

# **UNDERGRADUATE ASSISTANTSHIP HANDBOOK**



**A guide for undergraduate assistantship positions**

**August 2017**

Welcome to the Undergraduate Assistantship (UGA) program at Southern Illinois University Carbondale. The UGA program provides on-campus, paid creative activities and/or research projects for SIU Carbondale undergraduate students. Students selected for a UGA are able to work directly with a faculty member or professional level staff member in a position. UGA positions are supervised and/or mentored by a faculty and/or professional level staff member. UGA's offer opportunities for you to make contacts with role models and gain hands on skills and experience.

This program was implemented in 2002 and provides approximately 150 positions each academic year. Beginning in 2004 the Undergraduate Research Award recipients were also participating in the UGA program provided they meet the eligibility requirements. The UGA program is overseen by the UGA Advisory Committee and is a cooperative effort between the Center for Undergraduate Research and Creative Activities (CURCA) office, Human Resources, Payroll and the University hiring departments. CURCA produces this handbook to serve as a helpful reference tool for undergraduate assistants, undergraduate research award recipients, and faculty/staff mentors. We encourage you to keep this handbook in a place that is easily accessible and to use it when questions arise.

### **Eligibility Requirements**

An undergraduate assistant must be enrolled in an undergraduate degree program; unclassified students, and seniors with degrees require approval by the CURCA director to participate. Students must satisfy all university regulations for student employment.

All enrolled full time SIUC undergraduate students are encouraged to apply. Approval by the CURCA director is required for freshman and transfer students without SIU Carbondale credit hours.

Students with a UGA position must maintain an SIU cumulative grade point average of 2.25 or higher. Approval by the CURCA director will be required for students with an SIUC grade point average below 2.25.

Students who hold a UGA position in one academic year must re-apply each year for available, funded positions. Holding a UGA position in one year does not guarantee holding a UGA position in another year.

Students with a UGA position must comply with the Selective Service Registration requirements.

Students with a UGA position must not be in default (for the period of 6 months or more and in the amount of \$600 or more) on the repayment of an educational loan for the purpose of attendance at an institution of higher education.

Students with a UGA position must comply with the Immigration Reform and Control Act of 1986 and have an Employment Eligibility Verification form (I-9) completed by the hiring department.

Students with a UGA position must comply with the Drug-Free Workplace Guidelines, which can be found at [http://policies.siu.edu/personnel\\_policies/chapter4/ch4-all/drugguid.html](http://policies.siu.edu/personnel_policies/chapter4/ch4-all/drugguid.html).

Students with a UGA position who are an NCAA athlete must comply with the NCAA regulations regarding the employment of a student-athlete. The Intercollegiate Athletics Financial Aid & Insurance Officer and Coordinator of Student-Athlete Employment determine eligibility and grants permission for employment.

Students with a UGA position who apply for a security-sensitive position will be subject to a Pre-Employment Background Investigation before an offer for hire can be made. The cost of this background check is paid by the department in which the UGA position is held.

Students with a UGA position who are an international student must comply with the Bureau of Citizenship and Immigration Service regulations, and, to complete the hiring process, meet with the Nonresident Alien Tax Compliance officer in the Accounts Payable office. The International Students and Scholars Office determines eligibility and grants permission for employment.

### **Enrollment Requirements**

Undergraduate assistants are required to be enrolled full time, for a minimum of twelve (12) credit hours at SIU Carbondale to participate in the UGA program. (Audit hours do not qualify as credit hours for UGA purposes.) These enrollment requirements were established to comply with U.S. Department of Education, Immigration and Naturalization Service and Internal Revenue Service regulations. If students with a UGA position withdraw or drop below the minimum enrollment requirements, the student will be terminated from the UGA position.

Students with a UGA position who are graduating at the end of a given semester may apply for a one-time exception to the enrollment requirements, provided they are enrolled for at least one credit hour. U.S. Citizens and permanent residents will need to provide documentation from their academic advisor to CURCA in order for an exception to be considered. International Students will need to contact the International Students and Scholars office to obtain an exception form, which will need to be completed by their academic advisor.

### **Other Employment**

According to University policy, all undergraduate students are to be employed on a part-time basis and cannot result in the displacement of a Civil Service or other full-time Faculty/Staff position. The following maximum work hours and multiple job restrictions were established to comply with University policy, the United States Citizenship and Immigration and Naturalization Services and Internal Revenue Service regulations.

#### ***U.S. Citizens and Permanent Residents***

Students who hold a 12.5% (5 hours per week) UGA position may also be employed in the student employment program or hold a second UGA for a maximum of 15 hours per week when school is in session and when school is not in session.

Students who hold a 25% (10 hours per week) UGA position may also be employed in the student employment program or hold a second UGA for a maximum of 10 hours per week when school is in session and when school is not in session.

Students who hold a 37.5% (15 hours per week) UGA position may also be employed in the student employment program or hold a second UGA for a maximum of 5 hours per week when school is in session and when school is not in session.

Students who hold a 50% (20 hours per week) UGA position may not be employed in the student employment program or hold another UGA position.

### ***International Students***

Students who hold a 12.5% (5 hours per week) UGA position may also be employed in the student employment program or hold a second UGA for a maximum of 15 hours per week when school is in session and when school is not in session.

Students who hold a 25% (10 hours per week) UGA position may also be employed in the student employment program or hold a second UGA position for a maximum of 10 hours per week when school is in session and when school is not in session.

Students who hold a 37.5% (15 hours per week) UGA position may also be employed in the student employment program or hold a second UGA for a maximum of 5 hours per week when school is in session and when school is not in session.

Students who hold a 50% (20 hours per week) UGA position may not be employed in the student employment program or hold another UGA position.

### **Payment of Undergraduate Assistants**

Students with a UGA position are paid on a **monthly** basis. Undergraduate assistant payroll periods begin on the first day of each month and end on the last day of each month with the payday set by the SIUC Human Resources-Payroll (<http://hr.siu.edu/payroll/index.html>).

Effective July 1, 2010, **all newly hired and rehired employees**, as a condition of employment, will receive their pay through direct deposit to an account with a financial institution.

Electronic direct deposit is an efficient, secure and economical method for delivering payments to employees. Direct deposit ensures that an employee's payment is deposited timely even if they are out due to illness, vacation or other approved leave. There are certain limited circumstances under which payment by paper check rather than direct deposit is permitted. Please note that all paper checks are mailed to the current mailing address on file with the Payroll Office one day prior to the scheduled pay date; check pickup at the Accounts Payable Office has been discontinued.

To have their pay electronically deposited to a checking or savings account, students with a UGA position will complete a Direct Deposit Authorization Form. This form can be found on the SIUC Payroll Office website and the UGA website.

## Responsibilities of Undergraduate Assistants

Students with a UGA position:

1. Must abide by the policies and procedures of their employing department and be willing to perform tasks as assigned. If the student is not following the employing department's and UGA's policies and procedures then the student may be terminated.
2. Must be consistently dependable, prompt and reliable in attendance and work the hours and times that have been assigned.
3. Should always be courteous and display a professional image for the department and the University.
4. Must notify their supervisor prior to student's assigned work time if student must be absent from work. Students must make up any time that is missed for scheduled absences. If absent due to illness, the student's supervisor may require documentation from a physician or other acceptable source, and student will not be required to make up time for illness that has been documented.
5. Must notify supervisor if student withdraws from school or are no longer enrolled for the appropriate number of credit hours to be employed, and student must officially resign from the UGA position.
6. Must meet all deadlines pertaining to and present at the annual Undergraduate Creative Activities and Research Forum (UCARF) held during each spring semester on the campus of Southern Illinois University Carbondale. UGA positions of students who do not meet the deadlines and/or present in the UCARF may be terminated.
7. Must fulfill the employment contract that was agreed upon at the time of hire. If, for any reason, student resigns from the UGA position during the period of appointment, the student must notify their supervisor and complete an official resignation form. The actual date of resignation should be the last day that was worked. The student should give the employer as much notice as possible when resigning so that suitable arrangements may be made.
8. May not begin work for pay in the UGA position until all of student's UGA hiring paperwork for their position is submitted to the CURCA office and must be within the UGA contract dates. UGA contracts are to be for the same student to hold the position for both fall and spring semesters. UGA contracts may not begin earlier than one week after the first day of classes in the fall semester and will end on the last day of final exams during the spring semester. UGA students are not contracted to work between the day following the last day of final exams in the fall semester and first day of classes in the spring semester.
9. Are expected to work, during the UGA contract period, their set scheduled work hours when the University is officially open even though classes may not be in session. For example, during spring break the university is open from Monday through Friday; therefore, UGA students are expected to work those days. If the student does not work their scheduled hours, the hours must be made up.
10. Must re-apply and compete for the position currently held, if the position is funded for the next academic year. Undergraduate assistant positions are approved for funding each spring semester for the subsequent academic year. Funding in one academic year does not guarantee the position will be funded in subsequent academic years. If the position

that the student currently holds is approved for funding for the next academic year, the student's reappointment is not automatic.

## **Responsibilities of Employing Departments**

The faculty or staff awarded the UGA position:

1. Must provide UGA student with written information regarding departmental policies and procedures and student's work schedule.
2. Is required to comply with all policies and procedures required by the undergraduate assistant program.
3. Must not schedule UGA student to work, nor may UGA student volunteer to work, during times when UGA student is scheduled to be attending class.
4. Must evaluate UGA student's work performance at the end of the student's contract period, whenever the student exhibits poor attendance or unsatisfactory job performance, and when student terminates employment.
5. Must provide UGA student with a paid 15-minute break during work hours, if student is working four or more consecutive hours. The break period is to be preceded and followed by a work period. It cannot be used to cover a late arrival or an early departure. If UGA student works less than four consecutive hours, the student is not entitled to a paid break.
6. May terminate the UGA student's employment during the student's contract period for reasons related to unsatisfactory work performance or for failure to provide verification of medical necessity in case of absences due to illness.

## **Terminations**

Appointment as an undergraduate assistant is contingent upon and subject to the UGA student's satisfactory performance of assigned duties, as determined by the student's faculty/staff mentor, and compliance with UGA requirements. The student's UGA appointment may be terminated before the expiration of the contract under certain conditions:

1. Terminations of appointment for adequate cause may occur due to:
  - a.) Failure to perform reasonable assignments due to incompetence, neglect of duties, or failure to report when scheduled.
  - b.) Unethical conduct (e.g., job-related misconduct; moral turpitude).
  - c.) Failure to maintain eligibility for continuing enrollment and grade point average.
  - d.) Failure to comply with university policy for maximum number of hours allowed to work.
  - e.) Failure to comply with university policy for attending required training.
2. Termination of appointment because of failure to provide verification of medical necessity in case of absences due to illness.
3. Voluntary mutual agreement between the undergraduate assistant and the supervisor.

4. Failure to meet deadlines pertaining to and/or failure to participate in a poster presentation at the Undergraduate Creative Activities and Research Forum held on the SIU Carbondale campus in the spring semester of the UGA position.

Before terminating an undergraduate assistant if the student is providing unsatisfactory work performance, the faculty/staff are required to complete an evaluation of the student; a copy of this form is given to the student and the original is submitted to the CURCA office. The undergraduate assistant should be given adequate opportunity to improve their performance. If the student's performance does not improve, the student may be terminated from the UGA position. Any exceptions may be considered at the discretion of the CURCA director.

### **Undergraduate Assistant Workers' Compensation**

The following policy has been established by the Illinois Department of Central Management Services as part of its Early Intervention Program for Workers' Compensation.

If you are injured on the job, you should:

- Report the injury to your supervisor.
- Call the Injury Reporting Hotline, 800-773-3221 to report your injury and provide information to initiate your claim.

### **Grievance Process**

Any conflict or misunderstanding of undergraduate assistant policies or regulations should be discussed first between the student and the student's immediate supervisor. If the student feels the matter cannot be resolved at that level, the grievance should be presented in writing to the head of the department in which the UGA student is working. If the head of the department is unable to resolve the conflict, the grievance should be taken in writing to the CURCA Office. A complete copy of the grievance procedure is available from Student Employment Services.

### **Office Directory**

#### **Center for Undergraduate Research & Creative Activities Office/ Undergraduate Assistantship Program Office**

Student Services Building  
First Floor, Room 126  
618-453-4433

#### **Accounts Payable**

Miles Hall  
618-453-2253

#### **Payroll**

Miles Hall, First Floor  
618-453-3391

**Financial Aid Office**

Student Services Building

Second Floor

618-453-4334

**Intercollegiate Athletics**

SIU Arena

618-453-5311

**International Students and Scholars Office**

Northwest Annex

B-Wing

618-453-5774

**Non-Resident Alien Tax Compliance Office**

Miles Hall, First Floor

618-453-2253