

# Supervisor Responsibilities Contract

Student supervisors are a vital link between administrators and student workers. This means supervisors must be committed to the task not only of completing their work in an effective way, but also making sure their student workers are following their example. Incorporating the following responsibilities into the work routine can enhance supervisory effectiveness:

1. Completing necessary paperwork in a timely manner.  
Example: Student Employment Position Request Form
2. Ensure student employees complete necessary paperwork in a timely manner. Paperwork that has to be completed prior to the first day of work is the Federal I-9 form, W-4 form Federal and State, Chemical Hazard form and the Student Employment Work Authorization form. The Student Employment Work Authorization form needs to be completed by you and the student employee prior to the first day of work.
3. Ensure student employees enter hours in MaineStreet each day they work.
4. Certify that web-time hours submitted to payroll are accurate, regardless of where the student is working in the department. It is the responsibility of the supervisor for checking consistency between hours recorded and hours worked for a given pay period. Questions about hours recorded vs. hours worked should be discussed with the student before web-time entries are submitted. Both student employees and supervisors need to understand the seriousness of falsifying and approving incorrect time records which could result in disciplinary action up to termination.
5. Monitor earnings for each student employee's allotment. You may find this information on MaineStreet. The path on MaineStreet is the following: Enterprise Applications – Human Resources Employees - University of Maine System – Payroll – Review Payroll – Award Status Review
6. Set ground rules regarding schedules
7. Communicate the department goals. Ensure that the needs of the department are met through the department chair.
8. Model good work habits such as punctuality, dependability, fairness, cooperation, honesty and efficiency.
9. Develop long-range planning, assigning not only the task, but also the continuing responsibility for seeing it through to completion.
10. Be clear about job responsibilities and expectations. Outline the consequences for not complying with the set policy. Review the Student Employee Responsibilities Contract with employee. Retain original contract for your records and provide a copy to the student employee.
11. Have an interview and hiring process documented so communication is smooth and professional and produces the desired result.

Participation is contingent upon compliance with standard practices and policies with the student employment program. Failure to abide by these policies may result in loss of the privilege to hire student employees.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone#: \_\_\_\_\_