

General Information & Expectations for Workstudy Supervisors

1. Supervisors are expected to maintain job descriptions and requirements for the workstudy positions under their respective supervision. Each job description should include the department or office in which the student is employed, as well as the duties and responsibilities associated with the position. Requirements should include qualifications for the specific position.

- Student employees may only perform tasks related to university functions or academic pursuits approved by the university, e.g. research, as outlined by their respective job descriptions and requirements.
- Student employees may not perform personal tasks for their respective employers; those tasks not allowed to be performed by student employees include, but are not limited to, personal errands, babysitting, and cleaning personal property of the supervisor.
- To change or update job descriptions and requirements:
 - Enter the workstudy website via the EagleNet portal and click “View My Jobs.”
 - Click “View” next to the name of the position needing changes.
 - Click “Edit” in the top banner and make any necessary changes.
 - Click “Submit Changes” to publish new job descriptions and/or requirements.
 - To make changes to the number of positions or the name of the position supervisor:
 - Email Workstudy@jbu.edu with pertinent information about changes.
 - To request additional workstudy positions contact the division chair or department vice president.
 - Division chairs or vice presidents may submit approvals of additional workstudy positions to the workstudy coordinator by emailing Workstudy@jbu.edu.

2. Supervisors are expected to be reasonably available to students via email, phone, or in person.

- Student employees may need to contact their supervisors for a variety of reasons including, but not limited to, applications, references, requests for time off, and sick days.
- Supervisors are advised to post necessary contact information on the workstudy website or provide hired employees with contact information within a reasonable timeframe.

3. Supervisors are expected to review and take action on job applications received via the workstudy website in a timely manner.

- Supervisors may hire students for their respective positions and decline student applications at their discretion via the workstudy website.
- Supervisors may hire students for part-time (four hours per week) or full-time (7.5 hours per week) positions. Supervisors must hire students working more than four hours per week, but less than 7.5 hours per week for a full-time position due to workstudy database limitations.
- Supervisors who both wish to hire the same student may both hire the student part-time, or the student may decide which workstudy he or she wishes to take.
- Students must present a green-to-go ticket evidencing completion of employment paperwork before beginning work. Students can obtain green-to-go tickets from Human Resources.
- To access job applications:
 - Enter the workstudy website via the EagleNet portal and click “View My Jobs.”
 - Click “View” next to the name of the open position. Within the position, click “View” next to the name of an application to see his/her cover letter.
 - Make hiring decisions via the drop-down box and notify the student of the hiring decision by submitting the selection.

- Freshman (first-time, first-year) students must work in an essential services job (Custodial Services, Food Services, or Grounds Crew) for one full year before applying for other jobs. Freshman students may not change workstudy positions at semester.
4. Supervisors are expected to maintain accurate records of student hours worked and approve timecards in a timely manner.
- Most supervisors choose to maintain student employees' hours worked via the submitted timecards on the workstudy website. Supervisors must approve submitted timecards within the timeframe specified by the email at the end of each timecard period for each respective student employee via the workstudy website.
 - Supervisors will receive one generic auto-generated email at the end of each timecard period, followed by a specific auto-generated email when each individual student employee submits the timecard for approval.
 - To validate student employees' hours worked for the purposes of payroll:
 - An auto-generated email will be sent to the supervisor when there are timecards needing approval. Enter the workstudy website via the EagleNet portal and click "View My Jobs."
 - Click within the blue banner that reads "You have time cards needing your approval! Click here to review them."
 - Select the "View" option to the right of the timecard needing approval.
 - If hours submitted by the student employee need altering, supervisors may change the hours by clicking inside the box and changing the number of hours worked for a given day.
 - Click "Save."
 - Approve the timecard by clicking the "Approve" button.
5. Supervisors are expected to maintain confidentiality about matters not vital to the student employee's tasks in order to ensure personal and university integrity.
- Supervisors are advised to secure confidential documents.
 - Supervisors are advised to conduct confidential conversations (e.g. staff meetings) outside the hearing of the student employee.
6. Supervisors are expected to maintain professionalism in the workplace in order to provide a harassment-free environment for the student employee.
- Supervisors should report harassment claims to Human Resources.
7. Supervisors are expected to communicate with the workstudy coordinator about issues that arise with the student employee.
- The workstudy coordinator can answer questions regarding the workstudy program.
 - The workstudy coordinator can reinforce behavioral reprimands regarding the student employee.
 - Should a behavioral reprimand become necessary:
 - ~ The supervisor should make the initial warning to the student employee.
 - ~ If the issue continues, the supervisor should notify the workstudy coordinator of the situation. The workstudy coordinator will then request a meeting with the student employee.
 - ~ If the initial warning and the meeting with the workstudy coordinator do not resolve the issue with the student employee, the supervisor may fire the

student employee at their discretion and notify the workstudy coordinator of the change in employment immediately.

- The supervisor is expected to notify the workstudy coordinator of firing decisions so that the workstudy coordinator can remove the student employee from the workstudy program.
- Supervisors may contact the workstudy coordinator by emailing Workstudy@jbu.edu or by calling 479-524-7124.