

Lindsey Wilson University Work-Study Program

2025-2026 Supervisor Handbook

GENERAL OVERVIEW

Student Work Program (SWP) is a blanket term that encompasses Federal Work-Study and Lindsey Work-Study.

- ❖ Federal Work-Study (EFWS) is a student employment program that is 100% funded by the U.S. Department of Education. The university administers this program in accordance with the laws, federal regulations and instructions issued by or on behalf of the Department of Education.
- ❖ Lindsey Work-Study (ELWS) is a student employment program funded entirely by the university. Institutional policies and regulations govern ELWS.

In order to determine eligibility for an EFWS award, students are required to file the Free Application for Federal Student Aid form (FAFSA), which can be found on the website www.studentaid.gov.

Students must also meet the following conditions

- ❖ Be accepted for enrollment or be enrolled as a full-time residential student (commuting or part-time students will be considered if there are funds available after full-time students are placed).
- ❖ Demonstrate financial need through the financial aid application process
- ❖ Receive an award and accept the offer.
- ❖ Maintain satisfactory academic progress (GPA 2.5 or higher) while employed in the program.
- ❖ Not be in default on any federal Title IV loan program and not owe a repayment of a federal grant or scholarship

Student eligibility to participate in the Student Work Program is reviewed annually. Student Work Program awards are awarded for the academic year (August - May). Students who receive an award and accept the award must complete the requirements with HR before they can be assigned and receive a Student Work Consent Form. Students who do not **secure** their placement by the second week of the term may forfeit their eligibility for the Student Work Program for this academic year.

Student Work Program awards are subject to reduction or cancellation **if** it is determined a student no longer meets the eligibility requirements to participate in the Student Work Program.

SUPERVISOR RESPONSIBILITIES

Each department is expected to hire the number of student workers needed **for** the academic year. Furthermore, the employing department is expected to provide each student with meaningful work and enough hours to earn his or her entire award.

Supervisors are responsible for overseeing the work assigned to and performed by each student employee and for complying with all procedures contained in this handbook. Supervisors are also responsible for verifying SWP time sheets, monitoring employee's hours worked and maintaining records for each student.

These **records** must include:

Copy of the Student Work Consent Form (these are returned to Financial Aid and a copy will be emailed to you),
Copy of the student's class schedule, which must be updated each term. The supervisor and student must refer to this class schedule when designating the student's work hours. Students are not allowed to work during class time. If a class is cancelled and they work during that time, they must show documentation from the instructor.

Work-Study Supervisors are also responsible for the following:

1. Providing the Financial Aid Office (FAO) with a written Job Description for each position in your department.
2. Ensuring that students have approval to work from the FAO. **Before allowing** a student to **work**, make **sure he/she is eligible**. The student must present you with an approved *Student Work Consent* form. Complete the entire *Student Work Consent* form and return to the FAO.
3. Informing the **student**, in writing, of the duties and responsibilities of the job. A copy of the job description will be emailed to the student by WS Coordinator These duties and responsibilities must be in correlation **with** the job description on file in the FAO.
4. Providing the student with the orientation and training necessary to perform assigned duties. For many students, this is their first work experience.
5. Obtaining a class schedule from the student each semester and establishing a schedule of work hours that will be acceptable to both the student and the department. Keep in mind that students are not allowed to work during scheduled class time.
6. Supervising the development of good work habits. Jobs should include the opportunity for students to learn life skills such as communication, time management, reliability, initiative, teamwork, problem solving, working independently, and ethical decision-making.
7. Supervisors should have work-study students sign in and sign out of Banner Self-Service each day worked in order to avoid any conflict at the end of the pay period. Hours worked must be documented.
8. Approving and submitting Banner time sheets to the HR according to the SWP biweekly Payroll Schedule.
9. Monitoring SWP wage earnings to ensure that no student earns more than his or her award and that the student stops working when his or her award is fully earned or when the employment period ends. A remaining hours report will be sent to the supervisor each pay period. All students employed under the Student Work-Study Program must be paid for all hours worked. Students will need to complete no more than half of their total amount each semester to stay within their need based aid. Ex. If the student has \$3,000 for the year, he/she does not need to work over \$1,500 for Fall. If the student only works \$1,000 for Fall, he/she cannot work \$2,000 for Spring. It makes him/her overawarded in aid for Spring.
10. Submit a *Request for Additional Hours* for each student before allowing the student to work more

hours than initially awarded.

11. Promptly notifying the FAO when a student has resigned from their department.
12. Notifying the FAO when you have a job opening so that a qualified student may be found to fill it.

DO NOT ALLOW A STUDENT TO BEGIN WORKING UNTIL HE/SHE PROVIDES YOU WITH A "STUDENT WORK CONSENT FORM" FROM THE FAO.

STUDENT RESPONSIBILITIES (posted in Student Handbook)

Student employees are required to comply with the performance standards established by the department for which they work. Students who fail to perform in a satisfactory manner may be removed from the assignment and from the SWP program.

Any student who accepts a student employee position accepts the responsibility of maintaining professional standards and agrees to the following:

1. Complete all university, federal, state and employment eligibility (I-9) forms prior to beginning work. This includes a Student Work Consent (Green form).
2. Know and satisfactorily perform his/her job according to the job description provided by the department or agency in a serious and responsible manner.
3. **Follow** a predetermined work schedule that is acceptable to both the student and the employer. Students are not allowed to work during scheduled class times. Take into account the time for studying, student activities, personal time, lunchtime and breaks between classes and schedule work hours accordingly. Once a schedule is established the student is responsible for working those hours.
4. Record time worked accurately and consistently. Sign in and sign out at the end of each workday to avoid any conflict at the end of the pay period. Hours worked must be documented each day worked.
5. Notify the supervisor as soon as possible when illness or other circumstances prevent the student from working. All student work positions are very valuable to the efficiency and operation of the university.
6. Dress appropriately, be dependable and prompt, and conduct themselves in a businesslike manner. Students in high-visibility areas should consult their supervisors for the appropriate dress code.
7. Know student employee rights. In addition to basic non-discrimination and employment rights, a student has the right to file grievances. If a problem with a supervisor cannot be resolved by discussion, the student should follow the grievance procedures. The FAO can provide information on this procedure.
8. Inform the supervisor of any plans to end employment. The customary notification time period **is** at least one week.
9. Stop **working** immediately upon earning your SWP award for each semester. Both the student and the supervisor will be notified once the student's earnings are within 25% of their Work-study award. Students are responsible for keeping track of their hours worked each term.

NOTE: NO STUDENT MAY BEGIN EMPLOYMENT UNDER THE WORK-STUDY PROGRAM UNLESS FIRST APPROVED BY THE FINANCIAL AID OFFICE

EMPLOYMENT PROCEDURES

Job Descriptions

It is important to maintain a current job description for each job position title. The current job description should also be **on file** with the FAO.

Job descriptions must include the following: Department name, Supervisor, Contact Information Wage Rate, Job Title, Job Description, Duties & Responsibilities, Qualifications, Skills

Community Service job descriptions should have the name and address of the student's employer.

Students must be working within their Job Description at all times. Students may not perform work unrelated to their job description. Examples include: typing personal correspondence; working on projects for a supervisor's non-university business; running personal errands; babysitting.

Students Seeking Employment:

First, you must have received and accepted a Financial Aid Award for the 2025-2026 academic year.

Complete the required tax **forms** and paperwork, which is available on the Student Employment page. To be hired by a department, you must provide your Student Work Consent form (obtained from the FAO) to the supervisor, complete the entire form, and return it to the FAO.

Students **Continuing** the Same Job

Students should file their FAFSA as soon as possible, **on** or after October 1 each year to reapply for financial **aid** for the upcoming academic year. Students who are work-study re-hires will not receive a work-study award automatically; they must submit a FAFSA every year and go through the process with all other students.

Eligible, returning students may wish to secure employment for the following academic year during spring semester before leaving for summer break. An eligible student is one who has worked during the academic term prior to the subsequent fall (i.e. employed during 2024-2025 and seeking employment for academic term 2025-2026) and continues to have financial need (as determined by the FAFSA calculations). Students are generally eligible for the same amount of an award for the next academic year, as they were eligible during the current academic term. Returning students are still **required to obtain a Student Work Consent in the fall from the FAO prior to beginning work for the following** academic year.

Student Work Consent Forms

Students are to complete a Student Work Consent form each year, indicating where and for whom they will be working. Only students awarded work-study, completed all payroll documents and have picked up their Student Work Consent form are eligible to be hired.

Students may not begin working until the first day of the term unless preapproved by the WS coordinator. Students' last day to work is the last day of the academic term/year, or their **last** date of attendance, whichever is first. December graduates or those not attending spring semester must stop working on the last day of the fall term.

TRANSFERRING TO ANOTHER JOB

Student employees who find their job conditions unsatisfactory (e.g., work schedule, job expectations, not getting enough hours to fulfill her/his work award) should contact the FAO and file a Transfer Request form. If the Transfer Request is granted the student should, out of courtesy, give their current employer a one-week notice. Also, once the request is granted all responsibilities should be terminated from their current position and **their** final timesheet submitted from that department, before a new Student Work Consent will be issued, allowing the student to transfer to another job. A student should never start working another job without first contacting the FAO.

PAYROLL PROCEDURES

Earnings

Student Work-Study employees must be paid at least the Federal Minimum Wage of \$7.25 per hour. The 2025-2026 wage for Lindsey Wilson University work-study students is \$8.00 per hour. Student Work-Study employees **are** paid bi-weekly. The student and the supervisor will receive a copy of the Payroll Schedule indicating the dates the timesheets are due and the dates paychecks or direct deposit will be issued to the student.

Students have the option of directly depositing their earnings into a checking account of their choice or to apply their earnings to their Lindsey Wilson account.

The Cashier's Office is open from 7:30 a.m. - 4:30 p.m., Monday through Friday.

Tax s

All earnings are subject to federal, state and local tax regulations.

Students will complete and sign their tax forms during a scheduled orientation or by taking documents to HR. Tax forms can be found on the Student Employment page online and include: W-4 form (federal tax withholding form) , I-9 form *(INS verification of employment eligibility and identity)

All students must possess a valid United States Social Security number. International students who do not possess a valid U.S. social security number must apply for and receive a social security card prior to any earnings being paid.

*NOTE: INS regulations require the I-9 to be completed within three (3) days of hire in order for the employee to continue working.

Rest Periods

According to the Ky. Wage and Hour Labor Law no employer shall require any employee to work without a rest period of at least ten (10) minutes during each four (4) hours work. There will be no reduction in compensation for the rest period. This rest period will be in **addition** to the regularly scheduled lunch period.

Lunch Periods

According to the Ky. Wage and Hour Labor Law supervisors shall grant their employees a reasonable period for lunch that is as close to the middle of their scheduled work time as possible when scheduled to work an eight (8) hour day. The lunch period must be no sooner than three (3) hours

after the work shift begins, nor more **than** five (5) hours from the time the shift begins. Students are not paid during lunch periods. Students should sign **out** when their lunch period begins and sign back in when they return.

Timesheets

- ▶ Federal student employment guidelines require hours worked to be documented on a Banner Self-Service timesheet. The students' timesheet is the record-keeping device for receiving payment for hours worked by the student and is a federal document.
- ▶ A timesheet must be completed every two weeks. Each timesheet should be for one pay period only. All timesheets must be approved and submitted by the supervisor and student. The supervisor is responsible for submitting timesheets **in** Banner on the date scheduled according to the SWP payroll schedule. **It is ultimately the student's responsibility to make sure the timesheet is completed and signed on time, but the supervisor must approve the timesheet.** Timesheets received after the due date will not be processed until the next payroll. Students are required to sign **in** and out for each scheduled shift. Timesheets must be completed as the work is performed. The workweek begins on Monday and ends on Sunday. A student's hours worked **may** not exceed & hours in **one** day, **no** more than 20 hours in **one** week unless approved by the WS Coordinator.
- ▶ Students can only be paid for hours worked and may not be paid for sick leave, vacation pay, funeral leave, or holiday pay. **Students are not allowed to work during a scheduled class time.** If a student's class was cancelled or dismissed early and the student comes to work, it must be documented. Request an email from the teacher/professor confirming the date class was cancelled or time class was dismissed early that day. Attach the email to the timesheet before submitting it. If a student does in fact work during a normal scheduled class, they will not be paid for that time.

If a student logs hours on a timesheet for a holiday or during a spring or fall break, the day(s) must have **been** worked. Please check this if your office was closed for the holiday. Students tend to go ahead and put hours in for the holiday when it wasn't worked.
- ▶ Students may not submit timesheets for hours worked exceeding their work-study award. It is the joint responsibility of the department supervisor and the student to monitor the student's earnings. Federal policy requires that students be paid for all hours worked, even if they are in excess of their award. Once a student has been notified they have worked and earned their maximum award, the student must stop working immediately.

If a student submits a timesheet for hours worked in excess **of** their work-study award, the FAO may have to readjust the student's aid to prevent an over award. In some cases, this may cause a partial **or** full loan disbursement to be reduced, canceled, or returned to the lender. **It** may also affect state grant eligibility. Timesheets must be signed and dated by the student and the supervisor.

Timesheet falsification or other types of misrepresentation is a federal offense and will result in termination of participation from the Student Work Program.

WORK AWARDS

Declining Work Awards

If a student declines his/her work award for the year in which it is offered as part of the financial aid package, it may not be offered in subsequent years. Students may request to add/reinstate Work-Study to their financial aid package after seeing a financial aid counselor to discuss if they are eligible for the program and receive advice on any effects **this** request may have on their financial aid.

Completion of Work

Awards

The university requires all Student Work Program employees to work their awarded hours on a regular basis. Our Work-Study program does not permit sporadic attendance. Students and the supervisors are responsible for keeping track of the hours worked during the semester. To ensure that Work-Study contracts are fulfilled, work progress will be monitored throughout the year.

The FAO keeps a cumulative total of the amount earned by the student employee. We will notify both the department supervisor and student when there is less than 75% of the award eligibility remaining to be earned **so** that any appropriate adjustments such as decreasing the student's number of hours of work per week can be made.

Failure to work a reasonable portion of the awarded hours (50%) could result in possible exclusion from the program in future terms.

Job Problems

Problems with the job (e.g., work schedule, job expectations, not getting enough hours to fulfill her/his work award) should be discussed with the student. Contact the FAO if the situation cannot be resolved.

Dress Code for Student Employees

Students are expected to be appropriately dressed for the position they hold. Some departments may have a specific dress code to follow. Remember, student employees on campus are representing Lindsey Wilson University to prospective students and/or parents, as well as currently enrolled students.

Confidentiality

Students are required to maintain the confidentiality policy. The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education records must be kept confidential, including: Student's Class Schedule, Academic Transcripts, Grade/GPA Information, Student's Social Security Number (SSN)- may not be given out or posted in any manner.

1. Student employees are required to adhere to the rules and **policies** regarding FERPA. Students must read and understand these rules and policies relative to privacy **and** confidentiality for student records information. Violation of these rules or policies may subject a student employee to immediate termination of employment.
2. Student records are not to be removed from any University office by student employees unless requested to do so by the appropriate supervisor.
3. Student employees who are granted access to **student** record information are accountable for the protection of the information and its contents while it is in their possession.
4. Student employees are prohibited from accessing or discussing personal record information

of friends **or** peers.

5. Student employees are prohibited from working with their own records.

Working **for a** Relative

Lindsey Wilson University adheres to the following practices regarding working with a relative:

- > A person is not permitted to directly supervise a relative.
- > A person is not permitted to sign and verify a time sheet of a relative.

These are in place to maintain student and supervisor accountability.

TRAINING, EVALUATION AND TERMINATION

Orientation and Training

Departments are expected to have training and orientation for all student employees. The orientation session should include departmental policies & expectations, departmental tours, safety information, scheduling, and specific training for the particular job (i.e. telephone etiquette for a position where the employee will be answering the telephone).

Performance Standards and Evaluations

Each student's job performance is to be evaluated **at** least once per year. The evaluation should be based on dependability, completion of job expectations, attitude, initiative/leadership, quality of **work**, and **other** areas.

The student employee and supervisor should meet to discuss the student's job performance. A written evaluation, completed by both the student and supervisor, should be forwarded to the FAO. The evaluation becomes a part of **the** student's employment file.

TERMINATION

If a student decides to quit a job, he/she should give at least one-week advance notice to the supervisor so that a replacement may be found.

VOLUNTARY TERMINATION

Student employees may voluntarily terminate their jobs at their own discretion. Reasons for student resignation might include:

- Course-work overload
- Class scheduling conflicts
- Internship opportunity
- Conflict with employer or co-workers

INVOLUNTARY TERMINATION WITH NOTICE:

Supervisors may terminate students' jobs with notice for a number of reasons. These reasons

may include:

- **Work-Study** earnings met. When students earn their entire work award, they must be released from their job. Requests for additional hours form may be submitted to the FAO to determine eligibility to work more hours.

INVOLUNTARY TERMINATION WITHOUT NOTICE

Supervisors have the right to terminate student employees without notice for students found to be in violation of Lindsey Wilson University's behavioral standards. Some examples of violations include, but are not limited to:

- Excessive tardiness
- Unauthorized disclosure of confidential information
- Timesheet falsification
- Repeated unexcused absences (three consecutive work days where the employee has not called or reported to work)
- Theft
- Use of alcohol or illegal drugs during or immediately prior to the work shift.
- Fighting or threatening violence in the workplace
- Possession of weapons **in** the workplace
- Sexually harassing any person, or making false claims of sexual harassment

DISMISSAL GUIDELINES

It is recommended that students be given 2 warnings before being dismissed from the job. Supervisors may enforce more rigid guidelines if they wish, as long as they are communicated (in writing) to the student when he/she is hired.

STEP 1:

Supervisor completes Job Performance Warning form each time a warning is given. The form should indicate in the designated place whether it is a 1 or 2-warning.

STEP 2:

Supervisor sends a copy of the warning to the FAO each time a warning is issued. The supervisor keeps a record so that he/she can keep it as documentation to support any dismissal of a student.

STEP 3:

If the problem happens a 3-time, the student should be dismissed. The form should then be marked for dismissal and sent to the FAO along with the "Termination of Student Work Authorization".

STEP 4:

The FAO will try to find a replacement for the supervisor. When the student is terminated from a campus job, the FAO is not obligated to find a replacement job for the student although he/she still has the opportunity to pursue other employment if he/she desires.

GRIEVANCE PROCEDURES

The purpose of grievance procedures is to provide students with an equitable and consistent system for dealing with on-the-job difficulties regarding assigned duties or supervision. A work-study student having difficulties should attempt to resolve the problem through formal discussion with his or her immediate supervisor.

If, at this point, the SWP employee **is** not satisfied with the resolution proposed, he or she should contact the Financial Aid Office stating the grievance and the remedy desired. The matter will be decided and a final decision will be communicated to the SWP employee and the supervisor.

WORKERS COMPENSATION

SWP employees are not covered **under** the University insurance plan but are covered by Workers' Compensation insurance. In the event that an injury occurs on the job, no matter how minor, the student must notify his/her supervisor immediately. The supervisor then should immediately notify the Human Resources department. Students and supervisors have a three (3) day window in which to notify Human Resources.

UNEMPLOYMENT BENEFITS

Student work-study employee positions are temporary positions. Therefore, SWP employees are not eligible to collect unemployment benefits following termination of employment.

RELIGIOUS INVOLVEMENT

SWP positions must not be involved in constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

VOLUNTARY SERVICES

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including educational institutions) from accepting voluntary services from any paid employee. Therefore, all SWP employees must be paid for all hours worked. The Wage and Hour Division (Employment Standards Administration) of the United States Department of Labor can furnish additional information regarding voluntary services of institutional employees.

Remember: Students on Federal Work-Study are **not** receiving grants or gift aid by participating in the program. They are expected to do work to earn their FWS awards. Allowing students to "just be there" and signing their time sheets will only hurt the students and undermine the purpose of the Federal Work Program.

CONTACT INFORMATION

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