

# **Federal Work-Study Employee Handbook**

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## **General Information**

This handbook has been developed in order to maintain integrity within the Federal College Work Study Program. The information contained here is put together with college work study employees in mind.

The Federal College Work Study Program gives students who lack sufficient financial resources the chance to work part time to help meet their educational expenses. To receive a college work study job, a student must apply for financial aid within the school's established deadlines, be eligible for the award based on the federal need analysis, meet Western Technical College's Financial Aid Satisfactory Academic Progress Requirements, and be enrolled in at least six credits.

The Federal College Work Study Program is a part of the Title IV Department of Education Student Financial Aid Programs. These Programs are regulated by the guidelines from the Department of Education. These guidelines must be followed consistently.

## **Employee Responsibilities**

### **Responsibilities to Your Supervisor:**

A work study employee should consider the job a serious commitment. When hired for a position the work study employee becomes a member of a work unit that depends on them. Therefore, your supervisor may expect of you to do the following:

1. Report to work at the agreed upon time; ready to work;
2. Attend to assigned duties on the job;
3. Do not conduct personal business while on the job;
4. Work with a cooperative and positive attitude;
5. Notify your supervisor as soon as you know if you will be unable to report to work due to sickness;
6. Notify your supervisor as soon as possible if work schedule changes. Projects and exams may occasionally interfere with a work schedule;
7. Keep an accurate record of hours worked;
8. Submit your completed time card to your supervisor on the 15<sup>th</sup> and the last working day of the month for signature;
9. Notify your supervisor immediately if there is a change to your work study award;
10. Notify your supervisor of any job-related accidents; and
11. Report to work with professional etiquette. This includes, but is not limited to, proper dress, cleanliness, and personal hygiene.

### **Responsibilities to Work Study Coordinator**

You also have responsibilities to the Financial Aid Office since Federal Work Study is based on financial need; you are expected to do the following:

1. Notify the Work Study Coordinator of any enrollment (credit) changes throughout the Academic School Year;
2. Maintain Satisfactory Academic Progress (refer to the Western Website at [www.westerntc.edu/financialaid](http://www.westerntc.edu/financialaid));
3. Earn no more than your pre-determined work study award;
4. Submit your signed timecard to the Work Study Coordinator on the 15<sup>th</sup> and last working day of the month;
5. Submit all requested payroll documents to the Work Study Coordinator in a timely manner; and
6. Notify the Work Study Coordinator of any problems with your supervisor or a work situation that cannot be resolved between you and your supervisor.

## Getting Started

### Awarding

Awards are made on a first come basis to students who have requested College Work Study either by talking with someone in Financial Aid Office, the Work Study Coordinator, or marking it on their FAFSA and who meet all current requirements. The amount of assistance available for Federal College Work Study at Western Technical College depends on the amount of money allocated to the College on an annual basis by the United States Department of Education.

Students who accept their offer of Federal Work Study Aid **are not guaranteed a job or the entire amount of their award.** Rather, they are given access to job. It is possible for a work study employee's work study award amount to change at any time throughout the Academic Year. The Work Study Coordinator will notify the employee and their supervisor of the change.

The Work Study Coordinator will monitor all earnings to ensure that the work study employees do not earn more than their awarded amount. An email will be sent to the work study employee and the supervisor when the student has 20 hours left. Work study employees will have to quit when they earn their awarded amount or when the College's Federal Work Study Fund has been exhausted. Students who earn more than their awarded amount could jeopardize their other financial aid.

If work study employees have any questions they should contact the Work Study Coordinator.

### Interviewing and Hiring

Once a student is awarded AND they have accepted their work study award the Work Study Coordinator will send a questionnaire pertaining to past work experiences along with a list of open positions. Once the Work Study Coordinator receives the questionnaire back they will forward it to the supervisor(s) of the position(s) that the student marked an interest in. The supervisor will then be in charge of contacting that student to come in for an interview. Once hired the student will need to meet with the Work Study Coordinator to fill out the required paper work and go over the Work Study Employee Handbook. The student is NOT considered hired until the Work Study Coordinator meets with the new employee and all the necessary forms are filled out.

### Orientation Process (meeting with the Work Study Coordinator)

During the work study employee orientation the students are given information regarding eligibility requirements and pay periods. They will also fill out, if needed, W-4 forms, I-9 Employment Eligibility Verification forms (they will need to bring a long their valid driver license and their social security card) along with any other forms that may need to be filled out at this time. Work study employees are told what is expected of them as employees as well as how to complete and when to turn in their time cards. Work study employees will be responsible for turning in a signed acknowledgment sheet stating that they have read the Work Study Employee Handbook when they are done.

### Work Schedule

The work study employee and the supervisor need to develop a mutually agreed upon work schedule that does not conflict with the employee's scheduled class periods. During the Fall and Spring semesters work study employees are only allowed to work 10 hours per week. In the summer work study employees are allowed to work 30 hours per week. Any changes in a work study employee's work schedule must be approved by their supervisor in advance.

## Payroll Process

### Payroll Schedule

There is a calendar on the Financial Aid website (<http://www.westerntc.edu/financialaid/workstudy.asp>) showing days that work study employee can and cannot work. Pay dates are around the 10<sup>th</sup> and 26<sup>th</sup> of each month. Should the 10<sup>th</sup> or 26<sup>th</sup> fall on a Saturday then you should be paid on the Friday before. Should the 10<sup>th</sup> or 26<sup>th</sup> fall on a Sunday then you should be paid on the following Monday.

### Documents Needed for Employee to Receive Paycheck

I-9 Form, W-4 Form, and Direct Deposit Form: These forms need to be filled out and returned to the Work Study Coordinator before an employee will be allowed to start work.

Time Card: Time cards need to be accurately completed with both the employee's and supervisor's signature on them. They need to be turned in on the 15<sup>th</sup> and last working day of the month to the Work Study Coordinator.

### Pay Rate

Currently, every work study employee earns \$8.00 per hour for on or off campus jobs.

### Hours

Work study employees are allowed to work 30 hours per week during the summer time (in order to work in the summer the student cannot be enrolled in any classes) and 10 hours per week in the Fall and Spring. When reporting hours worked, record hours rounded to the nearest quarter hour, half hour or whole hour. *Example: 2 hours 10 minutes will be reported as 2 ¼ hours; 2 hours and 35 minutes will be recorded as 2 ½ hours; 2 hours and 45 minutes will be recorded as 2 ¾ hours; and 2 hours and 55 minutes will be recorded as 3 hours.*

A Work Study Employee may not work more than 8 hours in any given day. Should they work more than 8 hours in any given day the department that they worked for will need to pay for those extra hour(s).

### Timecards

The timecards are due by the 15<sup>th</sup> (includes hours from the 1<sup>st</sup> – 15<sup>th</sup>) and the last working day of the month (includes hours from the 16<sup>th</sup> – the last working day). Should the 15<sup>th</sup> or last working day of the month fall on a Saturday or Sunday, timecards will be due the Friday before.

- 1) You are responsible for the accuracy of the hours reported on your timecard;
- 2) Timecards without either the supervisor signature will NOT be accepted and CANNOT be processed; and
- 3) Make sure you keep a copy of your time card.

The Fair Labor Standards Act of 1938 prohibits employers (including schools) from accepting voluntary services from any paid employee (including work study employees). Any student employed under work study must be paid for all hours worked. If a student overworks his/her award, their financial aid package may be seriously affected.

### Holidays

Work study employees are not allowed to work during Christmas Break or Spring Break unless otherwise told by the Work Study Coordinator. There are no paid holidays, sick pay, vacation pay, overtime pay or benefits for work study employees.

### Breaks

Work study employees are NOT allowed paid breaks (i.e.: smoking, lunch, etc.). If they choose to take a break (i.e.: smoking, lunch, etc) then it must be reflected on the timesheet as "off the clock" time.

## **Problems and Solutions**

### **Lost Timecard**

Should a timecard be lost or misplaced, complete another timecard. Turn the new timecard in as soon as possible to the Work Study Coordinator.

### **Student Did Not Work During a Pay Period**

Sometimes a work study employee will not work during a pay period for one reason or another. If this happens, please let the Work Study Coordinator know by email or phone call.

### **Supervisor Did Not Sign Timecard**

Your timecard cannot be processed until it is signed. Turn into the Work Study Coordinator as soon as your supervisor signs it.

### **Hours Missed**

Sometimes a student will not work the total 10 hours during the week. They are NOT allowed to make those hours up on a different week.

### **Worked Too Many Hours**

Work study employees are only allowed to work up to 10 hours per week. They CANNOT work more than 10 hours in one week (except full-time summer work study employees during a period of non-enrollment).

### **Worked More Than Awarded**

Work study employees are only allowed to work up to their awarded amount or until the College Work Study Fund is exhausted. A work study is not allowed to earn more than his/her awarded total. If a work study employee works more than awarded it is up to that department to pay the work study employee the difference.

### **Worked Less Than Awarded**

Work study employees who work fewer hours per week and do not earn his/her total awarded amount, are not necessarily entitled to the remaining balance.

### **Worked More Than 8 Hours in Any Given Day**

Work Study employees who do work more than 8 hours in any given day need to fill out another timecard (not a work study timecard) with the account number for which department will be paying for those extra hour(s).

### **Student Did Not Receive Direct Deposit**

Contact the Payroll Office at (608) 785-9594.

## **Summer Work Study**

### **Application Procedure**

To apply for a work study position in the summer, the student must have filed their FAFSA for the upcoming school year and must show eligibility for College Work Study. Just because you held a work study job during the Academic School Year (Aug. – May) does not mean that you automatically get to work during the summer. Student's who graduated cannot work the summer (semester) following their graduation date, unless they plan on returning for another degree and have work study eligibility.

### **Restrictions**

A work study employee must be planning to return to Western Technical College and carry at least six credits for the upcoming school year to work as a summer work study. These employees CANNOT enroll in any degree classes at any time during the summer.

### **Reporting Hours**

Work study employees may not work over 30 hours in any one week.

### **Payroll Process**

The pay procedure is the same as for the Fall and Spring semesters. See page 6

### **Breaks**

If a work study employee works more than 8 hours in one day they are required to take a ½ hour lunch. This is NOT a paid break.

## Other Important Information

### Confidentiality

The Family Education Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. All student employees of Western Technical College should be aware of the basic guidelines provided by FERPA to ensure that they do not violate this federal law. FERPA violations may result in disciplinary action including, but not limited to, the loss of their job.

Some positions at Western Technical College involve regular access to confidential information. It is expected that you will not discuss such information with anyone outside of Western Technical College or in public areas on the college campus. You should only discuss confidential information with other employees of your department when it is necessary for the performance of your job. **Any confidential information, in any form, is confidential.**

Please Note: Under no circumstances may a student release student information to anyone, unless the position specifically requires the student to do so. Refer any requests for information about a student to your supervisor to ensure that FERPA violations do not occur.

The student must avoid accessing student's records that they do not need to do their job, and may not exchange student information that they have learned while performing their job. Even a minor disclosure of information (i.e., telling another student of someone's class schedule) may be a FERPA violation and may result in disciplinary action.

### Rules of Conduct and Prohibited Behavior

To assist the efficient operation of the College, and to ensure the safety and well being of those at the College, the following rules of conduct are in force. The rules of conduct are not for the purpose of restricting the rights and activities of employees, but are intended to help employees by defining and protecting the rights and safety of all persons. Employees are expected to acquaint themselves with these rules and other work rules specific to their department. Prohibited behaviors include, but are not limited to:

1. Stealing or unauthorized removal or use of property belonging to the College, to employees, students or visitors of the College;
2. Unauthorized use and/or possession of intoxicating beverages, narcotics or dangerous drugs on the College premises, or reporting to work under the influence of intoxicating beverages, narcotics or dangerous drugs;
3. Fighting, gambling, use of profane, obscene or abusive language while at work;
4. Carrying weapons;
5. Behaving in a discourteous or disrespectful manner;
6. Refusal to carry out the instructions of a supervisor (insubordination);
7. Leaving the job without permission during regularly assigned working hours;
8. Sleeping while on duty;
9. Creating unsafe conditions;
10. Loss, damage, or destruction of property belonging to the College or to employees, students, or visitors to the College;
11. Unwillingness or inability to work in harmony with others, discourtesy or conduct creating discord; and
12. Failure to comply with policies and procedures of the Western Technical College Student Employment Handbook and those specific to a department.

### Termination

The employment relationship between Western Technical College and all student employees is exclusively that of an employee-at-will. The College of the student worker may terminate the employment at any time. An offer of hire or an actual hire **CANNOT** be construed to be a contract for employment for any specific length of time.

If a work study employee drops below six-credits during the regular fall/spring semester, they are no longer eligible for college work study funds and must quit their job. The supervisor also has the ability to terminate the employee based on the employee's job performance and conduct.

Throughout the regular semester, the Financial Aid Office evaluates the total college work study balance and may make new awards or take some away depending on the available funds.

### **Harassment and Discrimination Policies**

Harassment or discrimination of any kind, by or against any member of the College, will not be tolerated. If a student employee is found to have harassed or discriminated another employee, or student, staff, community or faculty member, disciplinary action will be taken which can include termination. For more details on harassment and discrimination policies see the Student Handbook.

### **Equal Employment Opportunity**

Western Technical College shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status in employment. Questions and complaints about discrimination in any area of the College should be directed to the Human Resource Director, 608.785.9166 (voice), or 608.785.9551 (TTY). Inquiries or complaints about discrimination in employment may be referred to the U.S. Equal Employment Opportunity Commission. Inquiries about the College's compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), Boston, MA 02109-4557, telephone 617.223.9662 (voice) or 617.223.9695 (TTY). Generally, an individual may also file a complaint with OCR within 180 days of alleged discrimination. If you have any questions regarding the EEO statement please contact the Human Resource Department: 608.785.9166 (voice), or 608.785.9551 (TTY).

### **Directory**

Heather Marx  
Payroll Assistant & Work Study Coordinator  
Email: [MarxH@westerntc.edu](mailto:MarxH@westerntc.edu)  
Phone: 608-785-9594  
Fax: 608-785-9136

**I have read and understand the Work Study Employee Handbook.**

Employee's Name (printed): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_