50-50 Student Employment Program

Policies and Procedures

Last Updated: August 2, 2017

Research indicates that students working on a college campus up to 20 hours per week perform as well academically as those who do not work while attending school. Working part-time on a college campus often enhances student loyalty and positive feelings toward the university.

Research also shows that students working full-time or part-time off campus will likely not do as well academically and are not as likely to graduate as those working part-time on campus.

Mission Statement

The 50/50 Student Employment Program increases the number of on-campus student jobs for the purpose of gaining meaningful work experience, retaining students, encouraging students to work toward a degree, and to increase student connections with WSU faculty and staff.

Funding

Central funds of the University will provide 50% (up to $4.50/hr) of the funding for qualifying positions. The remaining funds will be provided by the departments in which the positions fall.
50/50 Position Policies

• Position applications are accepted throughout Fall and Spring semesters.
• Positions must
  o Be new: The position must not have existed previously. The program will not replace funding for existing positions.
  o Provide meaningful work and allow for development of skills in areas of customer service, teamwork and communication
  o Support the retention and student success efforts of the university
• Applications are for positions, not employees.
• Applications for new positions are submitted to the Selection Committee during Fall or Spring semester. The Selection Committee is made up of three people in Career Services. The Selection Committee, working under the Career Services Director, will notify the submitting department in a timely manner (usually within 2 business days) of the committee’s decision.
• Approved positions will continue indefinitely at the discretion of the 50/50 Student Employment Committee.
• Approved positions left unfilled for 2 consecutive semesters (fall/spring or spring/fall) will be terminated.
• Positions must be approved by the Selection Committee before a student may be hired into the position.
• This program is not meant to replace the income-based Work-Study Program. A position can be 50/50 designated but filled by a student receiving funding through the Work-Study program. Departments should seek Work-Study funding for student workers first and use 50/50 Student Employment funds only if the student is not eligible for Work-Study funds.
• Off-campus jobs do not qualify, even if they have connections to Weber State University. Some of the funding for the 50/50 Program may come from Utah HESSP money, which requires the job to be on-campus.
• Minimum wage for 50/50 student employees is $9.00. If a department wishes to pay more than $9.00 per hour, the department will be required to cover 100% of the additional amount over $9.00 per hour.
• Student employees in the 50/50 program may not work more than 20 hours per week or 40 hours per pay period.

Student Employee Policies

• Students must be enrolled full time (12 credit hours) in fall and spring semesters and taking at least 6 credit hours during the summer semester.
• Students must have a WSU cumulative 2.0 GPA to be considered for employment and must maintain a 2.0 GPA each semester to remain in the 50/50 Student Employment Program. This will be monitored by the 50/50 Coordinator.
• Resident, non-resident and international undergraduate students are eligible to receive 50/50 student employment funds.
• Hired students must comply with the standard HR and budgetary procedures for hiring and cannot commence work until these procedures are completed.
• Each student employee must attend one training session per year with learning outcomes focused on:
  a) Customer Service
  b) Teamwork
  c) Communication
  d) Global Diversity
• Funding will be suspended if the student is not enrolled in enough credit hours, his/her GPA drops below 2.0, or he/she does not attend at least one required training session per year.

**Student Employment Procedures**

• Supervisor must pass the training quiz with a score of 100% prior to applying for a position. This training is found on the 50/50 website and must be completed once per year.
• Application forms may be found at [http://www.weber.edu/careerservices/50-50.html](http://www.weber.edu/careerservices/50-50.html). Click on the Application Form to complete and submit the form.
• The application will ask the submitter to provide the following information:
  a) Entering the requestor’s name, email, department and office phone number.
  b) Entering the position title and the number of positions requested.
  c) Entering a detailed and specific job description for the proposed student position.
• Upon receipt of the approval letter from the Selection Committee for the student position, the position must be posted through Human Resources to jobs.weber.edu. The position must be posted for at least two days before offering the position for hire.
• Upon hiring a student(s), the supervisor will:
  a) Notify the 50/50 Coordinator in Career Services of the hired student’s name, W# and Weber email address by completing the 50/50 Student Employee Notification Form.
  b) Ensure the Hiring Form sent to them by the 50/50 Coordinator is signed by both the supervisor and the student employee.
  c) Attach the Hiring Form to the PAR and send it with the student to Payroll.
• The 50/50 Coordinator must be notified of continuing student employees two weeks prior to the start of both Summer* and Fall semesters in order to continue to receive funding. This is done by completing the 50/50 Student Employee Notification Form.

*NOTE: Funding during summer semester is not guaranteed. Notification of employees continuing through the summer will be approved based on availability of funding.

• Supervisors and/or timekeepers agree to respond in a timely manner to emails and phone calls regarding their student employees.

• If a student employee quits or is fired from a position:
  a) The supervisor or timekeeper must complete the 50/50 Student Employee Notification Form. This will notify both the 50/50 Coordinator and payroll of the changes.
  b) The job must be re-posted on the Human Resources employment site before re-hiring for the position.

**Internship Criteria and Guidelines**

An internship is a pre-professional career training experience. An important element that distinguishes an internship from a short-term job or volunteer work is the intentional learning objectives that are structured into the experience. An internship is generally a one-time experience that spans a single semester but may continue into two semesters if agreed upon by all parties.

• The experience must be an extension of the classroom -- a learning experience that provides an application of the knowledge gained in the classroom. The purpose of the internship is not to simply advance the operations of the employer and should not be the work that a regular employee would routinely perform.

• The skills or knowledge learned must be transferable to other employment settings.

• The position must have clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.

• There must be supervision by a professional with expertise and/or educational background in the field of the experience.

• The mentor must provide routine feedback.

• The internship must be on campus.

• Interns may work up to 29 hours per week.

• Minimum wage for an internship is $9.00/hr. Departments must cover 100% of any additional amount over $9.00/hr.
• Internships may last up to 2 semesters. The internship position will expire after 2 semesters.
• The internship may be filled by only one student. When the student finishes the internship, the position will expire.
• Interns must meet all of the student employee requirements found under “Student Employee Policies”
• The 50/50 Internship Application can be found on the 50/50 website.
• Contact Barry Flitton at barryflitton@weber.edu or ext. 8958 with any questions regarding internship development

50/50 Resources

50/50 Coordinator: Katie Swainston, katieswainston@weber.edu or ext. 6396
50/50 website: http://www.weber.edu/careerservices/50-50.html
Training videos:
• Part 1: https://www.youtube.com/watch?v=aGwJO_xPETY&rel=0
• Part 2: https://www.youtube.com/watch?v=rsA8RJP2JA&rel=0
• Part 3: https://www.youtube.com/watch?v=eXpDXbSzck&rel=0
• Internship Edition: https://www.youtube.com/watch?v=0V4nhYNj5UU&rel=0
Supervisor training quiz: https://goo.gl/forms/CgkdC89MAHKE6VQm1
Mentor training quiz (for internships): https://goo.gl/forms/fplZVPumE02yTnK72
Forms:
These forms can be found on WeberSync. Search for WeberSync in your eWeber portal. Search for the Career Services portal within WeberSync. Click on Forms. 50/50 forms will be listed at the top.
• 50/50 Position Application: https://orgsync.com/141371/forms/216900
• 50/50 Student Employee Notification: https://orgsync.com/141371/forms/220904
• 50/50 Position Update Request: https://orgsync.com/141371/forms/269094
• 50/50 Internship Application: https://orgsync.com/141371/forms/256529
• 50/50 Student Intern Notification: https://orgsync.com/141371/forms/269085

*Exceptions to rules due to unusual circumstances beyond a student’s control will be considered by the Selection Committee on a case-by-case basis. The Direct of Career Services will bring any precedent setting exceptions to the 50/50 Student Employment Committee for discussion. Updates, changes and exceptions to the Policies and Procedures will be made as necessary by the 50/50 Student Employment Committee.