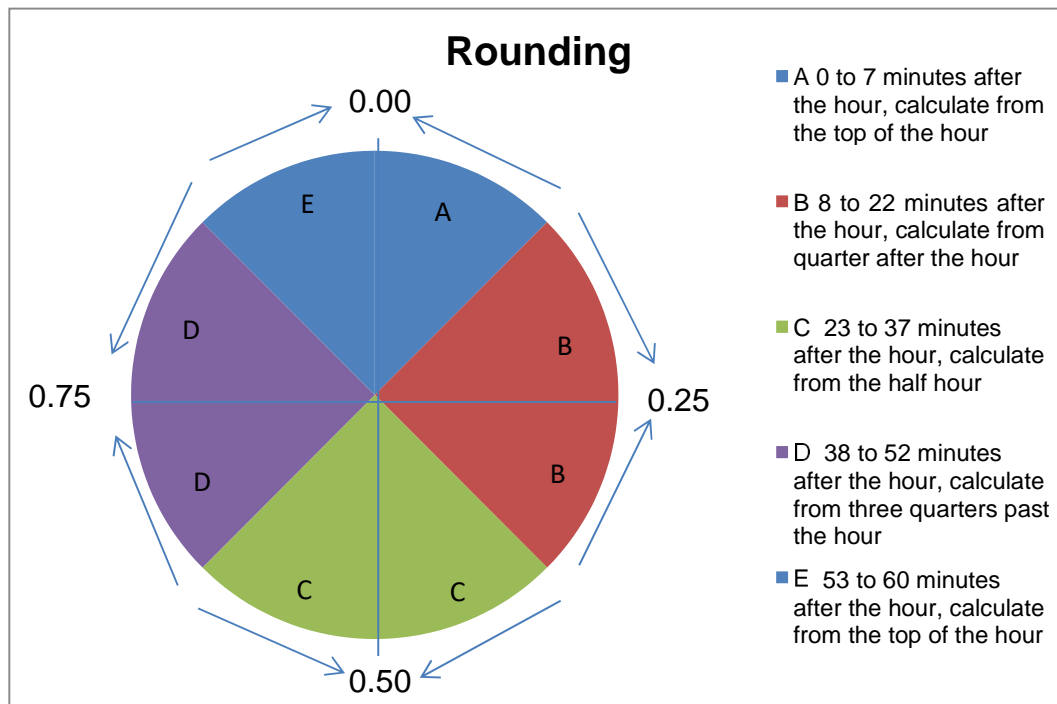
Students paid on a lump-sum basis (stipend students) will be paid based on days worked, tracked via Kronos.

PAYROLL INFORMATION

ROUNDING

For all employees, when calculating pay, punches will round to the quarter hour with a 7 minute split:

- 0 to 7 minutes after the hour, calculate from the top of the hour
- 8 to 22 minutes after the hour, calculate from quarter after the hour
- 23 to 37 minutes after the hour, calculate from the half hour
- 38 to 52 minutes after the hour, calculate from three quarters past the hour
- 53 to 60 minutes after the hour, calculate from the top of the hour



Examples (hh:mm:ss):

5:00pm- 7:07 rounds to 2.0 hours

1:00pm- 3:37pm round to 2.5 hours

12:15am- 1:23am rounds to 1.25 hours

12:00pm- 12:52 rounds to 0.75 hours

PAYROLL INFORMATION

REST BREAKS

Student employees are entitled to one 15 minute paid break if they are scheduled for four or more consecutive hours. Because the break is paid, employees must remain in the vicinity, and should not swipe out for the rest break. Scheduling of breaks is based on the operational needs of the work unit. In the event that an employee does not get a break, the break is lost and cannot be used during a subsequent shift. Breaks may not be taken at the beginning or end of a shift or accumulated to leave early. Employees who work less than four hours are generally not entitled to a break, either paid or unpaid.

Dining and Culinary Services employees who wish to smoke during break must remove their work uniforms (hat, apron or jacket) and must abide by the Smoking Policy.

LUNCH BREAKS

In addition to a 15 minute paid rest break, employees who are routinely scheduled for six or more consecutive hours may be entitled to a 30 minute unpaid lunch break. Employees leaving the premises must swipe out upon leaving and swipe in upon returning.

Lunch is deducted automatically for many positions. If an employee misses their lunch break, the employee should submit an exception report and their supervisor needs to cancel the lunch deduction in Kronos in order to receive pay during that period. Please check with your supervisor for the rules surrounding lunch that may impact your position. As always, we encourage employees to carefully double check their earnings statements to ensure the lunch was handled correctly.

VISIT US ONLINE

EMPLOYMENT OPPORTUNITIES

www.housing.wisc.edu/jobs

Our website is where the action is! If you are interested in employment opportunities with University Housing, you should visit our website regularly for information on current recruitments and other employment updates.

Many new students start their employment careers with University Housing in Dining & Culinary Services positions. Other new students may begin employment in a custodial position. These positions **do not require an interview**. The positions are filled from our pool of online applicants, who are given consideration based on Housing residency, date of application, job interest, location preferences, and schedule availability.

Throughout the academic year, University Housing recruits for student positions as they become available. Intermediate and advanced level positions such as House Fellows, Early Childhood Classroom Aides, Supervisory and certain Technology Services positions require special knowledge and skills. Although preference may be given to Housing residents, Housing residency is not always required. These applications are posted on our employment website. If you are interested in these positions, you may be required to:

- Complete special application materials
- Submit a résumé and references
- Interview for the job

Visit our website often to check for new employment opportunities. This is the most accurate listing of vacancies. Student positions may also be announced:

- Through email notifications
- At residence hall desks
- On bulletin boards in residence hall lobbies or dininghalls
- In residence hall e-mail notifications
- Via message TVs in the residence halls and Dining units

University Housing offers summer employment in all of our areas. We offer both part and full-time positions. The application process for these positions begins in the spring semester.

QUICK LINKS

Topic	Link
University Housing Employment Opportunities	services.housing.wisc.edu/hrapp/
Address Change (MyUW portal)	www.wisc.edu/ and select MyUW > MyUW HOME>Personal Info Widget
Direct Deposit Authorization Form (MyUW portal)	www.wisc.edu/ and select MyUW > MyUW HOME>Payroll Info Widget
Driver Authorization Form	hr.housing.wisc.edu/Sudent%20Employee%20Documents/Driver%20Authorization/4.%20CBC%20Pre-Hire%20Driving%20Form%20(Fillable).pdf
Employee's Withholding Allowance Certificate (W-4 Form) (MyUW portal)	www.wisc.edu/ and select MyUW > MyUW HOME>Payroll Info Widget
Earning Statements (MyUW portal under "payroll information" widget)	www.wisc.edu/ and select MyUW > MyUW HOME>Payroll Info Widget
Internal Revenue Service	www.irs.gov
Request for Duplicate W-2 Form	uwservice.wisc.edu/tax/duplicate-statement-request.php
Social Security Administration	www.ssa.gov
University Housing Resident Policies	www.housing.wisc.edu/residencehalls-life-expectations.htm
UW Student Job Center	jobcenter.wisc.edu/
UW-System Code of Conduct	conduct.students.wisc.edu/academic-integrity/
Wisconsin Department of Revenue	www.revenue.wi.gov/Pages/home.aspx
Work-Study Office	financialaid.wisc.edu/types-of-aid/work-study/

STUDENT MEAL POLICY

(Dining & Culinary Services)

STUDENT MEAL POLICY

This policy is intended to outline parameters of a providing a meal after working an eligible shift. In a foodservice operation it is imperative that the individuals prepping, preparing, and serving food items are aware of what they are serving and is routinely checking for proper quality.

Policy

- The policy applies to all student staff employed in Dining and Culinary Services, and is effective on their first day of employment.
 - Head/Office Supervisors
 - Assistant Supervisor
 - Team Members
 - Cashiers
 - Culinary Assistants
 - Baristas
 - Starbucks Baristas
 - Student Stockers
 - Office Assistants
 - Dietetic Assistants
 - Dining Advisory Board Members are eligible when they work in their specific units
- Students must work a minimum of 4 consecutive hours to receive a voucher. A voucher will be awarded for every consecutive 4-hour shift.
- The voucher will be obtained from a manager after the students shift. The manager will verify the student worked 4 hours or more.
- The student must use the voucher immediately after their shift, as the voucher will be voided at the end of business that day.
- The voucher will have a \$5.00 value; resident pricing will be in effect. No barcoded items will be allowed. If the meals value is higher than \$5.00, the student will have to pay the difference via accepted payment methods.
 - The voucher carries no cash value.
- Students who work at Rheta's will receive a voucher equivalent to door price at the time of redemption.
- The student may take their meal to go following our standard reusable container to-go policy
- The voucher cannot be given to another party, and cannot be used to purchase food for other employees or non-employees.
- Employees are expected to communicate immediately any quality of food concerns they have with the items they selected to unit management.

Violations of the policy may be subject to disciplinary action up to and including termination.

This program is subject to review and adjustment as needed.