

# **Work Study**



# **Programs Manual**

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The Tusculum College Student Employment Office provides part-time student employment on campus through two programs---the Federal Work-Study program and the Institutional Work-Study. The Federal Work-Study Program is a federally supported, need-based program, and also provides opportunities for off campus employment. Tusculum College funds the Institutional Work-Study. Their purpose is to provide part-time employment to all students that desire employment to meet the costs of their education

The main objective of Tusculum College student employment programs is financial support, but on-the- job experience is also important. Ideally, students find jobs related to their interests, talents and vocations and leave school with valuable work experience. Student employment also offers students the opportunity to explore several areas of interest while still in school.

You, the employer, and the students who work for you should consider positions as regular jobs with normal duties and responsibilities. These jobs differ from others in several ways. First, jobs should allow students flexibility in scheduling work hours. Secondly, they are part of a student's financial aid package. Your Financial Aid Counselor must sometimes revise awards for students who receive additional resources. Therefore, we cannot guarantee the permanency of a student's work eligibility.

A normal work week for students is 8 to 10 hours, generally one and one half or two consecutive hours, five days a week. The Financial Aid Office determines salaries.

All decisions concerning employment and job placement of students participating in the Work-Study program must be made without regard to race, creed, religion, sex, national origin, marital status, age, disability or veterans' status. As employer, you have complete authority to accept or reject the applicant. The same right rests with the student applicant.

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### An Introduction

The Federal Work-Study Program is intended to stimulate and promote the part-time employment of students. Through the Federal Work-Study Program, students engage in work for the College that will

help the institution as well as the college community life. Students employed through the Federal Work-Study Program not only provide essential services to the College and to the community, but also have the opportunity to secure positions which may relate to their educational objectives, or enable them to gain valuable work experience.

## **Section B: Employment Conditions & Limitations**

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The following provisions apply to all work under the Work-Study Program.

- 1) Work-Study employment must be governed by employment conditions, including pay, that is reasonable according to the type of work performed, the geographic region, the employee's proficiency, and any applicable federal, state, or local law.
- 2) Work-Study employees will be paid at least the current federal minimum wage. Current pay is \$6.00.
- 3) Work-Study employment must not displace employees (including those on strike) or impair existing service contracts. Also, if the school has an employment agreement with an organization in the private sector, the organization's employees must not be replaced with Work-Study students. Replacement is interpreted as displacement.
- 4) Federal Work-Study positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.
- 5) The employer may not solicit, accept, or permit to be solicited any fee, commission, contribution, or gift as a condition for a student's employment;
- 6) Employers are prohibited from accepting voluntary services from any paid employee. Students employed under the Work-Study Program must be paid for all hours worked.
- 7) If a student must complete an internship or practicum as part of his/her degree requirement and would not normally be paid for doing so, the internship or practicum does not qualify under the Work-Study Program.

## Section C: Responsibilities of the Student Employer

The role of the supervisor is vital to the success of any work-study program and, in order to be effective, the supervisor must perform a wide range of activities.

As a supervisor, you are responsible for the development of the work environment. This process begins when you accept student workers with the skills and attributes necessary to support the operations of your department. You must communicate departmental goals, provide job descriptions, organize assignments, and establish expectations for our students. You will also be responsible for training, motivating, communicating with, guiding, evaluating and relating to the students you hire. You should serve as a model for the development of good work habits such as punctuality, honesty, dependability, cooperation and efficiency.

A supervisor's primary responsibility is providing student employees with adequate guidance, training and support. You are responsible for the work that your student employees do. Many students have a great deal of potential, but very little work experience, and your patience and support can help them develop that potential and become a valuable asset to the department as they gain important work experience. Although you may be faced with imperfection, you should strive to guide your students toward better work habits and skills and compromise when necessary.

Any permanent College employee can be a supervisor. Generally, the supervisor should be the person who has the most direct, daily contact with the student employee. Supervisors should only assign tasks that relate to operating academic programs, maintaining facilities, or supporting the institution in general. If you supervise student workers at Tusculum College, you have the following specific responsibilities:

### **SPECIAL NOTE: If a student I-9 and W-4 form are not turned in to Financial Aid they are not permitted to work.**

1. To work with your student employees to establish regular work schedules, making sure it is followed.
2. To provide your student employees with a clear, preferably written, statement of your departmental policies and of all college policies and regulations outlined in this handbook.
3. To give students' academic progress priority by allowing flexibility in scheduling during exam times. Also, however, require your students to give you adequate notice about planned absences or schedule changes.
4. **To verify the accuracy of your students' time sheets before signing them. The person who signs as supervisor confirms the hours worked as they appear on the time sheet. Time sheets become official records open to audit by the federal government, and supervisors are accountable for the accuracy of the records.**
5. To help student employees to submit time sheets to the Business Office on time, so that the payroll can be submitted by the deadline. Late or incorrectly completed time sheets can delay students' paychecks until the next pay period.
6. To ensure that students are not offered or given fringe benefits in addition to their hourly wages. Students must never be paid more than their set hourly wage.
7. To be sure your student employees do not earn more than the total semester award allocation shown on their work contracts.
8. To be sure that your students sign their timesheets when they sign in to work.

## Section D:

### Responsibilities of the Student Employee

Students should consider their Work Study positions as regular jobs. They should work with their supervisor to coordinate a work schedule and meet that schedule. Student workers have a dual responsibility, since they must also maintain satisfactory academic progress. Students employed through Tusculum College work programs have the following specific responsibilities.

1. To apply for financial aid each year as soon as possible after **January 1**, if they wish to continue receiving funds through the Federal Work-Study program. **Dead line is March 15th**
2. To earn the amount of their allocations.
3. To complete an Employee's Withholding Allowance Certificate (W-4, I-9, etc).
4. **To submit signed time sheets to the Business office by the deadline. Late time sheets delay paychecks until the following pay period.**
5. Not to work during scheduled classes or exam times.
6. To notify their supervisors in advance if they will be absent from work. Frequent absences are a justifiable cause for dismissal.
7. To consult with their Financial Aid Counselor if they wish to quit their jobs.
8. To give their supervisors two weeks notice before quitting their jobs when possible.
9. To go to the Financial Aid Office for possible job reassignment.
10. To arrive at the office prepared to work.
11. To observe the Tusculum College's policy on confidentiality of student records as it appears on the Tusculum College Work-Study Contract. Student employees who have access to student records must not discuss confidential student information with anyone.
12. To be sure and sign their timesheet when they sign in to begin work.
13. Dress appropriately.

### Requesting Student Assistants

To hire Work-Study Students, supervisors should contact the Financial Aid Office and complete a Supervisor Request For WS Student Placement.

Job requests may be submitted to the Financial Aid Office any time during the year. Early requests may be filled more easily than those posted during the year. **The Financial Aid Office should receive all requests for fall semester jobs by May 1st so that they may be included on the job lists mailed to eligible students before the beginning of fall semester.**

After receiving a work-study job all students must complete I-9, W-4, and Work-Study Contract.

### Rates of Pay:

Student employees must be paid at least minimum wage, and will be established by Financial Aid. Work Study pay rate is \$6.00 per hour.

### Student Work Schedules

The usual workload for full-time students is 8 to 10 hours a week. If funds and a student's eligibility allow, the Financial Aid Office may be able to arrange more work hours by adjusting the rest of the student's financial aid award. To determine the number of hours a week a student may work using the following formula:

Semester award allocation: \$800/semester

Divided by weeks in sem.: 16 weeks

Divided by rate of pay: \$6.00/hr

Equals hours to work weekly: 8 hours/week

The object of setting an average of weekly hours is to help gauge earnings over the full award period. Variances from the average weekly schedule are not violations of the program, except that students may not work more than 40 hours in one week. Students who earn too much too quickly are often unable to budget funds over the full award period and may find themselves short as the semester ends.

### Working During Scheduled Classes

The College and Federal regulations prohibit students from working during scheduled classes. Students may work only if the scheduled class has been cancelled or released early.

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### Payroll Procedures

The Business Office, McCormick Hall, is responsible for generating paychecks for all student employees. Employers can help this process run smoothly by reminding students to turn in time sheets at the drop off basket on the Business Office counter.

## Drug-and Alcohol-Free Workplace

The College recognizes its responsibility to provide a healthy environment within which faculty and staff may work in a drug- and alcohol-free workplace. If an employee is found in violation of College policies, the circumstances accompanying each individual case are considered when determining the consequences. Educational interventions are emphasized; however, when indicated, counseling or other therapeutic activities may be required.

Based on its commitment to assure the safety and health of its employees, the College seeks to maintain work and learning environments free of the unlawful manufacture, distribution, possession, or use of controlled substances or the abuse of alcohol. Drug and alcohol abuse affects the responsible conduct of business, teaching, and learning; therefore, it will not be tolerated.

### Policy Objectives

1. To maintain a safe and healthy environment for all students and employees.
2. To maintain the good reputation of the College with the community.
3. To minimize accidental injuries to individuals or property.
4. To keep absenteeism and tardiness at a minimum and to improve the effective performance of job duties and productivity.
5. In appropriate circumstances, to assist in securing alcohol or substance abuse rehabilitation.
6. To comply with the federal Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and other applicable legislation.
7. To adopt and implement a program to prevent use of illicit drugs and abuse of alcohol.

## Job Reassignments

A student or supervisor may initiate a reassignment if either party believes that the job and the student worker are not well suited. ***Specific guidelines must be followed before a student can be reassigned.*** First, the student and supervisor should discuss the reasons for reassignment, and if no satisfactory alternative options are available, a written request for a job change must be submitted to the Financial Aid Office. Both the supervisor and the student must sign this request. An attempt will be made to relocate the student to an available position. New contracts must be completed before the student can begin work at his/her new position. Please be aware that reassignment may not be possible.

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## Firing Student Workers

Students may be fired for justifiable reasons, such as dishonesty, conduct unbecoming a college employee, incompetence, failure to come to work, habitual tardiness, or breaking College confidentiality guidelines. Proof of misconduct must be clearly documented.

Departments are responsible for informing their student employees of these guidelines.

Departments should refer students who are fired to the Financial Aid Office for counseling and possible reassignment. Departments choosing to fire a student should remember that hiring another student in the middle of a semester may take some time.

## Section F: Other Important Information

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### Confidentiality

Counseling, disciplinary, academic and financial information on student records is personal and private, and employees who work with these records must ensure their confidentiality. Refer to the policy on the confidentiality of student records.

1. Only counselors and authorized employees may discuss or give out private information about student records.
2. When helping students, do not reveal confidential information or ask questions about finances, lifestyle, age, religious conviction, or academic progress in front of others.
3. Should you need to discuss records with a student, ask for a picture I.D. to be sure that you are dealing with the right person. A student who has no I.D., or who has telephoned must give you his or her correct full name, Social Security number, date of birth, and permanent home address before you may give out information. If the student cannot supply all of this information, compare his or her signature to his or her signed financial aid application for verification.
4. When working with students at a desk or counter, cover or put away other student files, keep your voice moderated, and ask others to stand out of hearing range of your conversation.
5. If you must discuss personal information to or ask confidential questions at a desk or counter, ask the student's permission to do so, or offer to set up a private meeting.
6. Do not give confidential information regarding a student to a spouse without written consent.

### Absences from Duties

Students are expected to be at work. If you will be absent or late for work, you **must call in**. Tell your supervisor in advance if you know that you will be absent. Failure to show up for work consistently and/or without good cause can lead to immediate dismissal. Supervisors who are experiencing problems with work-study employees should contact the work-study coordinator in the Financial Aid Office. Here are some suggestions on how to handle an employee who is becoming a problem:

1. **VERBAL WARNING** – the supervisor explains to the employee what is wrong and establishes what actions need to be changed, and what is expected of the employee; the supervisor must state that this is the verbal warning.
2. **WRITTEN WARNING** – the supervisor provides written documentation of performance concerns that have been discussed, but not improved sufficiently; the student should be made aware that dismissal from a Work-Study job means loss of award or reassignment.
3. **FINAL WRITTEN WARNING** – the supervisor provides subsequent documentation of specific performance deficiencies and notes the prior attempts to correct the behavior; the Financial Aid Office should be notified when a final written warning has been issued.
4. **DISMISSAL** – the supervisor holds a conference with employee and provides a written letter to employee and Financial Aid Office.



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