

Work-Study Handbook Tusculum College Office of Financial Aid and Student Campus Employment



Coty Dykes, Assistant Financial Aid Counselor
Office of Financial Aid and Student Campus Employment
423-636-7300 ext. 7377

financialaid@tusculum.edu

Office Hours M-Th: 8am to 6pm, F: 8am to 5pm

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An Introduction to Tusculum College Employment Programs

Tusculum College Student Campus Employment provides part-time employment to students that demonstrate financial need through the Work-Study program. The Work-Study Program is supported by funds from the Government, Private Donors and the Institution. The main objective of the Tusculum College student employment program is to provide financial support to the student by giving on-the-job experience. 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.

Student workers should realize these positions are traditional jobs with normal duties and responsibilities. However, work-study jobs differ from others in several ways. First, jobs should allow students flexibility in scheduling work hours around a class schedule. Second, the Financial Aid Counselor must sometimes revise awards for students who receive additional resources. Therefore, there is no guarantee of permanency of a student's work eligibility.

Students may work up to 20 hours per week while school is in session. During the weeks when school is not in session (e.g. spring break) students may work their hours, but may not exceed 20 hours a week. Students should not work more than 20 hours per week in order to encourage time for homework and study. This includes the total number of hours for all jobs worked. Students may not work any work-study hours during a time when class is scheduled (seat time).

(For example, if you are scheduled for a morning class, you may not work between the hours of 8:30 am – 11:30 am, even if class is cancelled.)

The average hours a student may work for the maximum work-study of \$1000.00 per year or \$500 per semester is 5 hours per week.

Students and Supervisors may contact Coty Dykes if any issues arise and assistance is needed.

Employment Conditions & Limitations

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 \$7.25.
3. Federal 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 Work-Study Program must be paid for all hours worked, not to exceed their semester award amount. **If students work beyond their award amount, the departmental budget will be charged the difference.**
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.
8. No student may work during hours classified by the Institution as "seat time" (refer to example on page 2.)

Responsibilities of the Supervisor

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 hire 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, 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 have very little work experience. Your patience and support can help them develop the potential to 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 full-time 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.

A back-up supervisor can be authorized to sign timesheets when the direct supervisor is unavailable. A back-up supervisor is strongly recommended.

If you supervise student workers at Tusculum College, you have the following specific responsibilities:

1. To work with your student employees to establish regular work schedules, making sure it is followed.
2. To allow your student every opportunity to be able to earn their award allocation.
3. 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.
4. To give students' academic progress priority by allowing flexibility in scheduling during exam times. Students should be required to give you adequate notice about planned absences or schedule changes.
5. 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.
6. As the Direct Supervisor of a student worker, by signing the timesheet, you certify that each timesheet accurately reflects the actual time that has been worked. You further understand that if you certify time that is not worked, this is considered fraud and may result in disciplinary action that could include suspension or termination.
7. To submit time sheets to the Office of Financial Aid and Student Campus Employment on time, so that the payroll can be submitted by the deadline. Late or incorrectly completed time sheets will delay students' pay until the next pay period, without exception.
8. Time sheets will be due by noon of the Monday following the week worked by a student. In the event the school is closed they will be due by noon the first day available, or unless instructed otherwise. Time Sheets will not be accepted early, meaning if the student is planning on working Friday we will not accept the time sheet on Thursday.
9. 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, or work more than 29 hours per week.
10. Be sure your student employees do not earn more than the total semester award allocation.

Responsibilities of the Student Worker

Students should realize their Work-Study positions are traditional 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.

Campus offices and departments rely upon assistance from student employees and the student must realize that his/her work is important to the successful operation of the employing office or department. **DEPENDABILITY, RELIABILITY, PUNCTUALITY and RESPONSIBILITY** are the traits that are looked for in a good employee.

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 1st**, if they wish to continue receiving funds through the Federal Work-Study program. **Priority Deadline is February 1st for new students to Tusculum College, and March 1st for returning students.**
2. To earn the amount of award allocation. Failure to earn the award amount may cause a student to owe a balance on their student account in the Business Office. A balance can place an account on hold status, preventing students from registering for class, or obtaining transcripts.
3. To complete an Employee's Withholding Allowance Certificate (W-4) and Employment Eligibility Verification (I-9), plus additional documentation as required by law.
4. Not to work during scheduled classes or exam times.
5. To notify their supervisors in advance if they will be absent from work. Frequent absences are a justifiable cause for dismissal.
6. To consult with their supervisor if they wish to quit their jobs. If possible, to also give a two weeks notice.
7. **To arrive at the office prepared to work.** This includes dressing appropriately and maintaining personal hygiene.
8. To observe the confidentiality of student records. Student employees who have access to student records must not discuss confidential student information with anyone and should be given the online FERPA tutorial, found at <https://www.tusculum.edu/ferpa>.
9. As the Student Worker, by signing the timesheet, you certify that this timesheet accurately reflects the actual time that has been worked. You further understand that if you certify time that is not worked; this is considered fraud and may result in disciplinary action that could include suspension or termination.
10. **Name Changes:** Students are responsible for notifying the Registrar's Office in the event of a name change. The student is also required to contact either Human Resources or the Work-Study Coordinator in order to complete a new I9 and W4 with the updated name.
11. Students sign a responsibility contract with the Business Office. Completing the agreement allows students to have their monthly earnings deposited directly into the student's school account or to receive a payroll check.

I have read the above and understand the responsibilities as a student worker, and I agree to adhere to the guidelines listed above.

Student Name (Print): _____ Student ID: _____
Student Signature : _____ Date: _____

Policies and Procedures

Hiring Student Workers

Students who are eligible for the work study program during the fall semester will be asked to participate in the work study Job Fair which will be held in block 1 of the year. They will have the chance to meet the supervisors and interview for the jobs.

After being hired by the supervisor, all students must complete the I-9 and W-4 BEFORE THEY START WORKING.

The first day students can work is the first day of the fall academic semester. The last day students can work is the last day of the spring academic semester. Unless noted otherwise.

Students starting in the spring who are eligible will need to visit the Financial Aid Office to see if there are any open positions on campus. If there is an open position the student will need to contact the supervisor and arrange an interview.

If hired the student will need to visit the Human Resources Department to complete the I-9 and W-4, and also the Business Office to complete work study Contract before they can begin working.

Job Reassignments

If a student is being reassigned to a different supervisor, but within the same department. The student will need to complete a new Work Study Authorization form and the Supervisor must be approved to be a supervisor by the Office of Financial Aid and the Human Resources Department.

If the student is wanting to leave the department and switch to a new location they will need to redo their Work Study Authorization form and officially quit their previous position.

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 choosing to fire a student should remember that student on the wait list will be notified of the opening and will be encouraged to seek out the supervisor for an interview.

Wait List for Work Study employment

Students who are not able to find a position will be offered a chance to be added to **the Waiting list**. Students wanting to be added to the waiting will be added by date of inquiry and will be notified in by that order. Student who quit their jobs or are fired for whatever reason will be informed of the waiting list. And will be added only by request.

Discrimination Prohibited

The Tusculum College Bylaws state "Tusculum College does not discriminate on the basis of race, color, sex, religion, national or ethnic origin, physical handicap, age, or marital status in admissions, in awarding financial aid, in employment, election of trustees, or in any other aspect of academic or campus life." These guidelines must be followed when hiring/firing Federal Work-Study employees.

Rates of Pay

Student employees must be paid at least minimum wage. The Work-Study pay rate is currently \$7.25 per hour.

Student Work Schedules

The usual workload for full-time students is 10 to 16 hours a week. To determine the number of hours per week a student must work, use the following formula:

Semester award allocation: \$500/semester

Divided by weeks in semester: 16 weeks

Divided by rate of pay: \$7.25/hr

Equals hours to work weekly: 4.31 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 20 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. Students must never be "pre-paid" hours. That is considered fraud and will not be tolerated.

Payroll Procedures

The Business Office, located in McCormick Hall, is responsible for generating paychecks earnings to students' school accounts for all student employees. Employers can help this process run smoothly by turning in the **signed** student timesheets to the Office of Financial Aid and Student Campus Employment by the required dates of each month. Timesheet due dates are available from the Office of Financial Aid and Student Campus Employment.

Time sheets

Time sheets are to be submitted on time by only **email or delivered in person by the supervisor or other staff/Faculty member.** Student are not allowed to drop off time sheet under any circumstance.

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.

For further information, please reference the campus safety and crime report at <http://www.tusculum.edu/life/safety.html> .

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.

Other Important Information

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, located on the college website under "resources" then "FERPA tutorial".

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 working with the correct person. A student who has no I.D., or who has telephoned, must give you his or her correct full name, Student ID number, Social Security number, date of birth, and permanent home address before you may give out information.
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, 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.

Absences from Duties

Students are expected to be at work. If needed to be absent or late for work, you **must contact a supervisor**. Tell the supervisor in advance of a known absenteeism. 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 Office of Financial Aid and Student Campus Employment. Generally, discipline will be progressive as indicated below; however, in the College's discretion, discipline may consist of termination or suspension without pay, even for a first offense. Where discipline is progressive, it may be applied as follows:

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 and notify the Office of Financial Aid and Student Campus Employment of the date of such 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. A copy must be sent to the Office of Financial Aid and Student Campus Employment.
3. FINAL WRITTEN WARNING – the supervisor provides subsequent documentation of specific performance deficiencies and notes the prior attempts to correct the behavior.
4. DISMISSAL – the supervisor holds a conference with employee and provides a written letter to employee and Office of Financial Aid and Student Campus Employment.