

The Student Employment Program Student Handbook

Student employment is provided to assist students in earning some of the funds necessary to meet their education costs. Student employment can also be beneficial to the student's growth and professional development as it provides work experiences for students who may never have had an opportunity to be employed. Student Employment actually consists of government funded positions (commonly referred to as "work study") and University funded positions.

The federal and state college work-study programs are funded respectively by the federal and state governments. The governments allocate funds to the University on an annual basis which subsidize student employment programs of non-profit institutions. The majority of these jobs are on campus, but there are also off campus positions, which are generally related to community service positions. There are very clear regulations governing the work study program:

1. The student must demonstrate financial need and be awarded work-study as part of a financial aid package. The work study portion is self help (the money is earned), not a grant or scholarship.
2. The institution must define each work study position for which the student earns the awarded amount. The term work study does not mean you can study while you work. The position for which you are hired has responsibilities and student workers are subject to the supervisor's expectations and standards, Students can only be compensated for actual work performed.
3. The institution is responsible for training the student to perform necessary tasks, and for supervising the student.
4. The student and the supervisor fill out a time sheet, and by their signatures, attest that it is accurate. The timesheet is subject to audit by institutional, state, and federal program reviewers.

Though there are many positions available, and the University has come to depend on student workers for a wide variety of tasks, regrettably there is not enough money to fund all students. Therefore to maintain participation in the programs, the Office of Student Financial Planning responsibilities to these programs include:

1. Fulfill the purpose of the work-study program.
2. Effectively and efficiently utilize the limited college work-study funds that are available.
3. Meet the needs of the University.
4. Enable students to learn new work skills and good work habits.

As a student employee, your assistance in making this program effective is much appreciated and most necessary. The following information outlines the work study program and the expectations of participants so that the University continues its management of a successful program.

A. Eligibility for the work-study program – The Office of Student Financial Planning will award student work-study in conjunction with other types of financial aid during the awarding process and it will be listed on their award letter each year for which they are eligible. Therefore, any student wishing to be considered for the work-study program, students must file their Free Application for Federal Student Aid (FAFSA) annually and complete the financial aid process, to determine their financial need. Because the work study programs have limited funding, work study awards are offered to eligible applicants on a first come-first served basis.

Students **not** awarded work study on their award letter may still be able to find employment on campus. Generally the first two weeks of the fall semester we encourage work study eligible students to seek out a position. After this point, students who have not been awarded work study may seek and apply for the remaining available positions.

NOTE: Regardless of whether they are a work study student (funded by state or federal funds) or non-work study (funded with institutional funds), all student workers must compete the aforementioned paperwork and documentation to the Office of Student Financial Planning before beginning work.

B. Requests for student help – Departments wishing to hire students under the work study program will provide a job description for each requested position to the Office of Student Financial Planning each spring. Each spring, each department is provided their budget for the next academic year and makes their own determination of how many positions they will fund.

C. Job placement – It is the student’s responsibility to find employment. The Office of Student Financial Planning will maintain a listing of available positions on the work study page of the financial planning website. This listing will change upon request of the respective supervisors as positions are added or removed once filled. So students should review it regularly.

D. Student Employment paperwork and authorization – Students will work with the supervisors to find employment. Once a job has been secured, the student employment supervisor notifies the Office of Student Financial Planning. The student must complete the additional paperwork –I-9, W-4 and the federal Eligibility Certification form before beginning work. The Office of Student Financial Planning will create a time sheet using the electronic time sheet system once **all** of the paperwork is complete.

E. Student responsibilities –

a. Students **must** complete all of the necessary paperwork **before** working and submit the proper identification documentation to the Office of Student Financial Planning. Hours worked without the proper paperwork completed are not guaranteed payment.

b. The supervisor will also review their expectations with the student.

- c. The student shall review the job responsibilities and discuss their hours and course schedule with their supervisor. **Students are not to work during hours when they should be in class.
- d. Students should not exceed 20 hours of work study per week or 50 hours per month.
- e. As with any other job, student workers are expected to be prompt in reporting for work and work according to their set schedule. If a student is unable to work due to illness or unexpected circumstances the supervisor should be notified as early as possible prior to the time the student is scheduled to work.
- f. It is the student's responsibility to ensure they work the hours necessary to earn their work study award amount. For a \$1,500 award and a minimum wage pay rate, this equates to 6.25 hours per week.

F. Dismissal reasons and procedures – Student workers may be dismissed from their positions by the supervisor. Some reasons for dismissal:

- a. Failure to appear for work as scheduled without prior notification and approval by the supervisor.
- b. Failure to perform job duties or performing duties unsatisfactorily.
- c. Tardiness, incompetence, profanity, violation of University policies, etc...

These types of violations should generally be handled as follows:

- a. The supervisor will give the student a verbal warning.
- b. If performance fails to improve, the supervisor will give the student a written warning containing the terms necessary for adequate performance.
- c. If performance still does not improve, the student will be dismissed from employment by the supervisor in writing (this includes email).
- d. Copies of the written warning and dismissal notices will be also sent to the Office of Student Financial Planning.

Reasons for immediate dismissal from *any and all* student employment positions:

- a. Falsification of timesheets.
- b. Abuse of privileged information.
- c. Theft of property.

d. Other severe infractions of rules and/or regulations.

G. Resignation – If it is necessary for a student to ask to be released from their work study position, they must give the supervisor at least one week’s notice and report the resignation to the Office of Student Financial Planning.

H. Payroll information – In order for a student to be paid their student employment earnings the following is required:

- a. Time sheets – Time sheets are created for each student, each position, each month. All student workers are to keep a daily record of hours worked. The time sheet will be submitted electronically each month by the student (or supervisor, if the supervisor prefers). Time worked must be entered in the system by the deadline each month, usually the last day of the month. The student worker payroll deadlines are posted to the website each academic year.
- b. W4 - Students must complete a W4 form in order for the both federal and state income tax to be withheld from their paycheck.
- c. I9 – Students must complete an I9 form before working. This form is required by the Immigration and Naturalization Service to verify the employee is eligible to work in the United States. This requires two forms of identification such as a U.S. issued driver’s license and social security card. A US Passport is also acceptable.

I. Vacation, Holidays, and Sick Leave – Student employees are not eligible for these benefits. Student employees are paid only for work performed.

J. Exceptions – Any exceptions to the policies, procedures and regulations listed in this manual must be approved by the Office of Student Financial Planning.