



# STUDENT EMPLOYMENT SUPERVISOR HANDBOOK



Student Employment Office  
EASTERN CONNECTICUT STATE UNIVERSITY

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## **Introduction**

Student Employment provides significant opportunities on and off campus for students to obtain experience working with the faculty and staff of the university and many prominent members of the community.

This handbook is intended to give you a quick view of basic and simplified information about your job as a supervisor of Eastern's students. Please familiarize yourself with the policies included in the handbook and use this as a reference guide.

If you need any clarification or have any questions at any time, please give our office a call or an email! We are always willing to help. Our contact information is provided below:

Phone: 860-465-4435

E-mail: [stuemp@easternct.edu](mailto:stuemp@easternct.edu)

## **Budget**

Allocations are determined by the *Fiscal Affairs Office*. Most of the time, departments do not have as much need during the summer; therefore, it is likely that departments will be allocated a different number of positions. Each department is given a certain amount of Work-Study and Operating Fund allocations during the academic year. It is important that departments hire students according to their funding. Karyl Bulmer currently emails departments their FY Budget

*\*Operating Fund:* Open to all students who are not receiving work-study.

*\*Work-study Fund:* Open to students who have received work-study as part of their Financial Aid award. Please refer students to their Financial Aid Award letter to find out if they have been awarded work-study.

## **Department Participation Agreement Form**

Faculty/Staff who wish to participate in the hiring process, including but not limited to the following, must submit a department participation agreement form prior to each academic year: hiring students on [ecsujobs.org](http://ecsujobs.org), approving timesheets, obtaining state employee ID numbers and other supervisor duties.

If you are not on this agreement, your account to [ecsujobs.org](http://ecsujobs.org) will be deactivated.

If at any time your position changes, or you wish to gain access please contact our office. We will send you the current agreement we have on file, and you may make the necessary additions or edits. Your supervisor/chair must approve and initial these changes.

# Student Eligibility, Regulations & Policies

## Student Eligibility to Work

There are many criteria used to determine the employment eligibility of the students. The criteria are established by various CSU Board of Trustees Resolutions, ECSU Policies, and Federal Laws.

- *Matriculation:* a student must be enrolled in a degree-seeking program within the CSU system.
- *Enrollment:* a student must be enrolled in the semester in which they desire to work as either full or part-time status. Please note: In most cases students are hired for a contract period which runs an entire academic year, (Fall and Spring semesters) however, if they discontinue enrollment at the university within that time, they are no longer eligible to work.
- *Good Academic Standing:* Students who are academically dismissed must stop working immediately, whether or not they are notified by Student Employment.
- *No Concurrent State Employment:* Students must not be employed in another state agency during the time they are officially employed at ECSU.
- *Bill Delinquency:* Students with delinquent bills and a hold on their Bursar's account may not be employed until arrangements have been made with the Bursar, and the hold is lifted, or permission is given to Student Employment by the Bursar to approve the hire. If students have a delinquent bill they will be notified by Student Employment and given instructions on how to remedy the situation.
- *One Position:* Students may hold **only one job at a time** being paid by ECSU. To change jobs during the school year, students must have their current employer must complete a Transfer form (available at the Student Employment Office). The Student Employment Office will not hire a student for a second job until this form has been returned to our office and approved by David Mariasi.

- *Student Employment Authorization:* Students may NOT begin working until all Student Employment paperwork is completed and turned in. A supervisor will know this has been done when they receive the copy of the signed Work Authorization Contract.

### Federal Regulation – Work Prohibitions

- Students may not be required to use their personal vehicles for work activities.
- The Student Employment Program cannot pay for any work that benefits religious or political organizations, or an individual. For example, student workers could not be paid to help a professor organize a political or lobbying campaign or to do research for an article for which a professor is under contract to an outside organization.
- Impair the organization’s existing service contracts.
- Displace the organization’s regular employees.
- Fill jobs that are vacant because the organization’s regular employees are on strike.
- Involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction.
- Include employment for the U.S. Department of Education.

### International Student Workers

1. International Student Employment Requirements
  - Employment must be an on-campus job (educationally related).
  - Work a maximum of 10-12 hours per week. A maximum of 40 hours is permitted during official breaks.
  - Must remain “In-Status” with your VISA:
    - Retain a valid I-20 or IAP-66
    - Do not apply for or accept any extra work (for example, off campus)
    - Do not apply for or receive public services
  - Must remain a full-time student (12 credits or above)

- Must be currently paid on your bills to the University (no holds)

*International Programs will check these requirements once the student has secured a job on campus.*

2. Preparing to work: To work, the student will need a Social Security Card. Students who do not have a social security card may not be issued paychecks through the payroll system. Therefore, the student should apply for a valid social security number in order to be employed. If you are seeking the current location and contact information for the Social Security Office in Willimantic, please inquire at the Student Employment Office.
3. All international students are Operating Fund.
4. International student employees are hired on a semester-by-semester basis, unlike domestic students who are hired for an entire academic year. International students must complete the F1-J1 form with Indira Petoskey, director of the International Studies Program at Eastern

### Immigration Law Compliance

Eastern Connecticut State University is committed to employing only United States citizens and aliens who are authorized to work in the United States and complies with the Immigration Reform and Control Act of 1986.

As a condition of employment, each new employee must provide specified identification, and properly complete the Immigration and Naturalization Service Form I-9 with correct sign, and date. Within three (3) days of commencing work, newly hired employees must also complete the form if they:

- ✓ have not previously filed an I-9 with the University.
- ✓ have previously filed an I-9 but it is more than three years old; or,
- ✓ have previously filed an I-9 that is no longer valid.

I-9 Verification of employment eligibility is the sole responsibility of the employer. Form I-9 requires every employer to obtain and keep on file positive evidence that they have checked each

employee's identity and U.S. work eligibility. Employers are subject to audit by DHS and may be required to show I-9 employment form documentation upon request.

When handing in the form you must have either one type of identifications from list "A" or you must have two separate types of identifications from list "B" and "C".

- List "A" identifications consists of documents that establish both identity and employment eligibility, such as a passport, U.S. citizenship, etc.
- List "B" identifications consist of documents that establish identity, such as a driver's license, state ID, etc.
- List "C" identifications consist of documents that establish employment eligibility, such as social security card, birth certificates, etc.

### Additional Policies

Our office additionally follows the University policies below. More details about these policies can be found at the links.

1. [Statement of Policy and Grievance Procedures on Discrimination and Sexual Harassment](#)
2. [Drug and Alcohol Free Workplace Policy](#)
3. [Policy on Workplace Threats and Violence](#)

## **Worker's Compensation: Student Employees**

### **Procedure:**

**STEP 1:** Notify your supervisor as soon as possible. If your supervisor is unavailable, contact the Campus Police at x55310.

**STEP 2:** If necessary, the supervisor should arrange for medical attention for the injured employee.

**STEP 3:** The supervisor must contact the Injury Hotline at 1-800-828-2712 as soon as possible.

**STEP 4:** The supervisor or injured employee must provide initial notification to the Personnel Department.

**STEP 5:** The supervisor must complete the "First Report of Injury" Form PER-WC207. Upon completion of this form forward it to the Office of Human Resources.

**STEP 6:** In lost time cases, the employee **MUST** come to Human Resources to complete the necessary paperwork and pick up an "Attending Physician's First Report of Injury" Form AG 208.

**STEP 7:** The employee must keep the Office of Human Resources updated on all medical appointments, dates and times, Physician's name etc.

Failure to adhere to these steps may impact on the processing of the Workers Compensation claim. This may result in a delay in the receiving of benefits or a discontinuation of benefits. If you have any questions, please call **Human Resources at 860-465-4649.**

**Student Workers must also notify the Student Employment Office at 860-465-4435**

## Hiring and Paperwork

### Hiring

All students should be hired online on [ecsujobs.org](http://ecsujobs.org) prior to bringing paperwork to our office. If you have questions on this process, please refer to the “Website Manual”. It will walk you through the steps!

### Background Check Procedure

Some student employees on campus require a background check due to their responsibilities. These responsibilities are listed on the front of the Work Authorization Contract and should be checked off by the supervisor if they apply. **Students requiring a background check cannot work prior to the background check clearing.**

- If the student requires, pre-employment background investigation, the student will need to complete the Student Employee Pre-Employment Form with guidance from the supervisor. That form will be collected by Student Employment first, **before** the rest of the paperwork
- When Student Employment gets clearance of the background check, the student and supervisor will receive an email notifying them of the clearance and to bring in the remaining paperwork.
- **Note:** The start date on the Work Authorization Contract cannot precede the date the background clearance is received since the student **cannot** work before that date.

### Paperwork

Student Employees are required to submit paperwork for every contract period in which they are employed. The number of hours students can work may vary from contract period to contract period.

- *Academic Year:* This contract period runs from the first day of classes of the fall semester until the day of commencement following the spring semester. Intersession and Spring Break are included in the Academic Year.
- *Intersession:* Departments are assumed to have reduced student staffing needs during this time.

- *Spring Break:* As during Intersession, reduced staffing is assumed.
- *Summer:* This contract period runs from the day after commencement in the spring to the day before the first day of classes in the fall. **Students also must be registered for the following fall semester to be eligible to work during the summer.**

Once you have been hired for a position as a student employee you must complete the necessary paperwork. New paperwork must be completed at the start of each contract period. This paperwork can be obtained at the Student Employment Office or on the ECSUJOBS website.

- ***Work Authorization Contract:*** Each contract period students will fill out a voucher documenting the department, job title, pay rate, and duration of employment. This form informs all parties of the conditions of employment and updated University Policy. After completed, necessary paperwork is brought to Student Employment and a copy of this will be given to the student to give to their supervisor to inform them that they are ready to work. ***Students should not work*** until this form is given to them with a signature from the Student Employment Office. All students, new or returning, need to complete this form for every new contract period (Academic Year and Summer).
- ***W-4 Tax Forms:*** Each new student worker is required to fill out Connecticut and Federal taxes for payroll purposes. Please be aware that we may not advise the student on how to fill out these tax forms. Only parents or tax advisors may do so.
- ***I-9 Form:*** This form is required by the US Department of State in order to confirm employment eligibility. Along with this form, new student workers are required to bring in **ORIGINAL, UNEXPIRED** identification in which we make copies of. The IDs that we accept are indicated on the last page of the I-9 packet.
- ***Direct Deposit (optional):*** Students have an opportunity to have their paychecks directly deposited into their checking or savings account. These forms are available at the Student Employment Office and take up to eight weeks to process. Once activated, direct deposit will remain for future semesters.

### Pay Rate System

The Student Employment pay rate system is based on the amount of time a student has worked for a given department and the responsibilities included in their job description. The system is broken down into three classes and various steps within each class.

The current rates can be found under “Forms & Information” on the ECSUJOBS website.

Below is a general outline of the classes:

Class I: Semi-skilled positions requiring little or no work experience. These positions generally require training and supervision.

Class II: Positions requiring proven skills and/or technical knowledge with capability of assuming additional responsibility such as supervision and basic training of others.

Class III: Advanced positions requiring skills and training acquired through prior employment or training in the appropriate area. These positions usually require supervisory responsibilities, the ability to work independently, and specific job skills.

### **Payroll & Timesheets**

#### Student Hours

Student Employment reserves the right to set a maximum number of hours for student employees under the mandated maximum by Federal Law to coincide with budgetary restraints.

- ✓ Student Employment sets the maximum hours per pay period each year. However, by the Board of Regents for Higher Education, students may *not* work *more than 40 hours per pay period* when school is in session. **Currently, here at Eastern, during the academic semesters, the maximum for students is *no more than 24 hours per pay period*.**
- ✓ Students perform an hour’s work for an hour’s pay; no other arrangements are acceptable. Therefore, no “substituted work” will be paid, including Jury Duty.
- ✓ During Intersession and Spring Break, students may work a **maximum of 8 hours a day** if their department budget allows.
- ✓ If so, student must take a half-hour unpaid lunch break if they work an 8-hour shift, and this is to be recorded on the timesheet as 7.5 hours worked.

- ✓ The Summer is a separate contract period, *not included in the Academic Year*, and students **will need to submit additional paperwork to work during this time period.**
- ✓ **It is the supervisor's responsibility to monitor student workers' hours ensuring they do not exceed the maximum hours available per pay period.** Any hours worked over the maximum will likely be postponed for payment until the next pay period. The additional hours may impact subsequent pay periods.

### Sick Time

- ✓ Sick hours are available to students once they have worked a consecutive 120 days.
- ✓ Once the student reaches 120 days, they can accumulate 1 hour of sick time per 30 consecutive hours of work.
- ✓ When the student wishes to use sick time on their CoreCt timesheet, the student must add a row, using the plus sign to the left of the open slots for hours. Once the next row comes up, the student can enter the sick hours and use the code SICK rather than REG under the "Time Reporting Code", so the hours will be charged to sick time.
- ✓ The following link should provide any additional information you will need: [Part-Time Sick Pay](#) or you can contact the Payroll Office at (860) 465-5746.

### Payroll Calendar

The payroll calendar lays out the beginning and ending dates of each pay period, as well as the dates on which timesheets must be submitted and the dates that checks will be issued. The current payroll calendar can be accessed under "Forms & Information" on the ECSUJOBS website.

### Timesheet Process

- 1) **Student timesheets are available to view on CORE-CT.**
- 2) Timesheets are for a two-week period, referred to as the PAY PERIOD. The pay period starts on a Friday and ends (2 weeks later) on a Thursday.

- 3) Timesheets must be filled out by the Thursday that the pay period ends.
- 4) Only the **total hours worked per day** is to be recorded on the official timesheet provided by Student Employment. Please record total hours per day using the nearest quarter hour (.00, .25, .50, .75). Your supervisor may require a time in/out sheet to be completed as well. Students are not allowed to work more than 8 hours a day (includes a half hour unpaid lunch).
- 5) On the last day of the pay period, your supervisor will verify your hours and approve your timesheet in CORE-CT.
- 6) Please stay within the guidelines that are provided in the “Notes” section of every timesheet.
  - ✓ For the pay period, DO NOT EXCEED, the maximum number of hours you have been allocated:
    - Returning/non freshmen: **24 hours**
    - Freshmen – **20 hours**
- 7) Timesheets should be submitted by the end of the business day on the last Thursday of the pay period.
- 8) Late timesheets will be processed in the following pay period.

### Paychecks

Paychecks can no longer be picked up at the Payroll Office. If a student has set up Direct Deposit, their paychecks will go directly into their bank account, on pay day. If a student has not set up direct deposit, the paychecks will be mailed to their home address. The Payroll Office strongly encourages students to sign up for direct deposit as mailed paychecks **will** arrive late.

## Workplace Attire

It is important to give a professional and clean appearance while working at your student employment job. Please follow the dress code designated by your department:

- ***Dress appropriately:*** It is important to dress nicely at work. Most supervisors take into account that you are a student and allow clothing like jeans and tee-shirts. However, make sure your jeans don't have holes and your tee-shirts should not have inappropriate images or text that may be offensive to others. (For example, avoid alcohol slogans or cuss words.) If you are unsure if it's offensive, then it's probably a good idea not to wear it.
- ***Suggested Dress:*** Men should wear jeans or nice pants (or shorts if they are allowed) with a clean shirt. Women should wear jeans, pants, or skirt with a nice top. Make sure the skirt isn't too short and the shirt shouldn't be too low cut and your midriff should never be visible.
- ***Personal Hygiene:*** Although hygienic practices may vary according to culture or beliefs, cleanliness is very important when dealing with the public. All efforts should be made to consider the impact of excessive cologne, smoke and other odors on one's everyday client. Remember, you are representing not only the department but the university too.
- ***General Tips:*** Find styles that are comfortable and functional. Bring along a sweater or sweatshirt and put it on over your shirt if you are afraid it is inappropriate. Remember, your language is also a part of your appearance. Keep your language clean by not using cuss words or slang.

## Computer Usage

Supervisors and students must recognize the importance of proper computer usage. Your student employees should not use, access, alter, or duplicate anything to which they have not been given access or permission. Your student employees should not be on computer games, Facebook, Amazon, etc. They should not be sharing their own computer account with others or using another person's account.

## **Grievances & Terminations**

If there are any instances of student employees, with recurring difficulties with their behavior on the job, there is a proper process that must be followed. Students **may not be fired or transferred** until Student Employment decides that it is the best course of action and the Supervisor has taken the appropriate actions in trying to resolve the problem. All sides will be given a chance to present their case.

The following is the appropriate steps to adhere to in these situations:

- 1) **Verbal Warning:** If problems arise on the job, the supervisor must first discuss them with the student. This official warning should be documented but does not need to be reported to Student Employment.
- 2) **Written Warning:** If a verbal warning fails to correct the behavior, the department supervisor and/or chair should write a letter to the student citing the problem behavior and exact descriptions of how to correct it. A copy should be forwarded to Student Employment for our records.
- 3) **Referral to Student Employment:** If a written warning has been issued and the problem behavior continues, the Supervisor or Chair should refer the matter to Student Employment for further action. Depending on the issue

Reminder: As a supervisor, you have a significant level of discretion regarding student employees, so we ask that you take the time and effort to appropriately respond to various situations.

### Resolution Alternatives

After the above grievance process, Student Employment may decide on mediation, transfer of the student to another department (if any jobs are available), termination of the student's employment or some other reasonable course of action. Student Employment reserves the right to immediately *suspend or terminate* a student's employment if the health and/or safety of others may be jeopardized by continued employment.

### Non-Grievance Solutions

When minor problems arise, Student Employment will gladly mediate without the filing of a formal grievance if either party requests such intercession. Often, this unstructured course of

action leads to more effective communication between parties and to a better working relationship. Student employees and supervisors are expected to discuss problems among themselves before taking further action.

### Terminations/Separations

Students who stop employment in the middle of a contract period must be officially terminated. To do so, supervisors must go to the “Forms and Information” page on the Student Employment website and complete the separation form.

Please remember to include the last day the student worked, as this is pertinent for Student Employment to complete the termination procedure. Once Student Employment is formally informed of the separation, there are no further actions that need be taken. \*Note: Supervisors do not need to complete a separation if it is not during the contract period.

### Student Resignations & Separations

If a student decides to leave a position, the supervisor must obtain a letter of resignation. This letter should be submitted along with the separation form (see the previous section for explanation). If a resignation letter is impossible to obtain, the supervisor should complete a separation form and explain the reason for the student’s resignation.

**A student is considered to have resigned their position seven days after failing to attend work without notifying his/her supervisor.** In these cases, supervisors should notify Student Employment in writing with the student’s identifying information and the date of non-attendance. Student Employment will send a letter to the student terminating his/her position.

### The Working Test Period (WTP)

The WTP shall be deemed an extension of the hiring process and applies to all student employees. The WTP shall consist of 45 calendar days beginning on the first day the student works.

- At any time *during the WTP* the supervisor may ask Student Employment to *terminate a student employee* if the supervisor deems that the student is unable or unwilling to perform his/her duties so as to merit continuance in the position.
- Similarly, during the WTP, *the student employee may inform Student Employment that she/he is terminating his/her employment without the usual two-week notice*. Student Employment must be notified of the decision of either party to terminate.

If the above procedures are followed, the student's eligibility to be hired by another department or the department's right to hire a replacement, once the student has ceased working, will not be impaired or jeopardized.

**Warning Letter: Sample**

Dear [Student Employee's Name]:

In accordance with Student Employment policy this is a letter of warning. This action is based on your [list performance deficiencies and/or unacceptable behaviors].

On previous occasions detailed reviews of expectations regarding your [performance and/or behavior] have been undertaken to ensure that you understand the requirements of your position. They have been discussed with you orally [list dates, if available] and in writing [list dates of performance appraisals, counseling memos, and previous disciplinary actions; attach copies]. However, you continue not to meet these expectations.

Your failure to adhere to the requirements of your job on an ongoing basis has a serious impact on the operations of our department [work unit], and our ability to meet our goals. [Describe in detail, e.g., interrupted service to clients, missed payroll deadlines, safety hazards, overtime for other employees.]

In the future you are expected to:

- [List correct work requirements i.e. Report for scheduled hours on time.]

Should you not meet these expectations, we will move to the next step and issue a final written warning. Following the final written warning, you will be referred to Student Employment to discuss this process. The process can include transfer to another department or dismissal from your current position. Should you have any questions about the decisions that have been made please contact [supervisor or student employment].

I \_\_\_\_\_ acknowledge that I have read, understand, and received a copy of this warning.

Student Employee's Signature

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## **Tips for Success**

Here are some helpful hints for hiring student employees and working with them:

- ✓ **Interview:** Interviewing each applicant is the best way to evaluate a student's personality and communication skills that are vital for the position. Considering this job may be the student's first work experience, you can expect some nervousness in the interview. In addition to asking the standard questions for the job, remember to lay out the important skills and job requirements needed for the job like hours, duties, dress code, etc.
  
- ✓ **Train & Motivate:** Help employees develop their skills through appropriate training accurate coaching, and regular performance evaluation.
  
- ✓ **Create goals:** Let your students know their responsibilities. Set expectations, communicate with them clearly, and welcome new ideas from the students. Work with them as a team and make them feel valued.
  
- ✓ **Decision making:** Encourage student workers to demonstrate problem solving skills involving your department and present them to you in a professional way. This allows the students to feel more important to the department and encourages them to think for themselves.
  
- ✓ **Being flexible:** Remember student employees are always students first. If scheduling conflicts arise, academics should always be the student's primary concern. Set clear guidelines about these situations and how the student should contact you regarding any concern.

## **FAQ: Students May Ask**

### **When do I get my 1st paycheck?**

It takes one and half pay cycles to put you on the state payroll system. Therefore, you will receive your first check three weeks after you submit your first timesheet. See the “paycheck” section for ways in which you will receive your paycheck.

### **What should I do if I am sick?**

If a student is unable to work due to an illness, it is their responsibility to contact the supervisor to explain why they will not be able to work. Unless the student has sick time to use, they will not be compensated for the time they are out sick.

### **Can I take time off for my school work?**

Departments are informed that school work is a student’s priority. Therefore, all offices should make every attempt to accommodate student’s class schedules and make adjustments during exam periods. It is the student’s responsibility to discuss any upcoming assignments that would interfere with their work schedule so necessary arrangements can be made.

### **How should I dress at work?**

Students should keep in mind that they are representing your department and the university. Therefore, they should dress for the requirements of the job, but as a supervisor, it is ultimately your decision if you wish to hold your student workers to higher standards of professionalism.

### **How is my pay rate determined?**

Pay rates are determined based on the duties to be performed and the nature of the qualifications required. All jobs are classified and wage rates are determined when they are listed with Student Employment. Currently there are three class levels, each with increasing responsibilities and wage rates. All rates are at or above the state minimum wage.

### **When do I get a raise?**

Students are eligible for raises based on two criteria: longevity and work performance. After working for the same department for one year a raise may be requested by a supervisor. The

availability of raises in general is dependent on budgetary constraints. Any pay rate exceeding Class III (\$17.85) must be approved by David Mariasi.

### **Can I get Direct Deposit?**

All students are encouraged to sign up for Direct Deposit. Once the student has completed a Direct Deposit Form at Student Employment, it will take about a month, or two pay periods, for direct deposit to be processed. During that period, they will have checks mailed to their home address.

### **Do I have a job description?**

All positions are required to have an accurate job description which is listed on the Student Employment website. You may request a copy from your supervisor or Student Employment.

### **What happens if I No Call/No Show?**

If a student forgets to call when they can't make it into work, it is their responsibility to contact the supervisor as soon as possible. As a supervisor, you may exercise discretion in these situations. You could provide an official verbal warning which should be documented but if you feel it isn't necessary, you can inform them what will happen if it becomes a problem behavior. If the student is absent for seven consecutive days without any contact they may be terminated from the position.

### **What should I do if I am going to be late?**

It is the student's responsibility to contact their supervisor to inform them of excessive tardiness. This may lead to a written warning and ultimately the termination of your employment.

### **Can I transfer to another department?**

A student may choose to take a job in another department, but it is only considered to be a transfer if you are in the middle of a contract period. A transfer in this case requires the Student Employment Transfer Form signed by your old supervisor and new supervisor. Moving to a new department at the beginning of a contract period (Fall or Summer) does not require a Transfer, as your prior contract has expired.

**Do I get evaluated?**

*All departments are required to evaluate their student workers yearly in the Spring semester.*

Both the students and supervisors have an evaluation to fill out. Evaluation forms are provided to each supervisor by the Student Employment Office. Once the student and supervisor evaluations are complete, it should be returned to the Student Employment Office.

**Closing Statement**

The Student Employment Staff at Eastern Connecticut State University would like to thank you for reviewing the information in this packet. If you require any further explanation, have any questions regarding the information in this packet or would like us to consider making an addition to this packet please feel free to contact our office.

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Website: [www.ecsujobs.org](http://www.ecsujobs.org)

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