
wilberforce University

FEDERAL WORK STUDY

STUDENT EMPLOYEE HANDBOOK



Office of Student Financial Services
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WELCOME TO STUDENT EMPLOYMENT

Congratulations and welcome to the student employment program at Wilberforce University. You have just become part of the largest group of employees on campus! Student employees are an integral part of nearly all university operations, departments and offices. Wilberforce University recognizes you, and all student employees, as valuable human resources and wants to ensure that your experience as a student employee will be a positive one.

You may have several different jobs during your stay at WU. These work experiences will help prepare you for future career opportunities. As a student employee, you will learn time management, employee responsibility, and in some cases gain leadership experience while earning money to help finance your college costs. Along with strong work habits and job skills, you will also develop an excellent source for future job references. Having acquired these skills and taking on increasingly greater work responsibilities will be an important advantage to you as you enter the job market.

Your supervisor is responsible for training you for specific job duties and discussing with you his or her job expectations. In the meantime, you probably have many questions, most importantly, “When is payday?” This handbook will provide you with general student employment information that will make the transition to your new job easier.

The **Student Employee Handbook** is provided to student employees for informational purposes only. Nothing in this handbook should be construed as a formal contract between you and the University. If any information in this handbook is or becomes in conflict with any federal, state or local laws – including Civil Service Laws established in the Ohio Revised code-those laws will take precedence over material presented in this handbook.

OVERVIEW OF THE STUDENT FINANCIAL SERVICES OFFICE

The Office of Student Financial Services (SFS) is responsible for providing financial assistance to students in the form of state and federal Grants, Loans, Scholarship and Institutional financial aid. The Office of Student Financial Services also directs the Federal Work Study Program of which you have the privilege to be a part of. The Office of Student Financial Services employment brings students and university staff together in a manner that benefits the WU community by offering on and off campus employment opportunities that provides students with financial support and practical work experience.

JOB OPPORTUNITIES

On-Campus

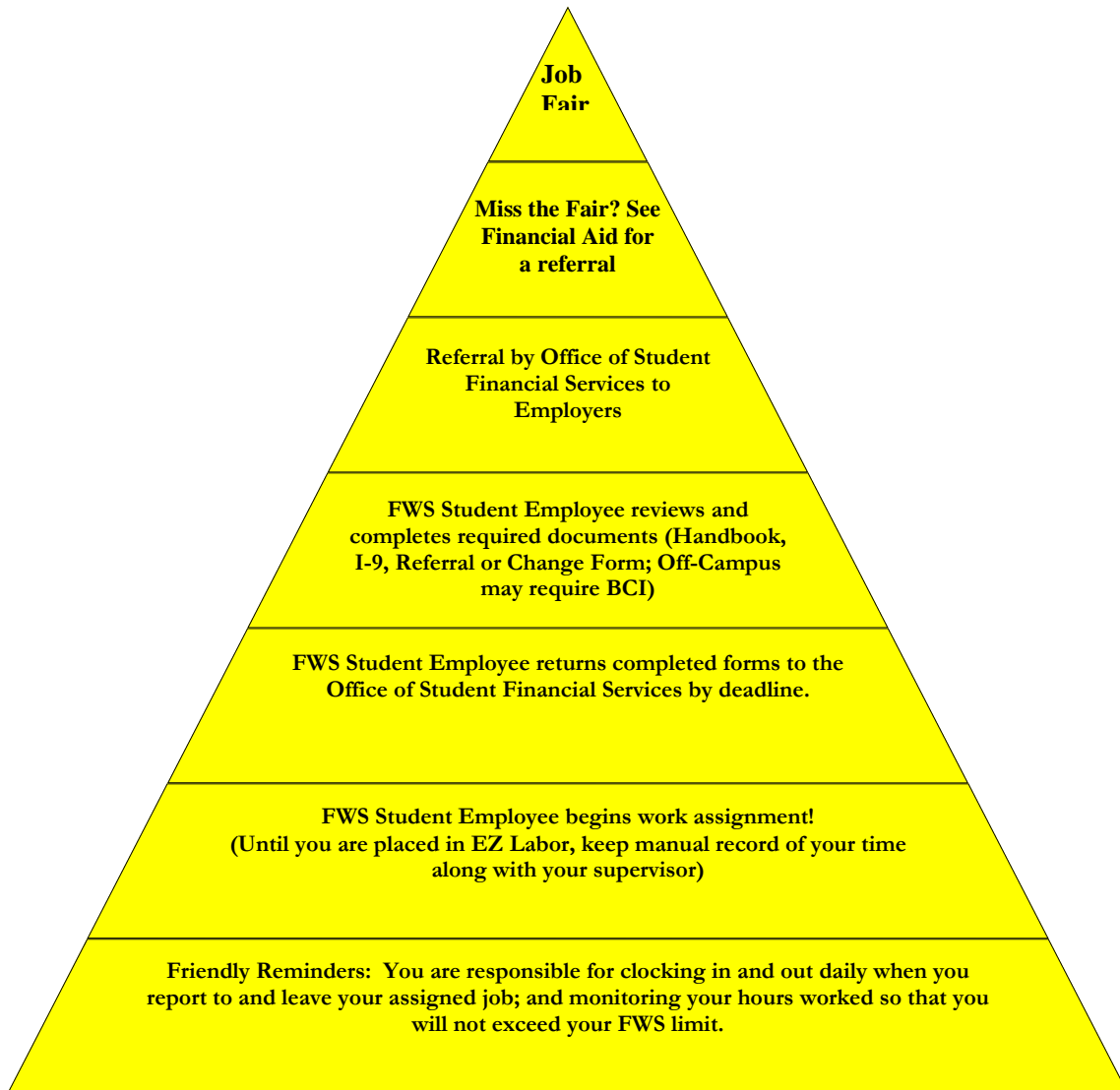
- **Federal Work Study** - Federal Work Study is a federally funded program established to encourage colleges and universities to provide on-campus job opportunities and off-campus community service job opportunities to their students. The funds are made available by the U.S. Department of Education and are awarded to students who demonstrate the highest financial need. The Office of Financial Aid determines the eligibility of students to receive these awards, and will notify all FWS applicants of their eligibility. ***FWS earnings are not reported as income on your financial aid application in determining your financial aid for the following academic year.***
- **Student Employment** - Student Employment positions are paid through grants that are written by faculty or university programs. Placement is not based on financial need.
- **Resident Assistants** - Resident Assistants are employed by the University's Residential housing department and are awarded a housing supplement for employment as monitors, assistants and residential support. Students interested in RA positions should contact the Director of Residential Life.

Off-Campus

- **Community Service Federal Work Study** – As an upper class student receiving a Federal Work Study award, you are eligible to work off-campus with participating local organizations that improve the quality of life for members of the community. You will be employed by Wilberforce University to work at an agency location. Community service student workers who work as tutors will be required to provide police, FBI and fingerprint checks.
- **Non University sponsored Employment-** Within the local community there exist many off-campus employers that are not sponsored by the University. These employment opportunities must be sought out by students independent of the University employment programs.

Students may not hold paid FWS positions and non-FWS employment concurrently
Federal Work Study Placement Process

The following diagram illustrates the placement process for *all Federal Work Study eligible* (see your SSB or Award letter to determine if you are awarded Federal Work Study) students seeking placement and begins with the Annual FWS Job Fair and goes through placement.



COMPLETING PAYROLL DOCUMENTS

Federal regulations require that every employed person prove employment eligibility by showing specific identification in order to complete the Federal I-9 form. **You will not be permitted to work on campus until the I-9 form (and all other paperwork) is completed.** Students should complete all forms in the employment packet and submit them to the Office of Student Financial Services.

University employers (supervisors) are responsible for making sure the Employment Authorizations are completed and returned to the Office of Student Financial Services. To ensure student payment on a timely basis, the following document guidelines must be followed:

- The office of student employment will provide each student employee with an employment packet that includes an employment authorization form, a form I-9, and a W-4 tax form.
- The immigration and naturalization service requires a Form I-9 to be completed by all student employees, providing both identity and eligibility to work within three business days following their first day of employment. The Office of Student Financial Services will collect the Form I-9 for all student employees.

MONITORING FWS EARNINGS

It is the supervisor's and student's responsibility to ensure that the student does not exceed his/her FWS award limit. The Student Employment Coordinator will attempt to notify students and supervisors when a student's eligibility for FWS is nearly exhausted, but please remember that keeping track of cumulative earnings is the student's and supervisor's responsibility. When students reach their maximum FWS allocation, they ***must*** stop working **immediately**.

Other important points

- Undergraduate students receiving FWS must be paid on an hourly basis.
- FWS monies ***DO NOT*** carry over from one academic year to the other.

HOURS OF WORK AND OVERTIME

A student ***may not*** work more than 20 hours per week. Students on Federal work-study should monitor their hours and not work over the awarded amount. During periods of non-enrollment (i.e. summer break), student employees may work up to 40 hours per week. For payroll purposes the standard workweek is seven days; 12:01 a.m. Sunday through the following Saturday. An employee must take a lunch period if he/she works more than six consecutive hours. A student employee can not work for seven days straight. **Overtime payment is not paid for Federal Work Study employment.**

HAVING MORE THAN ONE JOB

Student employees can only work for one department at a time. You have the option to change jobs one time within a full semester. Any changes must be submitted ***no later than pay period 3***. No changes will be accepted after the established date in which pay period 3 falls on. **NO EXCEPTIONS.** If the student quits or is terminated from a second work study assignment, the student will become ineligible for Work Study until the following semester. Any balances incurred as a result of non-participation of FWS is the responsibility of the student

DAILY REPORTING REQUIREMENTS

Once you are hired, and all paperwork is submitted to the Office of Student Financial Services, you are placed in your supervisor's ADP EZ Labor Work Group by the University Payroll Office. All FWS student employees are required to sign in and out daily using the "clock-in" procedure within your assigned department. Please do not clock in and/or out in departments other than the one to which you are assigned; this lessens opportunities for fraudulent activity concerning time and effort. On the day time is due to Payroll, your supervisor will validate and submit your time as is appropriate. Please be aware that processing Referral and/or Change Forms may take up to 5 days. Until your name appears in your supervisor's Work Group, please work out with them a system for keeping track of your time manually.

Important: *Please do not work during scheduled class times! Work during the hours scheduled with your supervisor at the beginning of the assignment.*

***** Time not submitted in ADP EZ Labor by the due date will be processed the following pay period. Any time not submitted the following pay period will not be accepted. NO EXCEPTIONS.**

***** Please note that FWS hours not worked personally and physically by the student is not payable. FWS must be earned; it is not a entitlement.**

It is the responsibility of the supervisor to:

1. Ensure the timely reporting of hours worked.
2. Verify that all time being submitted is accurate and complete.
3. Maintain copies of time submitted through EZ Labor for record-keeping and verification purposes.
4. Report any discrepancies in a student's paycheck to the Student Employment Coordinator.
5. Submit time by the due date and time. **Late time entries to ADP EZ Labor** will not be processed until the following pay period.

WAGES

Based on market employment rates, experience and scope of work for each FWS position, pay rates may vary.

WORK-RELATED PROBLEMS AND GRIEVANCE PROCEDURES

The Office of Student Financial Services urges student employees and university employers (supervisors) to discuss any work-related problems as soon as possible in an effort to resolve the difficulty. Usually these conflicts can be resolved by taking the following actions:

- If you have a grievance concerning an employer's policy or procedure, make an attempt to discuss and settle the problem with your immediate supervisor. Do not be afraid to present and talk about your concerns. **Try to stay calm and rational when presenting your**

argument. Determine what you want to talk about before you meet with your supervisor. In most cases, an honest discussion resolves the conflict.

- If you are dissatisfied with your supervisor's response, you may want to then contact your department supervisor to discuss your concerns. Possibly, the department supervisor can resolve the conflict.
- If you are still unable to resolve the matter, make an appointment with the Coordinator of Student Employment. Be prepared to present all the information pertaining to the matter.
- The Coordinator of Student Employment will meet with all of the individuals involved and attempt to mediate the problem. Written records reflecting these proceedings will be maintained by Student Financial Services.
- Should a problem arise which cannot be resolved by the student employment and the department, or does not permit an amicable resolution, the situation may be referred to the Student Employment Coordinator. Depending on the nature of the problem, the Office of Student Financial Services may refer students to other persons for counsel, i.e., the dean of students or refer the student to a new employer, etc. **(Please note that the policy on changing employment is still enforced).**

INVOLUNTARY SEPARATION WITHOUT NOTICE

The employer has the right to terminate student employees without notice for students found to be in violation of WU behavioral policy or departmental standards. Some examples of violations include, but are not limited to:

- ❖ Fraudulent activity in reporting time and/or violation of the clock in and/or out procedure.
- ❖ Repeated unexcused absences or tardiness
- ❖ Use of drugs or alcohol during or immediately prior to the work shift
- ❖ Unacceptable behavior including, but not limited to, vulgarity, discriminatory or offensive language and/or comments.
- ❖ Misrepresentation of the University
- ❖ Misuse of University equipment and /or student confidential information
- ❖ Theft

DRESS CODE

A department may require a specific dress code for their student workers. You should remember that all students who come in direct contact with the public should dress professionally. Halter tops, shorts, sagging trousers, do-rags, unsafe footwear and any other clothing that is revealing or

not appropriate work attire is not acceptable. You should check with your supervisor regarding departmental dress codes.

BENEFITS AND WORK-RELATED INJURIES

Student employees are not eligible for benefits such as sick leave, holiday pay, or vacation. Should a student employee sustain a work-related injury, the student's supervisor must immediately submit a University Accident report form University's Human Resources Department.

ILLNESS/EMERGENCY LEAVE

If you are absent during a scheduled work shift, you will not be paid for those hours. If you become ill and/or an emergency arises and you are unable to work, you should notify your employer as soon as possible before your shift begins, so he or she can make necessary arrangements. If your illness persists for a long period of time, notify your employer of the situation. If you are absent due to uncontrollable circumstances and you are unable to notify your employer, you will be able to explain your situation at a later time when you return to work. However, if you have no justification for your absence, you are subject to any disciplinary action by your supervisor (i.e. reprimand, dismissal).

POLICY PROHIBITING DISCRIMINATION OR HARASSMENT

Wilberforce University is committed to providing a productive work environment that is free from discrimination or harassment on any basis and in which every employee is treated with respect. The University prohibits discrimination or harassment based on race, color, creed, gender, sex, ancestry, religion, national origin, marital or familial status, age, physical or mental handicap or disability, alienate, citizenship status, veteran status, sexual orientation, or any other basis or personal characteristic protected by law, whether it is by an employee, vendor, business or academic visitor, student, temporary hire or independent contractor.

EQUAL EMPLOYMENT OPPORTUNITY

Wilberforce University is an equal opportunity employer and prohibits discrimination in employment opportunities, practices or decisions concerning all terms and conditions of employment including selection and hiring, placement, job assignment, promotion, lay-off, transfer, leaves of absence, compensation, access to benefits, training, discipline and termination.

HARASSMENT

Harassment is a form of unlawful discrimination and is offensive or intimidating conduct of a verbal or physical nature that denigrates or shows hostility or aversion toward an individual or group on the basis of one or more of the personal characteristics listed above in paragraph 1 and

which has the purpose or effect of: interfering with an employee's working conditions or performance; creating a hostile, intimidating, or offensive work environment; or otherwise adversely affecting employment opportunities.

Harassment on any basis is prohibited on University premises and on any work-related setting away from the University premises including but not limited to business trips, off-campus meetings and business-related social and civic events.

Sexual harassment is a particular type of harassment characterized by unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. It also can occur when: submission to that conduct is made a term or condition of employment; submission to or rejection of the conduct is a basis for employment decisions; or such conduct unreasonably interferes with an individual's work performance or creates a hostile, intimidating or offensive work environment.

Forms of harassment on any basis may include, but are not limited to: written or verbal abuse; offensive, derogatory, insulting or obscene comments, looks, gestures or jokes; display or circulation in the workplace of suggestive or inappropriate graphics, cartoons or objects; unwelcome, intentional touching of another person or other unwanted intentional physical contact (e.g. pushing, shoving, patting, pinching, or brushing against another person's body) or whistling, staring, glaring or leering at another person; or threats.

REPORTING DISCRIMINATION OR HARASSMENT

The University strongly encourages individuals who believe that they have been unlawfully discriminated against or harassed on any basis, or who have observed such conduct, to promptly report the conduct to the Human Resources Manager. The Human Resources Manager is at extension 5798. The Human Resources Manager promptly will direct an investigation. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

Individuals who are deemed to have knowingly and maliciously either filed false reports of discrimination or harassment or provided false information about a report of discrimination or harassment will be subject to the full range of disciplinary action up to and including discharge.

NO RETALIATION

The University prohibits retaliation against or intimidation of an employee who reports, in good faith, an instance of discrimination or harassment or who provides information in good faith about a report of discrimination or harassment, even if the report turns out to be erroneous. If you perceive that you are being retaliated against for reporting or providing information about discrimination or harassment, promptly contact the Human Resources Manager.

ANNUAL STUDENT EMPLOYEE OF THE YEAR AWARD



**Wilberforce University, 1055 N. Bickett Rd,
P.O. Box 1001, Wilberforce, OH 45384**

I certify that I have read and understand the policy and procedures set forth in relation to the Federal Work Study (FWS) Program.

I also acknowledge that I have been provided with a copy of the Student Handbook.

Printed Name

Student's Signature

Date

