

## **PROGRAM BASICS**

The Student Contract Program, administered by Career Services, allows students to be employed in Internship positions with local companies. Under this program students are placed on the University's payroll as student employees while working off-site at the company locations. Students who participate in the contract program are attending school full-time and are eligible to work up to 20 hours per week while attending classes and 40 hours per week when not attending classes.

## **GETTING STARTED**

A Company can establish itself as an active contract employer by submitting a purchase order and providing a primary contact name, address, and phone number.

## **STUDENT ELIGIBILITY**

Undergrad students registered for 6 credit hours and grad students registered for 3 credit hours, who maintain at least a 2.0 GPA, are eligible to work up to 20 hours per week while attending classes and 40 hours per week when not attending classes. International students must be registered full-time according to INS rules and Regulations.

Jobs are offered to students at all levels and are determined by the needs of the company hiring.

## **COMPANY BENEFITS**

The University completes all the paperwork for the hiring process. UD provides Worker's Compensation and general liability insurance for student employees. Students are provided university time cards and are responsible for keeping their own time records. The time cards are approved and signed by the student's supervisor.

## **STUDENT PAY RATES**

Some contract employers have a set pay rate for all student employees, some use a pay scale based on grade level, and others choose to set a rate for each student individually. It is up to each individual company.

## **UNIVERSITY FEES**

The company is invoiced on the 25th of each month for hours worked during the previous month plus a \$2.00 per hour administration fee. Payment is made directly to the Bursar's office per instructions on the invoice.

## **THE COMPANY'S ROLE**

- ♦ The company will issue, for approval, a purchase order to the University as well as appropriate invoicing rates, primary contact and any other important information.
- ♦ The company will post a complete, written job description for each position in Hire a Flyer.
- ♦ The company and Career Services will work to fill the position.
- ♦ The company will interview and select the candidate for the open position.
- ♦ The company will notify Career Services when:
  - ♦ A student is hired.
  - ♦ A student is dismissed or leaves his/her position.
  - ♦ A student will be receiving a pay increase.
  - ♦ Any problems occur between the company and the student.

The company will instruct a newly hired Student to make an appointment with Career Services to **complete all hiring paperwork before beginning work.**

## **THE SUPERVISOR'S ROLE**

The supervisor should discuss with the student the assignment and performance expectations on the student's first day of work.

Introduce the student to all members of his/her group, with emphasis on "key players".

Explain office policies on work hours, lunch and break periods, and, if appropriate and not previously covered when the student is hired.

Make the student feel welcome in the group and assure him/her that you and your entire staff will do their utmost to make this experience as productive and mutually beneficial as possible. Encourage the student to utilize your "open door" and to bring in any questions, problems, or concerns that he/she may encounter.

Discuss, at least in general terms, the work that you plan to have the student perform and, if someone other than yourself, the person who will assign and review the work and supervise the student.

**The supervisor is responsible to check the hours worked and make a copy of each student's time card before it is turned in to Career Services.**

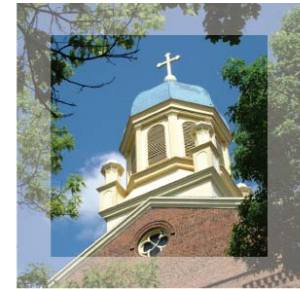
Designate an alternate person to sign the University timecard if the supervisor is out of the office and ensure the alternate is aware of the procedure (copies required, etc).

## THE UNIVERSITY'S ROLE

- ◆ The University will approve the purchase order and set up a payroll account for the company.
- ◆ The University will provide the company with a Hire a Flyer account as well as instructions and assistance in posting the position.
- ◆ The University will complete W-4 forms and all other paperwork necessary for employment of the Student.
- ◆ The University will issue timecards, pay schedules and instructions to the students
- ◆ The University will provide general liability insurance as well as Workers Compensation coverage for the Student. An updated copy of our Workers Compensation Certificate will be provided to each employer once per year.
- ◆ The University will collect time cards, compute and issue pay checks to the students.
- ◆ The University will submit an invoice to the company each month detailing student hours worked plus the administration fee. Copies of student time cards will be included with each invoice.

## THE STUDENT'S ROLE

- ◆ The student will complete all necessary hiring paperwork for the University prior to starting work.
- ◆ Student must maintain a 2.0 GPA.
- ◆ The student must maintain a satisfactory work performance record and be prepared to comply with all rules set down by the company including dress codes, break schedules, reporting to work on time, etc.
- ◆ The student will work with the company to produce a work schedule satisfactory to both.
- ◆ The student will give the company sufficient notice of desire to terminate their position, generally two weeks.
- ◆ The student will maintain accurate time records and present time cards to the company/supervisor for signature.
- ◆ The student will submit completed, signed time cards to Career Services by the due date and pick up payroll checks in a timely manner.
- ◆ The student will advise the University immediately of:
  - ◆ Change of address/phone
  - ◆ Termination
  - ◆ Any problems student may be incurring on the job



UNIVERSITY *of* DAYTON  
CAREER SERVICES

STUDENT CONTRACT PROGRAM

## EMPLOYER BROCHURE

**Theresa Withrow**  
**Recruiting Coordinator**  
**937.229.2073**

**[theresa.withrow@notes.udayton.edu](mailto:theresa.withrow@notes.udayton.edu)**