

Employment Guide

Temporary, On-call and Student Employees

This document guides the process for hiring, changing status and/or terminating individuals in MSU Extension who occupy a temporary, on-call or student (TOCS) position.

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Types of Employment – as defined by Michigan State University

Temporary employment – appointment lasting no more than 9 months, working 20 – 40 hours per week

Temporary employees are defined by employment percent, ranging from 50 – 100% (see definitions below).

- Employment status between 50% - 74% = 20-29 hours per week
- Employment status between 75% - 100% = 30-40 hours per week – **all temporary employees hired at this level will be immediately eligible for benefit coverage under the Affordable Care Act and related costs will apply (approximately \$417 per month, for the entire 9 month appointment).**

Within MSU Extension, individuals may have a maximum of two back-to-back temporary appointments; separated by a minimum of a 7-day break in service. It is possible for an employee to have more than two temporary appointments; however, after the second temporary appointment a full 90-day break in service or working as an on-call for 90 days is required.

After either working as an on-call for 90 days or taking a full 90-day break in service, it is possible to re-hire the employee for another 9-month temporary appointment. However, prior to doing this, the supervisor, Institute Director and MSUE HR must agree and discuss the rationale for appointing the employee into a third temporary appointment.

Temporary employee hours cannot be banked; employees must be paid for all hours worked on the days they were worked.

On-Call employment – able to work a maximum of 19 hours per week

On-call appointments are provided for individuals appointed on a short-term basis, working a maximum of 19 hours per week. On-call hours cannot be banked; employees must be paid for all hours worked on the days they were worked.

Supervisors are responsible for notifying Human Resources when an on-call appointment ends.

For additional information regarding On-call minors (employing an individual under the age of 18), see page 6 of this Employment Guide.

Student employment – able to work a maximum of 29 hours per week. Student hours cannot be banked; employees must be paid for all hours worked on the days they were worked.

A student employee is a part-time employee who is **enrolled** at Michigan State University, **is registered for classes**, and whose primary purpose for being at the University is the achievement of a degree or certification.

The HR/Payroll system strictly enforces student employee work hour policies of **29 hours per week (20 for international students)**, regardless of the number of positions worked and/or graduate assistantships. *For example, if a student works 20 hours Sunday through Wednesday for MSU Stores, that student can only work a maximum of 9 hours Thursday through Saturday for MSU Concessions.* During finals week, semester breaks and during the summer semester, all students are limited to 40 hours per week.

For additional information on Student Summer Employment, see page 10 of this Employment Guide.

Titles for MSUE Temporary, On-calls and Student Employees

Below are the University approved titles and brief descriptions that can be used for temporary, on-call and student employees. When the TOCS Pre-Approval Request form is submitted, a brief description will need to be included of the duties/responsibilities the individual will be performing. Based on the information provided by the supervisor, **MSUE HR will determine the Job Title that best fits**. This information will be communicated back to the requestor at the time of approval.

- **Extension Program Worker** - *provides support similar to an Extension Program Assistant/Associate/Instructor, 4-H Program Coordinator, and/or Extension Nutrition Program Instructor.*
- **Camp/ Conference Aide**- *Performs a variety of duties in support of summer camps and conferences, such as responding to participant concerns, questions and emergencies; maintaining/monitoring camp rules, checking in/out of participants, attending meetings. May involve overnight supervision of participants.*
- **Clerical Aide** - *provides clerical support; responsibilities may include secretarial, receptionist, bookkeeping, information processing, or related clerical tasks.*
- **Coaching Aide**- *Assists in the planning, instruction (coaching), promotion and administration of a sport, game, or athletic program; assists with conditioning of players, skill development, and play techniques.*
- **Events Worker**- *Provides support for concerts, sporting events, outdoor functions and related University special events. Duties may include working at an assigned station in a concession stand; preparing and dispensing refreshments; transporting, maintaining and arranging supplies, equipment and materials; operating a cash drawer; assisting with parking enforcement; acting as an event usher; and similar event related responsibilities.*
- **Technical Aide** - *provides technical support; responsibilities may include computer programming or operations; research support; medical patient care; technical equipment maintenance, repair, fabrication or operation; or other technical support functions.*
- **On-call Minor**- *Provides general support to a department or unit. Incumbents in this classification must be a minor and meet all legal requirements for employment, including restrictions on the type of work to be performed, limits on hours worked, and possession of appropriate documentation.*
- **Professional Aide** - *provides professional support. Responsibilities may include general business, science, medical, agricultural or other professional support functions.*
- **Labor Aide** - *provides food service, custodial, general labor or maintenance support for department's located off-campus.*
- **Lifeguard**: *Maintains concentrated observation within and around swimming facilities; supervises the use of safety-related swimming equipment; provides rescue and administers aid to swimmers in distress.*
- **For a full list of all MSU Temporary and On-call employee job titles and related pay, go to:**
<https://www.hr.msu.edu/ua/promotion/support-staff/on-call-temp-title-list.html>
- **For a full list of all Student job titles and related pay, go to:**
<https://www.hr.msu.edu/ua/hiring/documents/StudentJobDescriptions.pdf>

*These links are being provided as a reference, MSUE HR will determine the actual student title based on the description of work (which is provided on the TOCS Pre-Approval form).

Steps Required to Fill / Request a Position

Employment may not start until all of these steps are complete:

- 1) The completed TOCS Pre-Approval Request Form is submitted and approved**
- 2) All hire paperwork (hire form, background check, Electronic I-9) is complete**
- 3) You have received an email notification from MSUE HR that it is ok for employment to begin.**

The steps below should be used when hiring a new employee or rehiring an employee that has previously worked for MSU and/or MSUE.

1. **TOCS Pre-Approval Request Form** – must be completed for any new hire or rehire
 - a. Four (4) weeks prior to the anticipated start date for an individual you must complete the **TOCS Pre-Approval Request form**. Within the form, there is a direct submit icon which will allow you to electronically submit the request. Or, it may be emailed to **TOC_StudentInbox@anr.msu.edu**, for approval.
 - b. After the completed form is received, approval of the Institute Director, District Coordinator, Fiscal Officer and Human Resources will be obtained (these approvals will be obtained on campus once the form is received, you do not need to obtain these prior to sending the form).
 - c. Once a decision (approval or denial) has been reached, you will be notified by MSUE HR if you are able to move forward with the hire/filling of the vacancy. MSUE HR will return the TOCS Pre-Approval Request form, via email, which will also include a job reference number and the Job Title for the position. The **job reference number and job title MUST be included on the TOCS Hire Form** (see #2 below).

2. **TOCS Hire Form** – must be completed for any new hire or rehire

Once you've received approval from MSUE HR, you may move forward with filling the vacancy. Then, you will need to provide the completed **TOCS Hire Form** and all necessary employment paperwork at least **three (3) weeks prior to the start date.**

- a. **TOC_Student Hire Form**
 - i. Complete entire form (incomplete forms will not be processed and may delay the start date of the employee)
 - ii. Included on the form must be the **Job Reference Number** and the **Job Title** (these are provided from MSUE HR at the time you receive approval for the position).

- iii. The form must be signed by the new employee as well as the supervisor (the signed copy of the form must be returned with the other hire documents).
- b. **Supporting Documents:** Complete/obtain all other required paperwork/documents that must be submitted with the Hire Form. These include:
 - i. An Electronic I-9; this must be completed online. Electronic I-9 instructions can be found on the MSUE HR site:
http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms
 - 1. Supporting documentation will only need to be uploaded into the I-9 system by an I-9 verifier if the employee is being hired into the Health and Nutrition Institute (org code 10058946).
 - ii. A background check will be sent to the employee's email address once the hire form is received.
 - 1. If the employee would prefer to sign an authorization form, it can be found here:
https://www.hr.msu.edu/employment/documents/HireRightDisclosureandConsentForm_ALL.pdf. This must be sent back to MSUE HR for the background check to be completed.
- c. Please send the completed **TOCS Hire Form** at least **three (3) weeks PRIOR to the date of employment**. The documents can be sent by fax (517-432-4986) or email:
toc_studentinbox@anr.msu.edu
 - a. If hire form is emailed, please omit employee's Social Security Number (this can be obtained from the I-9 system).
 - b. Additional documents are required for hiring on-call minors (anyone under the age of 18), please see page 6 for further information.

***** Please note, hiring documents no longer need to be mailed directly to the MSUE HR office.**

- d. After the new hire paperwork has been processed and the background check is complete, you will receive an email from MSUE HR informing you that the individual may begin employment. The new employee will also receive information from MSUE HR concerning their new employment.

On-call Minor Employment

The steps below apply when hiring an individual under the age of 18. The TOCS Pre-Approval Request Form must be completed, submitted and approved prior to completing any of the steps below.

Steps to employ an On-call Minor:

1. Applicant must obtain Work Permit from his/her high school. Below outlines who is responsible for completing each part/section of the work permit.
 - Part I – completed by employing department (Supervisor, District Support, etc.)
 - Part II – completed by the student/applicant
 - Part III – completed by the minor’s school

State of Michigan Work Permit Information:

http://www.michigan.gov/mde/0,4615,7-140-6530_2629_59590---,00.html

2. Applicant takes the following forms to their parent or legal guardian for completion and signature:
 - Permission for Medical Treatment of a Minor (Parent Consent form):
<https://www.hr.msu.edu/policies-procedures/university-wide/documents/ModelMedicalTreatmentAuthorizationForm.pdf>
 - Background Screen request form :
http://od.msue.msu.edu/uploads/files/Human_Resources/Recruiting/TOCS/Background_for_m_for_minors.pdf
3. Applicant completes the TOCS Hire Form; see page 4 of this Employment Guide for additional information.
4. Applicant returns items listed below to the hiring supervisor. The hiring supervisor will check these for completeness and accuracy and send these documents to MSUE HR (see step #6 below).
 - Completed Work Permit (step #1 above)
 - Permission for Medical Treatment of a Minor (step #2 above)
 - Background Screen request form (step #2 above)
 - TOCS Hire form (see page 4)
5. Applicant completes the Electronic I-9 with the hiring supervisor

The parent or legal guardian may need to complete the I-9 form, based on the criteria below. This information can also be found on the HR web page under MSUE Hiring Procedures/Forms (http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms)

- If an employee is under 18 and is able to produce proof of identity as defined in column B on the last page of the I-9 form, the employee can complete the I-9 themselves without parent/legal guardian.
- If a minor (individual under 18) is not able to produce an identity document, a parent or legal guardian is able to establish identity for the minor by completing Section 1 of the form, filling in "Minor Under Age 18" in the Signature of Employee line and completing the Preparer/Translator Certification (see sample below).

Signature of Employee: <i>Individual Under Age 18</i>		Date (mm/dd/yyyy): 06/30/2013	
Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)			
I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.			
Signature of Preparer or Translator: <i>Bill Doe</i>		Date (mm/dd/yyyy): 06/30/2013	
Last Name (Family Name) Doe		First Name (Given Name) Bill	
Address (Street Number and Name) 123 Minor Street	City or Town Washington	State DC	Zip Code 20000

- In either case the employee is still required to produce authorization to work documents as defined in column C (see example below).

Initial from Section 1: Doe, Susan B

OR	List B Identity	AND	List C Employment Authorization
	Document Title: <i>Individual under age 18</i>		Document Title: <i>Social Security Card</i>
	Issuing Authority:		Issuing Authority: <i>SSA</i>
	Document Number:		Document Number: <i>00000000</i>
	Expiration Date (if any):		Expiration Date (if any)(mm/dd/yyyy): <i>N/A</i>

In Section 2 the employer enters information for List B as seen here.

- The hiring supervisor sends the following (completed) documents to MSUE HR:
 - Completed Work Permit
 - Permission for Medical Treatment of a Minor form
 - TOC Student Hire Form

****An on-call minor may not begin working until their work permit is completed/signed by their school and the original work permit is given to MSUE Human Resources and approved.**

Change of Status Guidelines & Process

Definition: an employment change to a current / active employee.

Change of Status Types:

1. **Employment Type Change** (temp to on-call or vice versa)
 - An individual may move from temporary to on-call status, once, without requiring a break in service¹.
 - An individual may move from on-call to temporary, once, without requiring a break in service (except as noted below ²); however, when that individual hits nine months (aggregate), then the break in service will be required.
 - An individual may not have more than two back-to-back 9 month temporary appointments without a 90 day break in service or moving to on call for 90 days.
 - ¹A break in service is defined as seven consecutive days not employed by MSU.
 - ²An individual may not move from temporary to on-call and back to temporary (or vice versa) without a 90 day break in service.
2. **Employment Percent Change** (increase or decrease of employment percent/hours worked per week)
3. **Pay Rate Change**
4. **Supervisor Change**

Form: TOCS Change of Status form

Location of Form: MSUE HR web page:

http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms

Submission information: Change of Status forms must be submitted **two weeks prior** to the change effective date.

Funding and Account Number Changes

Definition: Any change to an active employee's funding. This includes account number changes, changes to a grant account end date or percentages associated with those account(s)/grant(s).

Form: Funding/Account Number Change Request Form

Location of Form: MSUE HR web page:

http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms

Submission information: Funding changes should be submitted as soon as you are aware of the change, but no less than seven days prior to the effective date of change.

While retroactive funding changes may be made, these cannot be more than four weeks in arrears.

Once the form is complete, it needs to be emailed to **TOC_StudentInbox@anr.msu.edu**.

Termination Process

Definition: Any separation in employment – resignation, involuntary termination, student employee graduated, etc. (note: on-call employees that have not worked for 2 years (720 days) will automatically be terminated).

Form: There is not a form for this process, see the submission information below for instructions.

Submission information: As soon as an employee resigns, please email a copy of the resignation letter or resignation email to **TOC_StudentInbox@anr.msu.edu**. The resignation letter must include the last day worked.

If the employee is being terminated for reasons other than resignation, the supervisor should email the **TOC_StudentInbox@anr.msu.edu**, with any information regarding reason for termination as well as the employees last day worked.

* It is optional for the employee to complete the **MSUE Separation Checklist** and **Exit Interview Template**. Both of these documents can be found on the HR web page, under **Separation from Employment**: http://od.msue.msu.edu/human_resources/separation_from_employment.

Student Employment

General Student Employment

For information on hiring student employees during the Fall or Spring semesters, please follow the **Steps Required to Fill / Request a Position**, located on page 4 of this Employment Guide. For information on hiring student during the Summer semesters, please see below.

Summer Employment Guidelines

If an individual does not meet the criteria below, they will need to be appointed as an on-call or temporary type employee.

Criteria to work as a “student employee” during the summer semesters:

- An individual may be considered a student employee if s/he has been assigned a student number, has attended AOP (Academic Orientation Program), and/or has been admitted/readmitted for fall semester, and is enrolled for summer or fall semester classes.
 - Please note, if the student falls below the minimum enrollment requirements, fringe will be charged.
- A student hired for summer semester cannot begin working until the semester officially starts if s/he was not enrolled spring semester, or, if a new student, until they have gone through AOP and have signed up for fall classes.
- Students who are to continue working during the summer in the same job they held spring semester do not need to be reprocessed for employment.
- A student who graduates or is not returning to classes Summer or Fall Semester may stay on Student Employee payroll until the second week of June (please contact MSUE HR for the exact date).
- A student employed on the Graduate Assistant and Student payrolls may not exceed 40 hours a week for all students including international students on the combined payrolls.

Internships

What is an Internship?

Internships are challenging work opportunities related to your major or intended career that force you to reflect and integrate your college learning in the professional world.

More significant is the skills advantage interns develop through their experience. Quality internships focus on the critical skills new professionals need to be competitive in the workplace such as risk-taking, leadership, cooperation, critical thinking, and problem solving. Exactly what employers value most.

Internships come in many shapes and sizes. They also vary a lot between career fields and employers. Internships can be paid or unpaid, for-credit or not-for-credit, part-time or full-time, and they can be done at any time during the year, not just in the summer. Some academic programs, like engineering, offer cooperative education placements (co-ops) which are special partnerships between a student, an employer, and a college or university.

Students can apply for internships on the [Career Services Network- Handshake login](#).

An internship provides MSU students with:

- Practical experience
- Professional mentoring and training
- Enhanced skills needed after graduation

For a position to be eligible for an internship at MSU:

- The intern must be an MSU student
- Internship must be a minimum of 6 weeks in length
- Position offers professional development and adds value to the organization

Responsibilities of the Supervisor

- Provide a meaningful experience
- Provide proper supervision
- Complete the Learning Agreement with the student intern
- Complete two evaluations (mid & final internship supervisor evaluations)
- Regular communication with intern regarding their performance
- Internships can be paid or unpaid

Required Forms

The internship program has specific forms that are required for an internship to be officially recognized through the program.

Learning Agreement - The Learning Agreement must be completed by the internship supervisor and the student intern and forwarded to MSUE HR at TOC_StudentInbox@anr.msu.edu, within the first week of a student's internship start date.

Mid- and Final Evaluation Forms are completed by both the student and the internship supervisor. Intern and supervisor review their forms together and copies of each are sent to MSUE HR at TOC_StudentInbox@anr.msu.edu.

Internship form links:

- [Learning Agreement](#)
- [Mid Internship Evaluation - Supervisor](#)
- [Mid Internship Evaluation - Student](#)
- [Final Internship Evaluation - Supervisor](#)
- [Final Internship Evaluation - Student](#)

How do I process a student internship?

When you're ready to appoint a student through the internship program, please start by following the **Steps Required to Fill / Request a Position**, located on page 4 of this Employment Guide.

Work Study

General questions about Student Work-Study should be directed to MSUE HR. The information below is specific to Student Employment.

Student Eligibility for Work-Study

A student who can demonstrate financial need and has qualified through the Office of Financial Aid may be eligible for federal or state aid programs. Under the [Work-Study Program](#), the student is granted a specific allotment of money to be earned in a job while attending the University. Federal work-study pays 50% of the student's gross earnings until they have exhausted their full work-study award. Any earnings that exceed their work-study award are charged 100% to the hiring department. It is important to note that the program is designed to create additional employment opportunities for students. Work-Study students may not work more than 29 hours per week for Work-Study reimbursement during the academic year or summer semester. During periods between semesters and finals week, they may work up to 40 hours per week; however, departments will only be reimbursed for the first 29 hours worked per week.

- Work-Study students must maintain the following enrollment minimums during the academic year:
 - Undergraduates: 6 credits per semester
 - Masters: 5 credits per semester
 - PhD: 3 credits per semester

- Work-Study Earnings Limit

The amount the student can earn on the Work-Study Program is limited to the amount of the Work-Study award for the academic year or summer semester period. The student can continue employment after exhausting the Work-Study award amount for the aid period provided the employer is willing to pay 100% of the student's earnings. These additional earnings will not jeopardize the student's current financial aid award.

- Due to federal regulations, work-study students can only be hired as hourly employees.

Handshake

What is Handshake?

[Handshake](#) is the place where students, career centers, and recruiters come to meet, talk, and share opportunities. It is the leading early talent platform to 475+ colleges and universities across the nation. Handshake allows for student internships, summer jobs, on-campus student employment, and work study.

How does it work?

Handshake allows employers to post positions and recruit for employees. It also allows students to create a profile and apply for positions.

How do I as a supervisor make a profile?

Create an employer profile using your email address. You can request to join the MSU Extension Human Resources profile. If you request access, you'll be added as a staff member and you'll be able to post jobs, events, and view upcoming career fairs at different Universities across the United States. You may post jobs at all of the Universities you're connected to, or you may limit your job posting to MSU.

Can I set preferences?

Yes, you are able to set preferences to ensure qualified candidates are applying to your posting. You are able to filter by:

- graduation date
- school years
- minimum GPA
- major

Can I search for a student without posting a position?

Yes, you can search for students that will fit your preferences and you have the ability to directly message students to see if they will be interested in working.

For more information regarding Handshake, a power point presentation is available on the OD website http://www.canr.msu.edu/od/human_resources/Handshake.pdf. Please also feel free to reach out to our office with any questions @ TOC_StudentInbox@anr.msu.edu

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