

## Student Employment

BEAM has two sources for funding student jobs: Department Funds and Federal Work-Study Funds. All BEAM student employment is hourly. Students are encouraged to limit their hours of work so that they may devote sufficient attention to their studies. Therefore, it is strongly recommended that students not work more than 10 hours a week while school is in session.

### Steps to Request Student Assistants

- 1) Get approval from your supervisor.
- 2) Use Student Assistant Request form [here](#) to update your job description.
- 3) Submit the completed form to Jing Jing.

### Supervisory Checklist

- 1) Develop a good relationship with each student employee.
- 2) Clearly define job responsibilities & communicate work expectations to the student.
- 3) Motivate the student to do the best job possible.
- 4) Provide skill training & helpful coaching if needed.
- 5) Set a good example of work habits and attitudes.
- 6) Deal with discipline issues professionally.
- 7) Encourage the student to take responsibility, initiative, and voice their suggestions.
- 8) Evaluate student's performance and provide constructive feedback.

### Salary Budget

For department-funded students, Jing Jing will inform you their hourly rate, and on average how many hours per week each of your student assistants can work. For federal work-study students, it is essential that the student not earn more than the amount allotted to them on their individual employment authorization form. Therefore, make the best use of their time and plan their work schedule accordingly. Jing Jing will monitor each student's earnings and send out a reminder when your federal work-study student's remaining work hours are less than 25. Please ask if you have any questions at any time.

### Student Orientation

The student orientation is usually held before the deadline of the first paycheck. Due to the pandemic, we cannot get together to welcome our student assistants. Instead, we invite them to join our all-staff meeting virtually. All students receive a copy of the Student Assistant Handbook (can be found in this [directory](#)), which includes guidelines on working at BEAM.

### Hiring Documentations

- 1) Labor Code Notice (All students)
- 2) Stanford Confidentiality Expectations Agreement (New hire only)
- 3) BEAM Confidentiality Agreement (New hire only. Supervisors need to fill out the form first.)
- 4) Certificate of Completion of Appropriate Use and Protection of Student Data class from STARS (New hire only)
- 5) Temporary Telecommuting/ Remote Working Agreement (If applicable)
- 6) Approval of Out-of-State Employee (New Hire or Relocation) (If applicable)

## **Work Schedules**

Student work schedules must be established at the beginning of each quarter. Students are expected to work the agreed hours, be punctual, and satisfy your requirements with regard to performance and behavior. If students are unable to work their scheduled hours for any reason, they should let you know in advance. If for some reason they do not inform you, please follow up with the student to establish this basic and essential habit. You should understand that sometimes students need more time to study or to work on their papers, so besides their sick leave, it is acceptable for them to take some time off for class assignments when needed. They can make up the time later if they wish when there is work available.

## **Timecard**

There are two timecard periods in each month: one for the 1<sup>st</sup> – 15<sup>th</sup> and the other for the 16<sup>th</sup> – 30<sup>th</sup> or 31<sup>st</sup>. You need to review your student timecards before you approve it. Once you have approved it, students won't be able to make any changes. Therefore, make sure you approve the timecards after your students complete them. If you want to approve them and they have not completed the timecard, contact them immediately. Supervisors are directly accountable for overseeing their student's work and ensuring approval of hours worked in Axess. You'll receive a reminder the day before each deadline.

## **Sick Time**

All student hourly employees receive sick time benefits. Arrangements for any variations in work hours, including time off for illness or related uses of sick leaves, students should make their arrangement with their supervisor individually. If it is possible, students are encouraged to make arrangements outside of their working hours and supervisors are encouraged to offer flexibility in work hours. For information about the accrual and use of sick time for student hourly employees, please refer to the Administrative Guide Memo 10.3. [Sick Time for Student Hourly Employees](#).

## **Student Sharing**

If you need additional student help for your event/program, you can send out an email to all student assistants for help at [beamstudents@lists.stanford.edu](mailto:beamstudents@lists.stanford.edu). Make sure to ask their supervisor for courtesy approval before the students start to work.

## **Resignation & Termination**

If for some reason your student cannot continue to work or needs to leave to attend an overseas study program, you should let Jing Jing know immediately. If your student's performance is unsatisfactory, you may need to coach, counsel, or warn your student depending on how serious the problem is. During the process, please keep Jing Jing informed. If improvement is not sufficient, as a last resort we will follow normal termination procedures for Stanford employees.

## **Appreciation Lunch**

When the end of the academic year approaches, supervisors take students out to lunch as a token of appreciation. During the lunch, please find out if they are coming back to work for BEAM the following school year. This will help us plan for the coming year's student hiring needs. You can take students to lunch either on or off campus depending on your students' preference. The Faculty Club is always very popular with students. Please keep in mind that the lunch budget for each person is no more than \$25. During the pandemic because of safety reasons, we cannot do this. We'll resume this activity when circumstances permit.