

LINDSEY WILSON COLLEGE



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WORK STUDY HANDBOOK

STUDENT EMPLOYMENT HANDBOOK

This handbook has been prepared to help students and departmental supervisors develop a better understanding of the regulations, policies, and procedures of the Federal Work Study Program.

I. PURPOSE OF WORK STUDY PROGRAM

The work study programs are designed for the purpose of assisting students in meeting a portion of their educational expenses and development of professional skills and attitudes relating to the employment field.

II. FEDERAL WORK STUDY PROGRAM REQUIREMENTS

In order to qualify for the Federal Work Study Program, a student must meet the following criteria:

- A. Must qualify for the Federal Work Study Program as established by guidelines of the Department of Health, Education, and Welfare.
- B. Must enroll as a full-time student.
- C. Must be making minimum acceptable academic progress as designed in the LWC catalog.

Students who qualify for the Federal Work Study Program are paid from federal work study funds (70%). These funds may be matched by institutional funds (30%).

Federal regulations prohibit earning money in excess of the amount awarded; therefore, it is imperative that the student's employment not exceed the approved level of earnings as stated in the Employment Notification Letter. Work study students will not be paid for hours worked in excess of the amount awarded.

III. PAYROLL ASSIGNMENT PROCEDURES

Before a student may work, he/she:

- A. Must have completed an application for College Work Study
- B. Must have filed a Federal Application for Federal Student Aid. A new application must be filed at the beginning of each academic year.
- C. Must have received an Employment Notification Letter verifying his/her eligibility for employment.
- D. Must have obtained a work permit from the Office of Student Financial Services.
- E. Must have proof of citizenship and eligibility to work. (Copy of a valid Driver's License and Social Security Card or Birth Certificate.) You must have a social security number.
- F. Must have completed an I-9 Form, a W-4 Form, and K-4 Form.

Before a supervisor assigns a student to a job, the department must have received written verification of the number of hours per week a student is assigned to work and the approved level of earnings from the Work Study Coordinator.

IV. PAY RATE

The minimum hourly pay rate for students employed under the Federal Work Study Program is the federally mandated minimum wage.

V. TIME SHEETS

During this academic year, all students will be using Banner Web to submit time sheets. You will submit timesheets once each month. Timesheets must be submitted on a monthly basis. Time sheets must be approved by the supervisor.

VI. STUDENT RESPONSIBILITIES

Accepting a work study position involves a commitment. In addition to their responsibilities as a student, an individual involved in the work study program has certain responsibilities to the College as their employer. When a student becomes a part of the work study program, they become a member of a working unit which depends on each individual. A work study student is expected to:

- A. Report to work promptly.
- B. Record time in and time out for all hours worked (record the time to the nearest 15 minutes).
- C. Check with supervisor about weekly work schedule.
- D. Work at least three full weeks in the assigned job before requesting a transfer.
- E. Work all hours scheduled by supervisor.
- F. Submit timesheet at the end of each month.
- G. Dress appropriately for the job.
- H. Attend all meetings called by individual supervisors or the College Work Study Coordinator.
- I. Notify their supervisor in advance of trading hours with another student worker.
- J. Notify their supervisor in advance when unable to work, regardless of reason.
- K. Never work during scheduled class time.
- L. Not to exceed twenty hours of work per week. You will not be paid for hours exceeding this limit.

VII. SUPERVISOR REPONSIBILITIES

- A. Submit a completed position description for each of the jobs which you have requested a student worker.
- B. Use assigned work study students for school-related work only.
- C. Supervise student and provide any necessary training.
- D. Set a weekly or monthly work schedule.
- E. Approve timesheet each month and submit to the Work Study Coordinator when requested.
- F. Keep a record of total hours each student works. They are not to exceed the student's awarded hours. The College Work Study Coordinator will provide the supervisor with employment notification for each work study student.

- G. Submit timesheets every month for each of your students to the Work Study Coordinator by 12:00 (noon) on the first working day after the end of the month.*
- H. Attend all meetings called by the Work Study Coordinator.
- I. Report any problems to the Work Study Coordinator immediately.
- J. Complete job performance evaluations each semester.
- K. Complete time sheets for December and May before the student leaves campus.
- L. Do not allow students to exceed twenty hours of work per week.
- M. Make sure every student assigned to your department submits a timesheets.
- N. Monitor and make sure no one works over the allotted hours for each semester.

**Late timesheets are not permitted through Banner Web. Time sheets not approved by the supervisor will not be paid.*

VIII. JOB TRANSFER

The Office of Student Financial Services will not consider transferring any student from one department to another until the beginning of a new month. The work study student should work hours scheduled until transferred. The student must then complete a transfer form and submit it to the Work Study Coordinator for approval. The transfer form needs to be completed and turned in to the Work Study Coordinator before the last day of the month the transfer is requested.

IX. JOB PERFORMANCE

The faculty or staff member to whom a student has been assigned is under no obligation to continue to employ a student whose behavior or job performance is unsatisfactory.

Each department is requested to complete a Student Evaluation Form on student employees assigned to that department. These forms will be sent periodically from the College Work Study Coordinator.

X. TERMINATION OF EMPLOYMENT

- A. If a student's job performance or behavior is unsatisfactory or if his/her employment is to be discontinued, the supervisor should:
 - 1. Notify the student in writing why his/her employment has been terminated and send a copy to the College Work Study Coordinator.
 - 2. Notify the College Work Study Coordinator.
- B. Reasons for termination include but are not limited to:
 - 1. Unexcused absences.
 - 2. Unsatisfactory job performance or behavior.
 - 3. Engaging in indecent, unlawful, or immoral behavior.
 - 4. Forging a supervisor's signature.

XI. SUMMER STUDENT EMPLOYMENT

In order for a student to be employed full time on campus during the summer months, a student must:

- A. Qualify for the Federal Work Study Program.
- B. Have been accepted for fall admissions as a full-time student or have been a full-time student the previous summer.
- C. Summer work is subject to availability of funds.

XII. PAY DAY

Students are expected to sign a Consent Form so that checks can be applied to their student account to pay toward their balance.

Student cannot receive checks early or receive advances.

Checks for December and May will be mailed from the Business Office unless there is a balance on the student's account, which it will then be applied to the account.

NOTE: The College will make every effort to schedule your work in order to receive the full award for each semester. The award is guaranteed only if you work every scheduled hour. We do not guarantee that you can make up hours you were scheduled but did not work.

XIII. GENERAL INFORMATION

Any questions regarding this handbook should be directed to the Work Study Coordinator. The Office of Student Financial Services is located in the Elizabeth Lowe Whitfield House. The Work Study Coordinator can be reached by telephone at (270) 384-8022.

Lindsey Wilson College, as well as other institutions in the United States, will have a drug-free environment. Lindsey Wilson College, in accordance with federal regulations, has developed a policy concerning a drug-free environment. The policy is available for review in the office of the Vice President for Administration and Finance.