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FOREWORD

This manual was prepared with the intent to provide basic information and to help guide employers and students with employment issues. The information provided in this manual should assist employers in understanding general procedures, regulations, and other guidelines required by Tufts University in hiring, employing, and paying student employees.

We invite the community to direct any questions not addressed in this manual to the Student Employment Office, which is located in Student Financial Services, Dowling Hall, 419 Boston Avenue, on the Medford Campus. The Student Employment Office is open from 9:00am to 5:00pm, Monday through Friday. We can be contacted at (617) 627-2000 or via e-mail at student.employment@ase.tufts.edu.

EQUAL OPPORTUNITY EMPLOYMENT

The administration of Tufts University reaffirms its commitment to the principle of equal opportunity and equal treatment for every current and prospective employee. In hiring and in subsequent relationships with employees, University policies and practices are intended to preclude discrimination based on race, color, religion, sex, sexual orientation, age, disability, or national origin. Instead, differentiation is based on consideration of applicable job experience and/or job performance. Tufts encourages its employees to use the services of the Office of Equal Opportunity and the Student Employment Office if there are any questions or concerns about this policy.

THE STUDENT EMPLOYMENT OFFICE (SEO)

The Student Employment Office is a clearinghouse for employment opportunities for all Tufts students on all three campuses. During the academic year, students may pursue employment opportunities posted on the SEO job listing website, JobX at http://student.jobs.tufts.edu, which contains part-time positions for both on and off-campus. During the summer, students can choose from listings of full and part-time job opportunities. Internet-accessible computers are available in the Career Resource Library in Dowling Hall. Besides being responsible for on and off campus job location and
development, the SEO also oversees, but DOES NOT administrate, the student weekly payroll. This includes managing the subsidized employment programs and setting student pay scales. The majority of students who are employed by the University are hourly employees who are paid on a weekly basis. Students are only paid for hours they actually work. Earnings do not include holidays, lunch hours, sick days, or vacations. Departments are responsible for paying 100% of regular student wages in addition to the appropriate fringe benefits (Worker's Compensation and Social Security). It is our firm belief that work experience is an important part of the educational process. Working helps students develop the habits and skills they will need when they begin their careers. Through our efforts, we strive to offer our students more and better employment opportunities to earn money, test career choices, and gain valuable work experience.

**HIRING**

*On-Campus Student Employment Listing:*

Departments desiring to offer positions to students should log on to JobX at: http://student.jobs.tufts.edu. Upon initial approval from the SEO, departments looking to post a job are able to log on and post, edit or remove their job description on the job listing website. The job listing should include a position description, qualifications necessary for the position, hours desired for scheduling, a suggested hourly wage rate, contact information, and any other relevant information. On a weekly basis the SEO reviews all jobs posted to check for accuracy and completeness. Once the job description, the suggested hourly rate, and all other details have been approved, the position will be made available to students interested in employment opportunities. From these listings, eligible students can contact prospective employers to discuss the job opening in greater detail.

*Student Hourly Pay Scale:*

The two main responsibilities of the Student Employment Office are to enforce Tufts employment policies and to determine the pay rates for on-campus positions. Federal Law and University policy states that those who perform equal work must receive equal pay. For this reason, the SEO has produced the STUDENT HOURLY PAY SCALE. This schedule matches the position to pay rates so that employers know the level of compensation to which a certain student position is entitled. Student positions at Tufts differ in the level of skill, responsibility, and commitment demanded by the job. With this differentiation in
mind, the SEO reviews and evaluates student job descriptions in order to assess the amount of compensation to which the position is entitled. Student positions are classified into six levels. The levels reflect the degree of skill required to perform the job, the type of work, the amount of responsibility the position may demand, level of supervisory skills required, and the accompanying work conditions. Positions classified in the higher levels indicate the greater demands of the position, which reflect to a greater extent the aforementioned requirements. If the position you or your department is offering is not listed on the Pay Scale or if you feel the student is deserving of a wage not listed on the Pay Scale, please contact the Student Employment Office.

**Tufts Hiring Policy:**

Tufts policy concerning the hiring of students states that priority in hiring students is by affiliation first and then by need. An application of this policy results in the following hierarchy of priority in student employment:

1. Work-Study Students
2. Other Aided Tufts Students
3. Non-aided Tufts Students
4. Faculty/Staff Dependents
5. High School Students from Medford, Somerville, Boston and Grafton
6. Students attending other colleges

All new on-campus employment position openings should be listed on the Student Employment website in advance of the time they are to be filled. All positions should be made available to Tufts students at least 10 days before applicants from other groups are considered.

**THE HIRING PROCESS**

The Human Resources Service Center utilizes electronic processing system, ePAF, to process student employees. Through an application and approval process for system access, departmental staff can complete all transactions necessary to hire a student employee, online. Any incoming student, who is hired as a temp during the summer prior to his/her freshman year, cannot be hired on the student payroll for the academic year until
the temp position has been terminated. Once terminated, the student’s information can be reentered for the new academic year.

In addition to the online hire processing, the department staff must request the new employee to complete all legally required forms. These forms include a W-4 Form, Employee’s Withholding Allowance Certificate; I-9 Form, Employment Eligibility Verification; and Tufts University Direct Deposit, which should be completed on paper forms and submitted directly to the HR Service Center. The W-4 Form will also be used for state tax withholding unless a Form M-4, Massachusetts Employee’s Withholding Exemption Certification, is submitted. All forms and government links to forms are available on the Student Employment website: http://studentervices.tufts.edu/studentemployment.

**Required Forms:**

*Employment Eligibility Verification Forms (I-9’s)*

Every student employee must have an I-9 on file at the HR Service Center in the Tufts Administration Building. This is in accordance with the Immigration Reform and Control Act of 1986, which requires all employers to obtain proof that a prospective employee is eligible to work in the United States. This law applies to citizens and non-citizens. The I-9 Form may be downloaded off of the web, along with all of the condition of hire forms. An I-9 Form needs to be filed only once during an employee’s tenure at Tufts unless he/she leaves the University for more than one year or his/her authorization to work has expired.

All employees must complete Section 1 of the I-9 Form at the commencement of employment but no later than three days after the date of hire. The employer representative must complete Section 2 within three business days of the date that employment commences. If the employee is authorized to work, but is unable to present required document(s) within the allotted time, the employee must present a receipt for the application of the document(s). The actual document(s) must then be presented within ninety days from the date of hire.

Employers must record: (1) the document title; (2) issuing authority; (3) document number; (4) expiration date, if any; and (5) the date employment begins. Instructions for completing the I-9 Form are available and should be referenced for a list of acceptable documents. Employees must present original documents. Tufts University requests employer representatives to photocopy original documents and submit the same with the
completed I-9 Form. The employer representative is responsible for ensuring the I-9 Form is completed timely and accurately. Employees failing to successfully complete the I-9 Form within the required time will be terminated.

Form W-4, Employee Withholding Allowance Certificate

This one form is used for both the federal and state withholding allowances. If the employee would like to claim a different state withholding than their federal counterpart a Form M-4, Massachusetts Employee’s Withholding Exemption certificate would be required.

Direct Deposit Enrollment Form

The University will pay all student employees exclusively via direct deposit. Students can have their net pay directly deposited to a checking or savings account at any financial institution they choose. The Human Resources Service Center pre-notes all requests for direct deposit. Pre-noting is an electronic test to the financial institution to verify the transit-ABA #, account #, and the name on the account. Students should verify their Direct Deposit information every September and fill out a new Direct Deposit form if their account information has changed.

COMPENSATION

Recording and Reporting Hours Worked

Human Resources permits only one hourly and one semi-monthly assignment per home department for each student employee. If a student works in more than one area within the same home department, hours worked should be reported with the appropriate hourly rate of pay and/or dept ID override, if applicable.

Hours worked are submitted on department timesheets or via on-line time entry. Department timesheets contain the student’s name, EmplID, and hourly wage. For those students participating in a Work-Study Program, their work-study balance is recorded. Students should record daily the number of hours worked.

Usually, timesheets are due to the HR Service Center each Monday by 5:00 p.m. The deadline, however, may differ for those weeks containing University-celebrated holidays. Please reference the HR Service Center website for a list of payroll calendars at www.tufts.edu/hr/svctr/paysched.htm and University-celebrated holidays at http://www.tufts.edu/hr/employ/holidays.html. Timesheets can be faxed or sent via
interoffice mail directly to the HR Service Center. The HR Service Center is located in the Tufts Administration Building (TAB) at 169 Holland Street, Somerville.

For reporting hours worked using the PeopleSoft on-line time entry system, submission is required no later than 3:00 p.m. on Tuesdays. Those weeks containing a University-celebrated holiday may necessitate a different schedule.

Departments, who desire access to the PeopleSoft on-line time entry system, should know that an application process is required to be assigned PeopleSoft access. Interested departments should contact the HR Service Center for more information and for an application.

**Pay Period and Pay Distribution**

For payroll administration purposes, the workweek begins on Sunday and ends on Saturday. Hourly paid employees are to be paid within six working days after the close of the pay period. Incomplete timesheets will not be processed. It is the responsibility of the supervisor to verify that the proper account, student hours, and necessary signatures are on the timesheets. Departments are the record-keepers for all timesheets.

The HR Service Center pre-notes all requests for direct deposit. Pre-noting is an electronic test to the financial institution to verify the transit-ABA #, account #, and name on the account. During this process, a check is rendered. For those students working on the Medford Campus, pay checks must be picked up in person at the front desk of the Student Service Center located on the 7th floor of Dowling Hall, 419 Boston Avenue, daily from 9:00am to 5:00pm. Students picking up their checks must present a valid photo ID. Students may not pick up checks for other students except in cases of emergency, in which case the SEO must be notified in advance and the situation approved by the Manager of Student Employment. The student picking up the check or pay stub must present a signed note, which authorizes him/her to receive the check, along with a photo ID. On the Grafton Campus, checks are directly distributed to the departments. On the Boston Campus, checks are distributed at the Bursar/Cashier Office located in Posner Hall. Checks older than 90 days are considered stale-dated and cannot be cashed. A $25.00 fee will be assessed to replace stale-dated, lost, or otherwise uncashed checks.

Direct Deposit is a condition of hire for all employees including student employees. This system allows all University employees to have their net pay electronically deposited into a bank account of their choice, provided that the bank is a member of the Automated Clearing House (ACH) Network. This service is provided free of charge to all Tufts'
employees. Students will receive an eSEND (electronic Statement of Earnings and Notification of Deposit). eSEND is an electronic (email) notification of payment of wages. This system is in lieu of receiving a paper direct deposit stub. Direct Deposit information should be provided to the Human Resources Service Center following any lapse in employment greater than 30 days or at the start of the academic year if the student did not work during the summer months.

**Taxes**

During the academic year, Tufts students do not have FICA (Federal Insurance Contribution Act) taxes withheld. During the non-academic months, FICA is withheld from student payment of wages because the student employees are not considered full-time students. Foreign students may be exempt from paying FICA and should address questions concerning applicability to the International Center located at 20 Sawyer Avenue on the Medford Campus or to the International Affairs Office located at 35 Kneeland Street on the Boston Campus.

In compliance with the Internal Revenue Service policy, the Human Resources Service Center issues W-2 Forms to students prior to the end of January each year. These forms indicate wages earned the preceding calendar year and are usually mailed to the employees’ last known home address. In addition to informing students of their earnings, W-2 Forms are necessary for filing federal, state, and local tax forms. Federal and Massachusetts state tax forms are available at local US Post Offices, at most public libraries, and at some banks. The Human Resources Service Center charges a nominal fee to reissue W-2 Forms. Those employees requiring a reissued W-2 Form should contact the HR Service Center directly.

**Work Periods**

Student positions must be approved at the beginning of every new work period. The academic year work period usually begins the first Monday in September and continues until graduation day. The summer work period begins the first Monday after graduation and continues until the academic year begins. The exact dates may be obtained from the SEO. Work-study subsidy of wages applies only to the work period for which it is appropriated. Work-study money cannot be held over for use in the next work period or used retroactively. All work-study money must be used on all positions held.
SEMI-MONTHLY CONTRACT STUDENT PAYROLL

Some student positions are paid on a semi-monthly basis. Monthly positions are determined by the appropriate school, deans, and departments. Positions that are most frequently paid on a monthly basis are graduate teaching and research assistants. The condition of hire forms are the same as those for students paid weekly. The PAF form will differ only by stating on the top that it is a semi-monthly PAF, instead of a weekly PAF. The Student Employment Office does not authorize nor administrate the semi-monthly contract student payroll. All questions, problems, or completed forms should be sent to the Human Resource Service Center, TAB.

These positions are entered into the system as 15 hours per week positions. Students with these positions may only work an additional 5 hours per week at a second position.

PROCEDURE DURING TERM OF EMPLOYMENT

**Student Responsibilities**

Students are a vital part of the operation of most departments. Students must be aware of the fact that departments are reliant on the services students contribute just as they depend on the work performed by the full-time staff. For this reason, the following student responsibilities are listed to give students an idea of what is expected of them as employees.

1. To perform duties conscientiously, responsibly, and in accordance with the written job description.
2. To report to work on time and remain working until the specified hours are completed.
3. To maintain his/her own record of days and hours worked. Review earnings progress with the supervisor in the middle and at the end of each semester.
4. To give the supervisor sufficient notice if unable to report to work (usually 24 hours).
5. To notify the supervisor of any change in class schedule, which may affect the work schedule.
6. To notify the Student Employment Office if employment has been terminated, if there is a desire to transfer to another department/agency, or if student plans to withdraw from or not return to Tufts.
7. To give the supervisor two weeks notice or find an acceptable replacement if student plans to terminate employment.

**Supervisor Responsibilities**

Supervisors must realize the first obligation of students is to their academic work. Supervisors should be flexible and understanding of the many demands placed on students. The following responsibilities will help facilitate the employment of students and help to direct the efforts of supervisors.

1. To make positions available for students on the job listing website, Job X.
2. To promptly complete and submit the PAF and all other necessary condition of hire forms to the Human Resources Department. Failure to do so will prevent the distribution of Time Reports for student time input. Be sure the student has filed an I-9 Form, a W-4 Form, and a Direct Deposit Form.
3. To make sure the working conditions of student employees are equivalent to those of other workers.
4. To outline all basic work expectations and responsibilities for student employees and explain the importance of their duties.
5. To assist each student in establishing good work habits.
6. To realize the potential impact that the job and supervisor will have on each student’s work attitude and achievement, and therefore, to show concern and understanding for each individual.
7. To notify the SEO of any changes in the status of student employees.
8. To sign and submit Student Time Reports for all students to the Human Resource Service Center. To keep records of student earnings and review earnings progress with students during the semester.

**Pay Raises**

The Student Hourly Pay Scale Form is divided into six levels and each level has a range of salaries. Students beginning a new job should start at the lower end of the range in the appropriate level unless they have previous experience. Under the discretion of the supervisor, students may be awarded a pay increase based upon work history. Students may receive pay raises at the beginning of the semester after completion of one semester’s work.
If students perform beyond expectations and assume tasks and responsibilities above their designed level, the supervisor should promote them to the next level.

**Working Hours and Overtime Pay**

Changes to an IRS regulation (26 CFR Part 31), promulgated in December 2004, relaxed the twenty hour per week limit for FICA exemption eligibility for United States citizens. This applies to both undergraduate and graduate students. However, it is Tufts’ policy that students not work more than the recommended twenty hours per week, except during semester breaks. In addition, Student and Exchange Visitor Information System (SEVIS) limitation on hours worked per week by international students (a maximum of 20 hours/week) continues to apply to visa holders.

During academic breaks and the summer sessions, students may work full-time (forty hours per week). Tufts’ policy states that students may not work in excess of forty hours in a given week. In some situations, students may work part-time for multiple departments, in which case it is the joint responsibility of the supervisors and the student to ensure that the sum of all of the hours worked in every department does not exceed twenty hours in any one week during the academic year (or forty during semester breaks).

When faced with deadlines, departments sometimes request that their students work overtime. In the event of a student working in excess of forty hours in one week (during semester breaks), the student must be paid time and one-half. This is in compliance with state and federal law.

**Meal Periods and Coffee/Rest Breaks**

By statute, it is required that employers allow a thirty minute meal break for any employee who works more than six hours in a day. The break may be paid or unpaid. There is no provision in Massachusetts regarding rest or coffee breaks during a four hour work period. However, many employers do provide a ten or fifteen minute break during every four hours of employment.

**Jury Duty**

By law, employers are required to pay their student employees regular wages if the student is called for jury duty. If the student sits on a case, the employer must pay for the first three days. After that, the state will compensate the student. *The employer should pay the*
student for the first three days of juror service if and only he or she is scheduled to work that day. The student would be compensated only for the hours he or she is scheduled to work.

**Worker’s Compensation**

Students who are injured or contract an occupational disease during the course of employment are eligible for Worker’s Compensation provided that the disability was not self-inflicted.

Injury includes any physical harm or damage received during employment caused by external accidental means. The injury must occur while the student is performing tasks for his/her supervisor.

In the event of an injury, the supervisor and the student should promptly file an accident report. Completed forms should be sent to the Human Resources Department, where the forms also may be obtained.

**Progressive Discipline**

Occasionally, problems arise between the supervisor and the student worker. When disputes occur, the Student Employment Office urges both parties to engage in open and candid discussion to resolve the situation quickly and to avoid any problems.

When supervisors encounter problems with student work performance, they may inform the student through the Progressive Discipline Procedure. First, the supervisor must give the student a verbal warning, disclosing the reason(s) for his/her dissatisfaction. The purpose of the warning is to initiate discussion so that the specifics of the problem may be discussed and the possibilities for correction and improvement addressed. If the verbal warning does not remedy the situation, the supervisor’s next step is to issue a written warning containing a statement of the problem(s) and the necessary corrections. The student must sign the statement to indicate that it has been read and understood. A copy of the signed warning should be forwarded to the Student Employment Office. In cases where the problem reoccurs after the written warning, the employer may take appropriate disciplinary action, such as suspension or termination. The disciplinary measure is left to the discretion of the employer.

An exception to this procedure occurs when a student violates University policy. Violation of Tufts University policy calls for immediate termination. Infractions that result in dismissal include stealing, intoxication, insubordination, dishonesty, and breach of
confidentiality. Under these circumstances, the supervisor must notify the Student Employment Office with a documented memo citing reasons for dismissal.

The Director of Student Employment is available to aid in the mediation of disputes and counsel supervisors and students during the grievance procedure.

**Grievance Procedure**

Students who feel that they have not been treated fairly by their employers should first attempt to discuss the problem with their employer. Problems may include the employer demanding too many work hours from the student employee, the employer not paying the student on time, or a personality conflict between the student and the supervisor. Whatever the case, the student should present the problem to his/her employer. If the problem is not resolved by discussion, students may consult with the Student Employment Office. Students may wish only to speak with counselors or they may request that a formal grievance be written. Written grievances are presented to employers so that the problem may be solved in such a way as to satisfy all parties involved.

The Student Employment Office realizes that students may feel helpless when faced with a confrontation with their supervisors. The SEO is available as a service to aid students who may be having difficulty in their work environment. The major concern of the SEO is the welfare of student workers. Thus, we urge students to contact us when problems arise.

**Resignation/Termination**

In cases where students find it necessary to resign, they must provide employers at least two weeks advance notice of their employment termination. Under extenuating circumstances, when students are unable to meet this minimum requirement, they should consult their employer. Employers who wish to terminate student employees must provide students with at least two weeks notice in advance. In either situation, the SEO must be notified with a documented memo. The SEO must be notified of all early terminations or resignations that end employment before the scheduled end date provided on the Personnel Action Form.
SUBSIDIZED EMPLOYMENT PROGRAMS

Work-Study:

As part of their financial aid package, some students may be awarded work-study. Work-study is an employment program whereby student wages are subsidized. Work-study is awarded during the academic year as well as the summer. The Student Employment Director approves the summer work-study program on an individual basis. Usually, summer work-study is limited to the off-campus community service and America Reads programs.

************************************************************************

To better utilize our Federal Work-Study (FWS) allocation, reduce campus student payroll expenditures, and streamline the processing of student payroll, all FWS students will be automatically designated as such in the payroll system and all hours submitted from any department will be paid through FWS until the student’s authorized FWS limit is reached.

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Federal Work-Study Program

The Federal Work-Study Program (FWSP) was developed by the federal government to help students with financial needs help themselves. The work-study program consists of part-time employment during the academic year and full-time employment during the summer. As part of the Federal Work-Study Program, the government subsidizes a certain percent of the student’s wages and the department is responsible for paying the remaining. FWSP authorization for on or off campus employment can only be obtained through the Financial Aid Office. Separate approval for FWS is required for employment during the academic year and for employment in the summer.

- On-Campus Work-Study
  There are various positions offered by many of the departments on Tufts campus for students. These jobs are available on a part-time basis during the academic year. During the summer there are a few individually approved community service and America Reads jobs available on campus on a full-time basis.

- Off-Campus Community Service Work-Study
  This program allows work-study students to work for non-profit organizations in positions that will directly benefit the community. The SEO has well over 100 listings each year of
non-profit and public agencies with open positions. Students who are interested in working for agencies they are familiar with are encouraged to inquire at Student Employment for approval.

America Reads
Another important work-study program, to which we are committed, is the America Reads Program. The Secretary of Education issued a waiver that allows 100% of the wages of a work-study student to be paid from federal dollars if the student is employed as a reading or math tutor for children who are in preschool through elementary school. This waiver has been expanded to include students employed as tutors in a family literacy program that provides services to families with preschool or elementary school children.

Tufts Subsidized Work-Study
Tufts Subsidized Work-Study (TSWS) is offered to need-based aid applicants, including international students, who are unable to obtain suitable on-campus employment without subsidized wages. The Financial Aid Office will subsidize 75% of the student’s wages and the student’s employing department pays the remaining 25%. TSWS is only awarded during the academic year.

Subsidized Employment Program Regulation

When student employees have completed their authorized subsidized earnings, they may request the Financial Aid Office to increase their award. If the student does not qualify for the further subsidized employment program assistance, the department will be responsible for 100% of the student’s wages. All employers participating with the subsidized employment programs must pay for fringe benefits of the student’s earnings. These fringe benefits include Worker’s Compensation during the academic year and Worker’s Compensation and Social Security (FICA) during the summer employment period. There are several other stipulations to the program:

1. The Financial Aid Office determines eligibility for subsidized employment after the student and parent(s) submit an annual application for financial assistance and a financial statement.
2. Students who withdraw, go on leave, or graduate are not eligible to participate in the program. Students who have earned the authorized amount may not participate without further authorization.

3. Tufts University is required to terminate Federal Work-Study (FWSP) authorization for any student who does not maintain satisfactory academic progress according to university standards. No part of an authorized award that remains unearned at the end of the academic year or summer employment period may be carried over to the next period.

4. FWSP students may work for an approved Tufts, federal, state, city, or private non-profit organization, provided the work is in the interest of the public. In no event is work considered in the interest of the public if it is for the primary benefit of an individual or members of a limited membership organization (fraternal, religious, or cooperative groups). Furthermore, work for an elected official or individual seeking public office, and work for any group that considers the political support or affiliation of the student as a primary factor will not qualify for FWSP. Currently, profit-making organizations are not allowed to employ FWSP or TSWS students.

**INTERNATIONAL STUDENT INFORMATION**

All Tufts employees, including international students, must fill out a W-4 form regardless of any tax treaties or other treaty benefits. A Social Security number must be used on this form; a temporary Tufts assigned number will not be accepted. If the student does not have a valid Social Security card, one must be obtained as soon as possible for verification. International students may be exempt from having Federal Insurance Contribution Act (FICA) taxes withheld. Questions concerning eligibility should be addressed to the International Center located at 20 Sawyer Ave. on the Medford Campus or to the International Affairs Office located at 35 Kneeland St. on the Boston Campus.

International Offices are not in the position to advise international students about U.S. taxation and tax treaties. If you should have general questions regarding treaty information or U.S. taxation, you may contact Peter Barone at extension 73356, and he is located at the Financial Services Department in the Tufts Administration Building.
**International Student Work Eligibility**

Foreign student eligibility to work on-campus is dependent on the type of student visa they have been granted.

International students attending Tufts University on an *F-1 Visa* (I-20 document) or *J-1 Visa* (DS 2019 document) are eligible to work on-campus jobs without special permission from the U.S. Citizenship & Immigration Service (USCIS). There are two types of off-campus permissions: one is work permission that is granted due to unforeseen economic hardship and the other is practical training.

Off-campus work authorization based on economic hardship is difficult to secure and must be discussed with the appropriate International Office. This application requires a student to demonstrate to the USCIS and to the International Office that there has been a radical change in the student’s finances based on a natural or economic disaster that has occurred in the student’s home country or in his sponsor's finances and abilities to pay the student’s educational costs.

After being a full-time student in good academic standing for two consecutive semesters (not including summer school), F-1 and J-1 students are permitted to apply for off-campus work authorization. The proposed work to be done must be in a position related to the student’s academic field of study, known as Optional Practical Training. It is critical to know that an international student cannot work off-campus without having applied to the USCIS for work authorization, and this requires having been at Tufts for at least two semesters as a full-time student. Obtaining Optional Practical Training work permission normally takes up to three months, so advanced planning is strongly recommended. Each International Office offers sessions regularly to explain the lengthy process if applying for off-campus work authorization. Contact the International Office that is responsible for your visa document (I-20 or DS 2019) to either sign up or learn about this option.

For more information about work eligibility, there are three Tufts International Offices that provide assistance to international students. Carol Murphy, at the Fletcher Registrar's Office, advises Fletcher students about their visas. The Boston Office of International Affairs advises graduate students from the Dental, Medical and Sackler schools regarding visas. The International Center in Medford advises undergraduate and graduate students in Liberal Arts, Engineering, the Graduate School of Arts & Sciences, Gordon Institute, School of Nutrition and the Veterinary School in Grafton, on visa issues.
Any questions that international students have about work authorization either on or off campus should be directed to the office which issued the student’s visa document.

NON-TUFTS STUDENT EMPLOYMENT AND PAYROLL

In cases where employers are unable to find Tufts students to fill positions that have been posted with the SEO for at least 10 days, employers may fill the position with students who do not attend Tufts University. Eligible students include students who are currently enrolled at another college or university, high school, or other higher learning institute. Students in this category are paid through the Non-Tufts student payroll because of tax stipulations. Tufts students who are not currently enrolled in classes for the semester but who are returning to Tufts as students the following semester are also paid through the Non-Tufts student payroll. Non-Tufts student payroll checks are distributed at the same time and location as Tufts student checks.

CONFIDENTIALITY

The Student Employment Office respects the privacy of the students and employees of the university. Employee files are kept confidential.

The SEO often receives calls from banks and credit agencies or employment agencies regarding credit references, mortgages, and the like. If requested, the SEO will verify employment history. Any additional information will not be released without the expressed permission of the student employee.

The SEO cannot and will not release personal information, such as students’ campus addresses or telephone numbers to any outside agency or inquiry. Please refer all informational calls to the Tufts operator and not the Student Employment Office.