

GARRETT COLLEGE FEDERAL WORK STUDY EMPLOYMENT HANDBOOK

It's more than just a paycheck.....

A Federal Work Study position is a great way to:

- **Explore new job interests**
- **Enhance your resume**
- **Put academic theory into action**
- **Wok in a convenient job location**
- **Network-make future job contacts**
- **Afford a college education**

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Garrett College Financial Aid Office
Room 401
301-387-3057

INTRODUCTION

THIS MANUAL HAS BEEN PREPARED TO ASSIST YOU IN:

- **Applying for a Federal Work Study position.**
- **Understanding the purpose of a Federal Work Study position and how job descriptions have been developed.**
- **Securing a Federal Work Study position.**
- **Understanding your responsibilities as a Federal Work Study student.**
- **Explaining the procedures for all Federal Work Study laborers to be paid and all paperwork that must be submitted.**
- **Understanding the procedures that may lead to termination or replacement from a Federal Work Study position.**

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FEDERAL WORK STUDY PROGRAM OBJECTIVES

- ◆ To provide Federal Work Study employees with a broad range of work opportunities in which each job is necessary to assure the viable operation of the college.
- ◆ To foster career development through a variety of work experiences.
- ◆ To provide a work environment that will teach students about the varied responsibilities and opportunities of employment.
- ◆ To provide a program that complies with applicable federal, state, and local regulations and laws.

****It should be noted that while the staff does everything possible to place as many students as possible, they cannot guarantee placement of students in all departments.**

<p>TYPES OF STUDENT EMPLOYMENT: FEDERAL WORK-STUDY, COMMUNITY SERVICE, EARN & LEARN, AND INSTITUTIONAL LABOR</p>

Garrett College is an interesting place to work, as well as to study and learn. Your suggestions for improving the student employment environment to make it more rewarding and meaningful are welcome at any time.

The Garrett College Student Labor Program provides a student work-force that is incorporated into virtually all phases of college operations. The programs are designed to assist students in obtaining part-time employment and to assist in defraying college costs. It also provides students with an opportunity to develop personal and work related skills in a controlled environment. Work-study jobs are not designed to provide a student's sole support, nor are they intended as permanent part-time employment. All student employment requires that a student maintain his/her eligibility for the specific program. The student labor programs are as follows:

- ◆ **Federal Work Study-** A need based program designed to give students work experience. A Federal Financial Aid Application must be completed in order to determine eligibility.
- ◆ **Community Service-** A Federal Work-Study program that allows a student to work off-campus in a setting that benefits the community. Such fields may consist of health care, childcare, literacy training, tutorial services, public safety, crime prevention, recreation, and community improvement.

ESTABLISHING YOUR ELIGIBILITY FOR THE FEDERAL WORK STUDY PROGRAMS

A student's eligibility to participate in the Federal Work Study programs is determined by the following required documents:

- ◆ FAFSA-Free Application for Federal Student Aid.
- ◆ A Federal Work Study Application.
- ◆ Maintain at least a 2.0 Grade Point Average.
- ◆ Any additional documents requested by the Financial Aid Office.

Students may be eligible for Federal Work-Study, but funding may not be available. Work-study students are not eligible to accept a position until they are both eligible and have received funding. A student who is interested in a Federal Work-Study position is encouraged to apply early. In addition to qualifying for the Federal Work Study Programs, students must also be enrolled in a minimum of six credit hours per semester.

AUTHORIZATION TO BEGIN WORKING

After a student has been notified that he/she is eligible to participate in the Federal Work Study program, the student is to immediately report to Financial Aid to receive a Federal Work Study Packet that will include all forms required by state and federal laws. Students may contact their supervisors to work out a weekly schedule that does not conflict with class time or athletic game/practice time.

****The Federal Work Study Packet must be completed and returned to the Financial Aid Department before a student can begin working. Student time sheets submitted without the completed documents will not be processed. Students cannot be paid until all documents are completed.**

****Supervisors or departments who allow students to work prior to completing their Federal Work Study packet are responsible for payment for those hours worked.**

THE FEDERAL WORK STUDY PACKET

The Federal Work Study packet includes the following:

- ◆ A detailed checklist of all required documents and signatures that need to be completed prior to student employment.
- ◆ Placement site, hours allotted, supervisor, program, rate of pay, terms of employment, signatures.
- ◆ Federal and State W- 4 (Employee Withholding Allowance Certificate) determine the amount of tax to be withheld from each student's check.
- ◆ INS Form I-9, On May 1 1987, the Immigration and Naturalization Service issued final regulations that require employers to verify that all new hires are authorized to be employed in the United States. ****See Checklist on following page.**
- ◆ After all documents on the checklist are completed and turned in, the checklist must be returned to Financial Aid Office with all required signatures. You may then begin your employment as a Federal Work Study Student.

THE DOCUMENTS PRODUCED BY THE EMPLOYEE MUST SHOW BOTH THE EMPLOYEE'S IDENTITY AND HIS/HER EMPLOYMENT ELIGIBILITY.

Acceptable Identification for the I-9 Form

The United States Immigration and Naturalization Service require that all employees, both citizens and non-citizens, complete the I-9 form at the time of hire. Students should complete this form and bring it to the Payroll Office with either *one* document from list A or *two* documents from list B.

<u>List A</u>		<u>List B</u>		
US Passport	<u>Or</u>	<u>One from this list</u>	<u>And</u>	<u>One from this list</u>
Certificate of Citizenship		Driver's License		US Social Security Card
Certificate of Naturalization		Picture ID Card Issued by Gov. agency		Certification of Birth Abroad
Unexpired Foreign Passport		School ID card with picture		Original or Certified copy of Birth Cert.
Alien Registration Card		Voter's Registration		Native American Tribal document
Unexpired Temporary Resident Card		US Military Card or draft record		Us Citizen ID Card
Unexpired Employment Authorization		Military dependent's ID card		
		US Coast Guard Merchant Mariner Card		

TIME SHEETS

When you have completed all required forms for your Federal Work Study position, you will receive a timesheet. Inaccurate or incomplete time sheets will be returned to the student to be corrected or completed. **This could delay a student's paycheck; therefore, accurate checking PRIOR to submission is mandatory. If changes are made, please correct and initial those changes. Please do not use "white-out."**

WE CANNOT GUARANTEE PROCESSING IN TIME TO MEET THE NEXT PAYROLL FOR TIME SHEETS SUBMITTED AFTER THE DUE DATE!

Students can work up to the allotted hours- BUT NOT OVER. Students cannot work during times they are scheduled to attend classes. We will periodically check time sheets to verify that students are complying with this provision. Students are responsible for making the time sheets legible. It is the responsibility of the student to ensure time sheets are turned in on time.

Guidelines for Time Sheets

- ◆ All hours must be totaled for each day and week
- ◆ Time sheets must be signed by student employee and supervisor
- ◆ Time sheets due dates **MUST** be followed
- ◆ No more than **ONE** pay period per time sheet will be accepted
- ◆ Time sheets may not be turned in more than **ONE WEEK LATE YOU WILL NOT BE PAYED FOR PREVIOUS HOURS NOT TURNED IN!**
- ◆ Proper time sheets must be used
- ◆ Time sheets must be turned in to the Financial Aid Office by **NOON** on the correct due date

PAYROLL CHECKS

All payroll checks are to be picked up in the Business Office on the specified pay date after 10:00AM. If checks are not picked up on pay day, the checks will automatically be mailed to the student's permanent address.

Federal Work-Study students will receive an actual check for the hours they have worked.

BREAKS, LUNCH PERIODS, SICK LEAVE

Under the provisions of the Fair Labor Standards Act of 1975, employers are required to provide rest periods or breaks during working hours.

If a student works six hours or more, then he/she must indicate an unpaid lunch break of at least ½ hour on his/her time sheet. Failure to do so will require the Financial Aid Office to readjust the individual time sheet. **It is up to the supervisor to decide the most convenient time for a lunch break. A Federal Work Study Student should never leave on a break without notifying his/her immediate supervisor, which will result in a loss of 30 minutes of pay.**

Sick leave benefits are not accrued for student employees. It is not intended that a student employees would be terminated because of reasonable absences due to illness. In the event of an illness, the student should notify his/her supervisor as early as possible on each day of absence. The supervisor should review the notification with the student.

CONFIDENTIALITY

Some positions require that student employees have access to other students' records and departmental information. All Garrett College employees, including students, are authorized to access only pertinent information that is necessary to perform their job functions. In addition, employees are not allowed to look at and/or communicate any information other than what is necessary to perform their job functions. Please remember that anything you hear in the office you work in or across campus should not be public information.

A STUDENT WANTING TO TRANSFER DEPARTMENTS

Students wanting to transfer from one department to another must first discuss the reasons with their supervisor.

After a student has discussed reasons for transfer with his/her supervisor, he/she must then notify Financial Aid of the issue and a transfer will be discussed.

Students should remember that it is customary to give your supervisor two-weeks notice. There are no guarantees that a transfer will be granted.

TERMINATION FROM A POSITION

STUDENT INITIATED

Student employees may terminate their Federal Work Study positions and remain in good standing if a legitimate reason exists. Student initiated termination requires that the student discuss issues with the supervisor, contact Financial Aid, and preferably give the current supervisor two-week notice. Legitimate reasons may consist of a schedule conflict, documented illness, or an uncomfortable work environment (e.g. profanity or invading personal space).

Students who terminate their job in good standing will be eligible to rehire the following semester IF there is no waiting list and an open position is available.

SUPERVISOR INITIATED

In the case of a supervisor-initiated termination, the supervisor should:

- FIRST:** Issue the student a verbal warning, and written documentation of warning should be forwarded to Financial Aid.
- SECOND:** A written warning should be issued to the Federal Work Study employee with suggestions/actions to correct the problem. The written warning should specify that the next written warning will result in termination from the Federal Work Study position. This warning should also be forwarded to Financial Aid.
- THIRD:** A letter of termination should be given to the student and a copy forwarded to Financial Aid.

If the reason for the termination warrants immediate separation, the supervisor should notify the Federal Work Study employee, and a written explanation should be forwarded to Financial Aid.

FINANCIAL AID OFFICE INITIATED

The Financial Aid Office will regularly monitor students for enrollment hours, grade eligibility, number of hours worked, and funding eligibility. No student employee is permitted to work in departments where a family member is an employee. The student and department will be notified via memo if these offices are required to terminate a student.

REASONS FOR TERMINATION CAN INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- ◆ Excessive tardiness or absenteeism
- ◆ Working during scheduled class time
- ◆ Violation of any college policies stated in the student handbook
- ◆ Absenteeism to tardiness without notifying the supervisor
- ◆ Failure to work assigned schedule
- ◆ Insubordination toward supervisor
- ◆ Failure to turn in a time sheet
- ◆ Falsifying time sheets for time worked or taking unauthorized break periods
- ◆ Unsatisfactory job performance
- ◆ Failure to meet the general student obligations as listed in the student labor handbook
- ◆ Violating the Student Code of Conduct as stated in the Policies and Procedures document
- ◆ Lying or stealing
- ◆ Reporting to work under the influence of drugs or alcohol
- ◆ Not meeting satisfactory academic progress (2.0 GPA) as determined by the Financial Aid Office
- ◆ Breaking rules of confidentiality
- ◆ Discourteous treatment of the public or any other gross failure of good behavior in the performance of job assignments

APPEAL PROCEDURE

If a student would like to appeal a termination, the student must send the Financial Aid Director a letter explaining why you feel you should not be terminated within ONE WEEK of the termination. The Financial Aid Director will respond via a letter no later than one week of receiving the appeal letter. **There is no appeal procedure beyond the Financial Aid Director.**

EVALUATIONS

Students will be evaluated at the end of each semester by their supervisor.

RESPONSIBILITIES OF THE WORK STUDY STUDENT

- ◆ Before you begin working, you should be certain all necessary paperwork has been completed and returned to the appropriate departments. A checklist of all required paperwork will be attached to your employee packet. All Federal Work Study employees must complete the Federal W-4 and I-9 Form and return these forms with the required proper identification before they can begin working.
- ◆ You should report to work on time. If you are going to be late or absent, you should **always** notify your supervisor in advance.
- ◆ Turn in completed time sheets as provided by the schedule attached to initial time sheets. If a time sheet is lost, the student may pick up a new time sheet in the Financial Aid Office. No other forms will be accepted.
- ◆ Time sheets should be signed by both the supervisor and the student and turned in to the Financial Aid Office on time. (Please see guidelines)
- ◆ Student employees should not engage in reading, homework, or other personal business including phone calls during hours of employment (unless approved by the supervisor).
- ◆ Each department may have its own specific dress code. Make certain to check with your supervisor to find what his/her expectations are.
- ◆ **Students are responsible for ensuring that their earnings do not exceed their work-study award limit.**
- ◆ The student must perform his/her designated job duties in a satisfactory manner.
- ◆ Complete an evaluation form of your supervisor at the end of each semester.
- ◆ Your supervisor will supply you with a written job description. It is your responsibility to familiarize yourself with the job duties, quality/quantity of work expected, hours of deviations/absenteeism.
- ◆ Adhere to the policies set forth by your departmental supervisor.

RESPONSIBILITIES OF THE SUPERVISOR

- ◆ Complete and submit a job description for each position within your department to the Financial Aid Office.
- ◆ Review for accuracy and completeness of the time sheet. All time sheets must be signed by the Federal Work Study student and the supervisor.
- ◆ The supervisor is responsible for dealing with a student's work-related problems. Do not hesitate to contact Financial Aid if you have questions.
- ◆ Review job descriptions, job responsibilities, and expectations with your Federal Work Study student.
- ◆ Provide adequate instructions and necessary working conditions for student to perform their duties. This includes adequate supervision.
- ◆ Provide fair and advance written notice of an inadequate performance by the student before the student is terminated. It is required that a copy of any written notice of inadequate performance be sent to Financial Aid for placement in the student file.
- ◆ Monitor student earnings to ensure that the student's maximum earning award is not exceeded.
- ◆ Complete and evaluation at the end of each semester for each student.
- ◆ Inform Financial Aid of all job openings and job requests for you department.
- ◆ Inform Financial Aid of any personnel or administrative problems regarding Federal Work Study students.
- ◆ It is the supervisor's responsibility to supervise a student. It is not permissible for other students to supervise Federal Work Study students.
- ◆ Along with training and orientation, office demeanor should be addressed (i.e. degree of professionalism and maturity is required, open line of communication with supervisor, chat lines/ computer privileges, professional language, and bringing "friends or boy/girl friends" into the office.)

Note: Terms of Employment and Statement of FERPA Understanding forms are available to students who qualify for Federal Work Study through the Garrett College Financial Aid Office. Contact the office for more information.