

SUPERVISOR RESPONSIBILITIES

A complete Student Employment Supervisor's guide is available on the web in the [Student Employment Handbook](#). This website provides detailed information on all aspects of student employment. You are urged to review this site and become familiar with the student employment policies if you plan to hire and supervise students.

1. An employment contract must be completed and turned in to the Office of Financial Aid **before** a student may begin working at Fort Lewis College (FLC).
2. The supervisor must ensure that the student, **prior to starting work**, completes all employment documentation. This includes I-9 documentation and W-4 forms.
3. The supervisor is responsible for monitoring hours, maintaining records for submitting accurate and completed online timesheets [by the approval deadline each pay period](#). Supervisors who repeatedly fail to approve their student's hours online will be removed as supervisors.
4. The supervisor is responsible for explaining duties, responsibilities, and expectations to the student **before** they begin work.
5. The supervisor is responsible for instructing student employees how to perform the job; how to enter and submit timesheets, and how and when they will receive paychecks, etc.
6. The supervisor is responsible for completing periodic written evaluations of student performance and following proper termination procedures if necessary.
7. All students must be informed of the provisions of the Family Education Rights and Privacy Act of 1974 - "FERPA" concerning confidentiality and information disclosure laws. Violation of the right to confidentiality of records is a serious offense and could result in liability to the institution and other legal actions. The supervisor must ensure that student employees are thoroughly informed of the requirements of the law. We strongly suggest that you require your student worker to sign a [Confidentiality Contract](#) affirming their understanding of and agreement with the policies of FERPA.