VETERANS/DISABILITY SELF IDENTIFICATION FORM

It is the policy of The University of Southern Mississippi, as a government contractor, to provide equal opportunity to any employee or applicant for employment, regardless of whether he or she is an individual with a disability or a covered veteran.

If you are an individual with a disability or are a special disabled veteran, veteran of the Vietnam era, disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran, we would like to include you under our affirmative action program, as required in section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended.

If you would like to be included in the affirmative action program, please tell us by completing one or both of the following self-identification forms:

- If you wish to self-identify a disability, please complete for the Voluntary Self-Identification for Disability Status form (PDF).
- If you are a covered veteran and wish to self-identify, please complete the Veterans’ Voluntary Self-Identification form (PDF).
- If you choose not to complete a form, you may inform us at any time in the future. Submission of this information is voluntary and refusal to provide it will NOT subject you to any adverse treatment. The information provided will be kept confidential and used only in ways that are consistent with the Vietnam Era Veterans’ Readjustment Assistance Act of 1974 or Section 503 of the Rehabilitation Act, as amended.

You may return this form (1) via email, (2) interoffice mail to Box #5168, or (3) in person between the hours of 8 a.m.-noon and 1-5 p.m. Monday through Friday. We appreciate your time and attention to this matter.
NATIONAL STUDENT EMPLOYMENT WEEK

National Student Employment Week is around the corner! This year the week that will be observed is April 9th-15th. Here are some free or low cost ideas on how a department can recognize their student workers to show just how much they appreciate them!

Ways to Recognize

Low Cost Ideas:
1. **Treat Day** - full-time staff bring in treats/lunch for student workers.
2. **Treat Week** – each day bring something different – cookies, popcorn, candy, etc.
3. **Take pictures** - post student employee pictures and list what wonderful things they do
4. **Notes Home** - send a note to the families of your student workers. Let them know what the student does, how their work impacts your department, and how terrific the student is for your department
5. **Buy** low cost, blank certificates and make up silly awards for students: best telephone voice, best web-surfer, etc.
6. **Friendship Plants** - take cuttings from a plant in the office and give to each student as a live “connection” to the office.
7. **Bright Ideas** - spray paint a light bulb gold, screw into a jar of play-dough and make a label around the jar naming who is receiving the “Bright Idea” award.
8. **Good Egg Award** - buy plastic Easter Eggs, fill with goodies and give out with “Good Egg” certificates. List what the student did to deserve this award.
9. **Cookies, Cookies, Cookies** – Students love treats
10. **Snack Goodie Bag** - Fill with small packs of crackers, cookies, candy and chips
11. **Healthy Meal** – Crackers and Cheese, Spaghetti with Ready Made Sauce.
12. **Popcorn** – Fill a bowl or individual mini bowls daily, inexpensive yet tasty.
13. **Fruit** – Have bowl of fresh fruit – take out apples, plums, oranges etc.
14. **Gift cards** – fast food, subway, pizza hut etc.
15. **Movie tickets**
16. **Certificates of Appreciation** – Make up certificates and have them framed. (you can find decent frames at the dollar store or office depot)

Free Ideas:
1. **Pat on the Back** - Draw an outline of your hand on a piece of paper. Photocopy enough copies for all students in your office. On each hand write a note that tells the student why they deserve a “Pat on the Back”.
2. **Use this week** as an opportunity to start an award recognition program. Look around the office or at home for a white elephant item. Name the item for the award (Employee of the Month/Week, Great Idea Award, Gotcha Award - catch someone in the act of doing something good) and then make the first presentation of it during Student Employment Week.
3. **Make a banner** to hang for the whole week in your office.
4. **Decorate an office bulletin board** or the office door for the week in recognition of your students.
5. **Use YOUR imagination**…. A simple ‘THANK YOU for all you do’ will go a long way!
6. **Cyber Cards** – Send your students a free Cyber Card stating your appreciation.

We would love to see your student smile!

Send pictures of your department recognizing your student employee to Crystal.Bowler@usm.edu to be featured in May’s newsletter. Please do not forget to get approval from everyone in the picture before submitting.
SUMMER POLICY FOR ALL STUDENT WORKERS

Summer is right around the corner. We know that it can be difficult to remember a policy that only applies to one semester of the year, so we have provided the Summer Policy for Student Workers below:

❖ Student workers enrolled less than half time (4 ½ hours for Undergraduate or 1 ½ for Graduate) will lose their FICA exemption status.

❖ Undergraduate student workers enrolled 3 hours or less for the summer may work up to 40 hours per week provided they were enrolled full-time during the spring semester and enrolled full-time during the upcoming fall semester.

❖ Student workers enrolled up to 8 hours may work more than 20 but less than 30 hours per week. Provided they were enrolled full-time during the spring semester and enrolled full-time during the upcoming fall semester.

❖ Student workers enrolled full-time (9 hours or more for Undergraduate or 3 hours or more for Graduate) will adhere to the regular current policy of working no more than 20 hours a week. These students are considered full time and are not subject to the spring/fall requirement while working during the summer semester only.

❖ If graduating student workers continue working after final exams, they must be hired as Temporary Staff which will require a background check prior to the student continuing work.

Please Note:
➢ This policy does not pertain to student workers who have been awarded work-study.

➢ This policy is for the summer semester only, not for breaks, holidays, etc.

➢ This policy expires the last day of the summer semester, a student cannot work over 20 hours per week past this day.

➢ This policy does not pertain to Graduate Assistants or Resident Assistants.
PEOPLEADMIN UPDATE – LISTING SALARY RANGES

You may have already noticed that the salary level field is no longer displayed on the posting detail tab. This was removed because the salary level information was not reflective of the actual salary range (we have comp & classification on our to-do list!). In place of the salary levels, hiring departments are encouraged to reference the actual salary range in the summary of the job posting (“actual” referring to the anticipated salary range in which an offer will be made). Providing salary information can be a good screening tool- letting applicants know what the position pays allows them to make an overall informed decision about whether or not even to apply.

For questions or comments, contact Dr. Wanda Naylor at wanda.naylor@usm.edu or call 601-266-4050.

CLARIFICATION OF NEW POLICIES

Recently, we’ve announced updates to two policies which appears to have created some confusion. Here is a breakdown of what has changed:

**Holiday Policy:** In December, we announced that the Holiday policy was updated to reflect a consistent way of paying employees for time worked on holidays (all holidays, official and designated). If a non-exempt employee works on a holiday, s/he will receive time and ½ for all hours worked. If the employee works a partial day on a holiday, s/he will receive time and ½ for all hours worked, and then holiday pay (paid at straight time) for the remaining hours.

**Overtime Policy:** In March, we announced the Overtime policy was updated to allow holiday hours to count as hours worked for purposes of calculating overtime. This did not mean that holiday hours are to be paid as overtime. This policy change only matters for when an employee works extra hours during a week that has a holiday in it. For instance, if you normally work Monday-Friday and you have to come in on a Saturday, those hours worked on a Saturday are typically overtime as they are above and beyond your normal 40-hour week. However, in the old policy, if there was a holiday in the week, then those 8 hours earned for the holiday were non-worked so did not count towards your 40 hours, so that extra work on Saturday was not treated as overtime. Now it is.