

THE STATE UNIVERSITY OF NEW JERSEY

# Student Employment Guide 2022-2023

RUTGERS



# About This Guide

## A Message From the Dean:

To all new student employees, welcome and congratulations. You should feel proud that you have been chosen to play an important role in our future success. This is an exciting and challenging place to work – which is why we chose *you* to work here. To all of the Bloustein supervisors, remember to hold high standards, express confidence, and celebrate our students' achievements. You are teaching and inspiring our future leaders.

This guide includes tools that will help you along your journey. Specifically, these tools will help you foster a positive, productive, and educational work environment. Remember: you are the face and voice of Bloustein. You reflect who we are and what we stand for. Thank you for all your previous hard work and valuable future contributions.

Best wishes,

A handwritten signature in black ink, appearing to read "Stuart Shapiro".

Stuart Shapiro, Professor and Interim Dean

## This Guide Will Help ...

<i>Student Employees</i>	<i>Supervisors</i>
<ul style="list-style-type: none"><li>• Adjust to your new job</li><li>• Acclimate to your new work environment</li><li>• Build a strong partnership with your supervisor</li><li>• Understand your work responsibilities</li><li>• Understand and meet your supervisor's expectations</li><li>• Become more successful in your new job</li></ul>	<ul style="list-style-type: none"><li>• Build strong partnerships with your employees</li><li>• Orient employees to their new job</li><li>• Orient employees to their new work environment</li><li>• Clarify your work expectations</li><li>• Clarify employee's job responsibilities</li><li>• Create a positive, productive, and challenging work environment</li></ul>



# Supervisor's Checklist

<b>Before Student Arrives</b>	<b>First Day/First Week</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Notify your team that the student is starting</li><li><input type="checkbox"/> Gather orientation materials (keys, job description, email/phone information, etc.)</li><li><input type="checkbox"/> Call to welcome student</li><li><input type="checkbox"/> Send letter explaining first-day logistics (parking, office location, directions, work hours, dress code, etc.)</li><li><input type="checkbox"/> Mail student a copy of this guide</li><li><input type="checkbox"/> Ask a colleague to serve as mentor and prepare him/her</li><li><input type="checkbox"/> Plan/prepare interesting tasks for first day</li><li><input type="checkbox"/> Ensure student's work area is neat and organized</li><li><input type="checkbox"/> Develop the student's training plan</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Strive to make a positive first impression</li><li><input type="checkbox"/> Introduce student to your colleagues and hold a team meeting</li><li><input type="checkbox"/> Show where the student will be working and explain logistics (computer / telephone usage, restrooms, parking, safety, etc.)</li><li><input type="checkbox"/> Ensure paperwork is completed</li><li><input type="checkbox"/> Review job description, key responsibilities, your expectations, and policies/rules</li><li><input type="checkbox"/> Explain how employee's job fits into the "big picture"</li><li><input type="checkbox"/> Discuss student's training plan</li><li><input type="checkbox"/> Invite questions (emphasize availability to answer questions at any time)</li><li><input type="checkbox"/> Link student with designated mentor</li></ul>
<b>First 30-90 Days</b>	<b>On An Ongoing Basis</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Touch base with student on a regular basis – formally and informally</li><li><input type="checkbox"/> Have one-on-one meetings with the student</li><li><input type="checkbox"/> Revisit job description, performance standards, and expectations</li><li><input type="checkbox"/> Share team/departmental goals</li><li><input type="checkbox"/> Invite questions/address concerns</li><li><input type="checkbox"/> Actively learn more about the student – style, abilities, motivations, interests, and likes/dislikes</li><li><input type="checkbox"/> Give feedback and guidance</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Touch base with student on a regular basis – formally and informally</li><li><input type="checkbox"/> Give feedback and guidance</li><li><input type="checkbox"/> Revisit job description, performance standards, and expectations</li><li><input type="checkbox"/> Invite questions/address concerns</li><li><input type="checkbox"/> Adapt job to individual's style, abilities, and motivations</li><li><input type="checkbox"/> Provide variety and challenge to student's work in order to make the job meaningful</li></ul>



# Student Employee's Checklist

<b>Before You Arrive</b>	<b>First Day/First Week</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Learn more about the Bloustein School and your new job at <a href="http://policy.rutgers.edu/">http://policy.rutgers.edu/</a></li><li><input type="checkbox"/> Review this guide</li><li><input type="checkbox"/> List any questions you have about your job that you can ask your supervisor</li><li><input type="checkbox"/> Find out first-day logistics (parking, office location, directions, work hours, dress code, etc.)</li><li><input type="checkbox"/> Set goals of what you want to accomplish for yourself and the organization in your new job</li><li><input type="checkbox"/> Plan your travel route to work – give yourself extra time to get to work</li><li><input type="checkbox"/> Be on time and project a positive attitude</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Strive to make a positive first impression</li><li><input type="checkbox"/> Introduce yourself to your new colleagues</li><li><input type="checkbox"/> Observe, study, and learn how things are done before making suggestions</li><li><input type="checkbox"/> Ask your supervisor to show you your workspace and explain logistics: work hours, computer / telephone usage, restrooms, parking, email, safety, etc.)</li><li><input type="checkbox"/> Complete necessary paperwork</li><li><input type="checkbox"/> Review job description, responsibilities, expectations, and policies/rules</li><li><input type="checkbox"/> Ask any questions you have about your job</li><li><input type="checkbox"/> Ask how your job fits into the “big picture”</li></ul>
<b>First 30-90 Days</b>	<b>On An Ongoing Basis</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Touch base with your supervisor on a regular basis – formally and informally</li><li><input type="checkbox"/> Have one-on-one meetings with your supervisor</li><li><input type="checkbox"/> Set realistic, but challenging, goals with your supervisor</li><li><input type="checkbox"/> Revisit job description, performance standards, and your supervisor’s expectations – ask if you’re meeting them</li><li><input type="checkbox"/> Ask about team/departmental goals</li><li><input type="checkbox"/> Actively learn more about your supervisor and colleagues (likes/dislikes and interests)</li><li><input type="checkbox"/> Ask for feedback and guidance</li><li><input type="checkbox"/> Let your supervisor know what your interests are and the skills you would like to build</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Ask for help and support</li><li><input type="checkbox"/> Demonstrate your seriousness and commitment to high quality work</li><li><input type="checkbox"/> Routinely update your supervisor on your progress</li><li><input type="checkbox"/> Continually inquire about your performance and if its meeting expectations</li><li><input type="checkbox"/> Maintain a positive attitude and open mind</li></ul>



# Expectations

Student Employees	Supervisors
<ul style="list-style-type: none"><li>• <b>Be courteous.</b> Demonstrate a strong sense of congeniality to your supervisor, colleagues and clients/customers.</li><li>• <b>Be ethical.</b> Be honest and demonstrate integrity at all times. Do the right thing even when no one's looking.</li><li>• <b>Be responsible.</b> Always complete assignments on time and to the best of your abilities. Routinely let your supervisor know how you're doing.</li><li>• <b>Be knowledgeable.</b> Become an expert about your job. If you don't know the answer, know where to find it.</li><li>• <b>Be accurate.</b> Always give complete and accurate information. Check with others if you are unsure if something is correct.</li><li>• <b>Be punctual.</b> Report to work on time – every time. Punctuality is a means of expressing commitment and respect to colleagues and those who use your department's services.</li><li>• <b>Be accountable.</b> Perform duties and responsibilities to the best of your abilities. Strive for excellence and take pride in your work.</li><li>• <b>Be proactive.</b> Take the initiative to share observations and insights.</li></ul>	<ul style="list-style-type: none"><li>• <b>Be welcoming.</b> Make students feel part of the team.</li><li>• <b>Be clear.</b> Communicate your standards and expectations explicitly and on a regular basis.</li><li>• <b>Be open.</b> Encourage questions and invite new ideas.</li><li>• <b>Be a coach.</b> Don't assume students know how they're doing. Always check-in and provide feedback.</li><li>• <b>Be appreciative.</b> When you see a student doing a great job, say so. Students want to feel appreciated.</li><li>• <b>Be supportive.</b> Coach, train, and motivate students to do their best.</li><li>• <b>Be flexible.</b> Understand that student employees are students first. Hold high standards, but be flexible in accommodating academic priorities.</li><li>• <b>Be a mentor.</b> Teach your students how to be successful in a work environment. Teach perseverance, goal setting, time management, interpersonal skills, and how to handle difficult situations.</li><li>• <b>Be a role model.</b> Model the behaviors you want to see in your students.</li></ul>



# Policies

## PAY

- The Bloustein School has an established school pay scale (see Appendix 1) for hourly students. The TA/GA contract governs pay for TAs and GAs. Pay periods are set by the university's payroll office (see Appendix 2).
- Paychecks are electronic and via direct deposit. Using your NetID and password, visit <http://my.rutgers.edu/>. Choose the employee self-service tab and you will find the links to your personnel, payroll and compensation information. Please contact Bloustein HR with any questions ([hr\\_admin@ejb.rutgers.edu](mailto:hr_admin@ejb.rutgers.edu))
- For TAs and GAs: award letters, aid status, tuition remission, or benefit information can be obtained from Steve Weston ([sdweston@rutgers.edu](mailto:sdweston@rutgers.edu)).

## HOURS AND ATTENDANCE

### TAs/GAs

- TA/GA hours range from 7.5 to 15 per semester depending upon appointment. A standard 15 hour a week TA should average 15 hours per week for 15 weeks during a semester, for a **total of 225 hours**. For a 7.5 hour TA/GA, the totals are half that (**112.5**).
- Student cannot be required by a supervisor to work more than hours established by appointment. However, the student may do so in consultation with the supervisor, provided the total number of hours worked by a student **does not exceed the maximum per semester (ex. 225, 112.5)**.
- Additional work for extra pay should be limited to times between semesters and during the summer. Requests for additional work during a semester need approval by Assistant Dean Steve Weston.

### Hourly Employees (including Hourly Graders)

- Number of hours per week/semester is set by employer and agreed upon in advance.
- Students cannot work more than 20 hours per week when classes are in session; maximum 40 hours per week during winter, spring and summer breaks.
- Time sheets are obtained from the Bloustein School Business Office and must be approved by student's supervisor prior to being submitted to [timesheets@ejb.rutgers.edu](mailto:timesheets@ejb.rutgers.edu) following the payroll schedule

## TIME OFF, VACATION, BREAKS

- Planned time off should be discussed and agreed upon in advance between student and supervisor.
- Official breaks include **days in which the university is closed and winter and spring breaks**.

## ABSENCES DUE TO ILLNESS OR EMERGENCIES

- Report absences as soon as possible to supervisor or program/center assistant.
- Discuss upon return whether the time or work should be made up.

## WORKSPACE, STUDYING

- Student workspace is school space and is most likely shared with others. Therefore, personal belongings, decorations, etc., should be kept to a minimum.
- Spending time in this space is meant for students that are paid with expectations that work be performed. Studying and completing coursework should be done on one's own time and location.

## USE OF TELEPHONE, COMPUTER, OTHER EQUIPMENT

- Equipment at a student assigned workspace is dedicated to be used for work either by the student solely or shared with other student employees. It should not be used for personal work or studying.
- Cell phones should be used with consideration given to others in the shared workspace and offices.

## APPROPRIATE WORK ATTIRE

- Appropriate work attire should be discussed between supervisor and student, especially if the work involves field work or contact with external constituents.

## HARRASSMENT AND ETHICS

The university's harassment and ethics policies are available on the university's Web sites: <https://sexualharassment.rutgers.edu/>; <https://uec.rutgers.edu/>



# Job Description

Title:	
Department:	
Supervisor:	

Qualifications:

Purpose:

Expectations:

Responsibilities:

Outcomes:

Compensation:	
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*\*Remember to include tuition remission (fall, winter, spring, and/or summer semesters), benefits, and all other compensation.*



# 30 – 60 Day Performance Evaluation

Name:	
Title:	
Department:	
Supervisor:	

<i>Responsibilities &amp; Expectations:</i>	<i>Below Expectations</i>			<i>Exceeds Expectations</i>	
	1	2	3	4	5
1.	1	2	3	4	5
2.	1	2	3	4	5
3.	1	2	3	4	5
4.	1	2	3	4	5
5.	1	2	3	4	5
6.	1	2	3	4	5
7. OVERALL RATING	1	2	3	4	5

Strengths:
Improvement Areas:

<b>Supervisor:</b> I have discussed this evaluation with the student and allowed him/her to make any additional comments on a separate page.	_____ <i>Supervisor's Signature</i>	_____ <i>Date</i>
<b>Student Employee:</b> I have discussed this evaluation with my supervisor. My signature does not indicate agreement or disagreement with this evaluation.	_____ <i>Student Employee's Signature</i>	_____ <i>Date</i>

**Completed form should be held with the unit that is doing the hiring.**



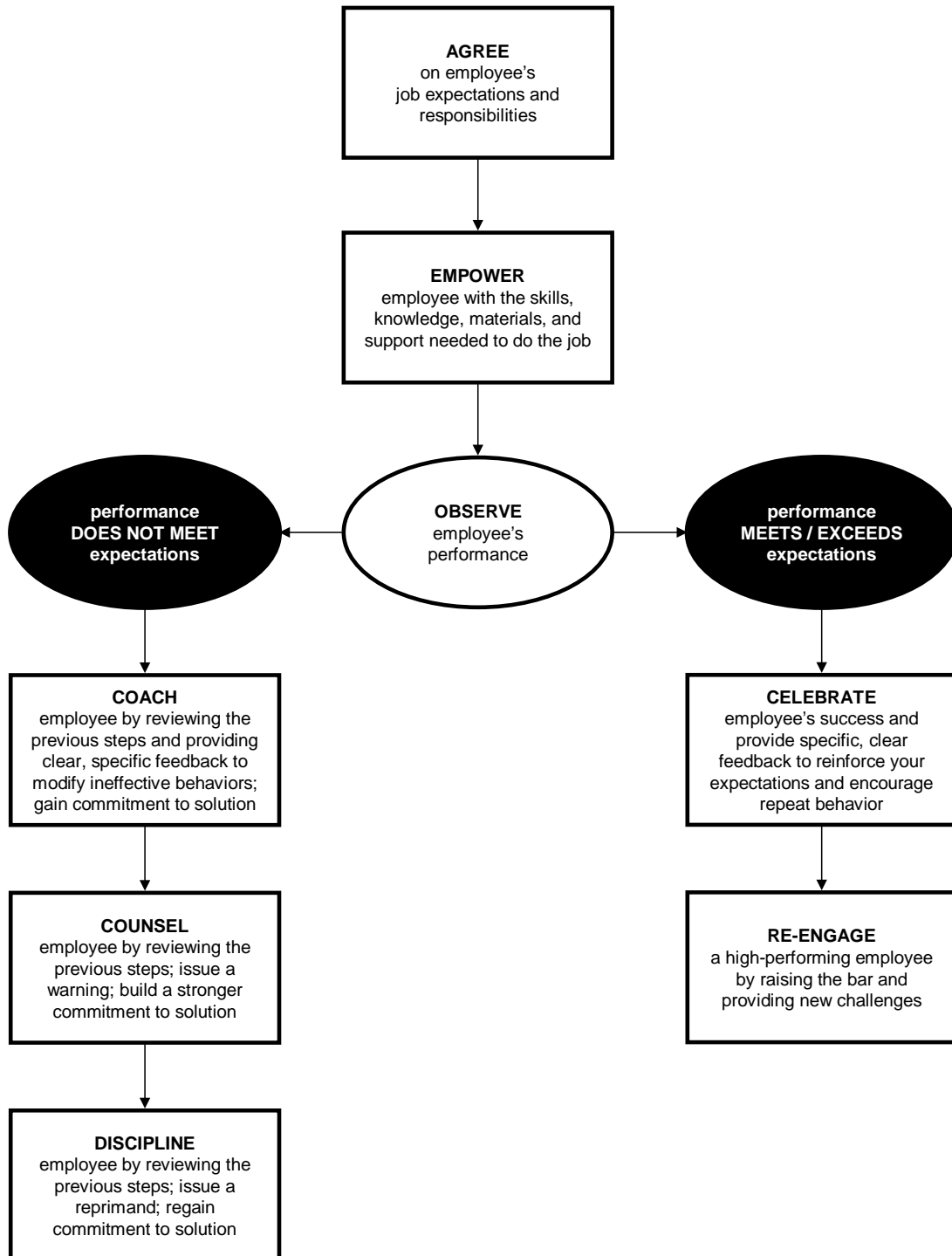


# Office Contact List

<hr/> Name <hr/> Title <hr/> Email / Phone		
<hr/> Name <hr/> Title <hr/> Email / Phone	<hr/> Name <hr/> Title <hr/> Email / Phone	<hr/> Name <hr/> Title <hr/> Email / Phone
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<hr/> Name <hr/> Title <hr/> Email / Phone	<hr/> Name <hr/> Title <hr/> Email / Phone	<hr/> Name <hr/> Title <hr/> Email / Phone



# Supervising Model





# Exit Interview

This form should be completed by student employees upon the completion of their employment.

What did you like about your job?
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What did you dislike about your job?
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What can we do to improve this job for future student employees?
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Other comments:
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Supervisor:	
Department:	
Student (optional):	

**Completed form should be held with the unit that is doing the hiring.**



# Training Resources

**New Brunswick Computing Services**  
<https://it.rutgers.edu/new-brunswick/>

Offers free hands-on computer training workshops for all faculty, staff and students.

**Linked-In Learning**  
<https://it.rutgers.edu/linkedin-learning/>

Offers fee and free programs to the general public focused on developing and strengthening managerial skills.

**Teaching Excellence Center**  
<http://teachx.rutgers.edu>

Offers free workshops and seminars (primarily focused on computer skills) throughout the year for all faculty and staff.

**Campus Student Employees Career Community**  
<https://careers.rutgers.edu/campus-student-employees>

Offers career development and targeted workshops for Student Employees of Rutgers.

**Edward J. Bloustein School of Planning and Public Policy****Academic Year 2022-23****Salary Scale for Students****Undergraduate Students:**

New or limited experience in area	\$12.50 to \$13.75 per hour
Significant experience/skills	\$14.00 to \$15.25 per hour

**Master's Students:**

New or no experience in area	\$15.50 to \$17.50 per hour
One semester or limited experience/skills	\$17.75 to \$19.50 per hour
Second Year or significant experience/skills	\$19.75 to \$21.00 per hour

**Ph.D. Students:**

New or no experience in area	\$18.75 to \$20.50 per hour
One semester or limited experience/skills	\$20.75 to \$23.00 per hour
Second Year or significant experience/skills	\$23.25 to \$24.50 per hour

\* Note: Payment of a student at a rate above scale must be approved by The Dean's Office. See Steve Weston [sdweston@rutgers.edu](mailto:sdweston@rutgers.edu) for details.

## Payroll Submission Procedures

Timesheets should be submitted to [timesheets@ejb.rutgers.edu](mailto:timesheets@ejb.rutgers.edu) with your supervisors' approval according to the payroll schedule. Please follow week ending dates listed on the schedule when filling in your timesheet. Weeks begin Saturday and end on Friday.

If you are a full time student (class 5) or casual hourly (class 4) employee, you will follow the HOURLY schedule. If you are a TA or GA submitting extra hours you will follow the SALARY schedule.

All timesheets must be signed by your supervisor or approved by email before being submitted to the Business Office for processing. Please refer to the payroll schedule for timesheet submission dates.

Time sheets turned in after the cutoff will not be processed until the following pay period. Time sheets should not be held for more than one pay period!

Please be sure to include the following information on all time sheets:

- fill in cell E7 with the first Saturday of the pay period to populate the other dates
- daily in/out times must be entered as 9:00 am
- total hours worked will calculate automatically
- description of work
- account/project to be charged
- supervisors original signature in the certification area

### DIRECT DEPOSIT -

We strongly recommend that you enroll in the payroll direct deposit program. To enroll, sign in (on or after your official hire date) to the [myRutgers portal](#) using your NetID and Password and navigate to the Employee Self Service tab under Payroll and Compensation on the left-hand side, you'll see Direct Deposit.

### If You Choose to Receive Paper Paychecks

Your check will be mailed to the home address that is on file. Your current residence, or physical location, should match your home address. For example, if you are on campus, but your home address is on file, then your paycheck will be mailed to your home address, not your campus address. To avoid this, you will need to change your home address on file or enroll in direct deposit.

To review and update your home address, if necessary.

- o Sign in to the [myRutgers portal](#) and navigate to My Dashboard tab à Name/Photo Tile à Personal Information icon Home/Mailing Addresses à Home Address.