

BRESCIA
UNIVERSITY

Federal Work
Study Program
&
Brescia University
Work Study Program

Student & Supervisor Handbook

Revised August 2017

GENERAL INFORMATION

Preface

Brescia University currently administers two student employment programs: one funded by the federal government **Federal Work-Study Program (FWS)** and the other funded institutionally **Brescia University Work-Study Program (BUWS)**. This manual sets forth employment practices established by the federal government and Brescia University. It is prepared as a reference for the students and supervisors participating in the student employment program. Throughout this document, we will use the terms “work-study” and “student employment” interchangeably.

Eligibility

A student is eligible for Federal Work Study only if ALL of the following criteria are met:

- a. The student has financial “need” as determined by the Free Application for Federal Student Aid (FAFSA) results.
- b. The student demonstrates an ability to make satisfactory academic progress.
- c. The student is a citizen of the United States, a national, or an eligible non-citizen.

NOTE: Eligibility does not guarantee an award.

A student is eligible for Brescia University Work Study if:

- a. The student does not qualify for Federal Work Study
- b. The student demonstrates an ability to make satisfactory academic progress.

Application and Funding Process

A student applies for student employment at Brescia University by completing a work study application. Each year, the Financial Aid Office is given a limited amount of Federal and University funds to award in the student employment program. This amount varies from year to year. Because of this limitation, it is not always possible to award student employment to all who express interest.

Awarding Student Employment

Upon receipt of a Work Study Application the Financial Aid Office determines the financial need of that student. If eligibility requirements are met, the Financial Aid Office will award work study **As Funds Are Available**. Students may be removed from the program if they no longer meet the requirements. **Student employment forms MUST be completed at the Human Resource office BEFORE starting any position.** Students must be given permission by the Work Study Supervisor/Manager before starting any position. Since work study is based upon students’ needs it may vary from student to student. Work Study positions are filled year-by-year based on need, eligibility, and availability of funds, therefore positions are not guaranteed.

Student Employment

Even though student employment is awarded as part of a student’s financial aid, both the student and the supervisor MUST regard the assignment as a real job. Work Study provides job experience meant to help prepare them for their post-college careers and it is vital that the employee/supervisor relationship reflects properly as representatives of Brescia University.

Student Worker Responsibilities

It is the student's responsibility to be prompt and ready to work at the scheduled time. If the student worker cannot be at work on a particular day or at a scheduled time, that worker is responsible for notifying the supervisor that he/she will be absent (as far ahead of time as possible). You will not be paid for hours scheduled but not worked. If a student is assigned to a department in which the work is not enough to keep the student busy at all times, the student –*with the permission of the supervisor* – may study. Your job responsibilities must be completed for the day before you ask the supervisor for permission to use the remaining time to study. Student employees are **NOT** to use the department telephone for personal calls; likewise, students should not have visitors during their scheduled work hours.

Dress Code

All students should follow the dress code and always remember that he/she is a representative of the department and of Brescia University. Even though student employment is based on financial aid we do fully expect **all student employees** to adhere to the following guidelines: Shorts will be allowed provided the supervisor approves and then they must be professional in length. **No pajama pants will be allowed at all in any areas.** *Ladies remember you are working in a business and should respect yourself and others by being covered so please be respectful of your necklines nothing to low cut should be worn*). No holes, worn out, or ripped clothing items are allowed. **Shoes must be worn at all times.** I do not expect you to wear dress clothes however, we do expect you to look nice, jeans and t-shirts are ok (tank tops with the small straps are not allowed). **NO** items that contain vulgar sayings or symbols that could be suggestive or offensive to others around you should be worn at any time while working. **AGAIN, EVERYONE MUST FOLLOW THESE GUIDELINES AT ALL TIMES WHEN WORKING.** If you have any questions please feel free to contact your supervisor or the coordinator in the financial aid office. If these guidelines are not followed you may be removed from the work study program.

Supervisors

As soon as possible, each supervisor who has requested a student employee will receive a list of students who have been assigned to that department. Supervisors should review this list carefully; because it is preliminary, changes are possible if a supervisor contacts the Financial Aid Office.

Supervisors will be given a complaint form. The form is used to document issues that have occurred during the employment of a specific student. Once this is turned into the Financial Aid Office and you have discussed the issues with the Coordinator, if necessary, the Coordinator will schedule a time to meet with the student to discuss the complaint. At this time the supervisor or student employee may request that the employee be reassigned to another area if an opening is available.

Wage Rate

Student employees are paid \$7.25 per hour however, this amount could change from year to year at which time you would be notified of the change.

Placement

The Financial Aid Coordinator assigns students to specific departments. Employment applications are compared with job descriptions, employing department descriptions and/or the Major of Study the student is currently seeking. Every effort is made to match a student's skills with the needs of the department. If a student requests assignment to a particular office, the Coordinator will consider placing the student in that department. The Financial Aid Office will send both student employees and supervisors an email indicating placement, total amount of work study awarded, maximum numbers the student may work, and all documents that need to be completed before or during the term of employment. In addition, if there appears to be a difference in hours needed/worked, the student and supervisor may receive an updated email from the Work Study Coordinator as a courtesy reminder to review upcoming hours to be worked. **Overall it is the student's responsibility to make sure hours are matching up to be on track with the total award for the semester.**

Limit of Earnings

Students may earn no more than the total amount of the funds awarded for that semester which is listed in the approval email or on the recent financial aid award letter. The student and the department supervisor are responsible for ensuring that the student earnings **do not exceed** the semester amount awarded. If a student earns more than his/her work study award, other funds (grants, loans, etc.) **will be taken away or reduced** in order to prevent the student from exceeding their budget. Students are not guaranteed to earn the entire amount of their work study awards. If they do not work all the awarded hours, they will not be paid the balance left unearned and could owe a bill to the university. ****Any student guilty of working more than \$50 over their awarded work study amount in any given semester will risk not only the loss or reduction of other aid, but will also lose the right for future placement. The supervisor, also being responsible, may also lose that work study position for their department.**

Hours Worked

The total number of hours a student may work during the semester is determined by the Financial Aid Office. Students and supervisors will agree upon a work schedule that meets the needs of both. Because employees are STUDENTS first, no student is allowed to work during his/her scheduled class time. **STUDENTS ARE NOT ALLOWED TO WORK MORE THAN 6 HOURS IN ANY 24 HOUR DAY.** Students remember you must discuss any changes that may be needed due to school activities, off campus activities, or any other conflict before the scheduled work day. It is up to the supervisor to approve any changes in the set pre-arranged schedule.

Students may not begin their work study before the first day of the term and they may not work after the last day of the term unless special arrangements are made through the Financial Aid Office. There are no specific hours that a student **MUST** work; if a supervisor needs a student to work more hours during some periods of time than others, this is acceptable. As long as the student does not earn more than the total amount of work study they have been awarded for that semester, the schedule of the work is completely at the discretion of that student and his/her supervisor. Students must work at the assigned department; students are not permitted to work scheduled hours from home. Students will not be paid for time traveled between home and work.

Hourly Employment

Students are paid on an hourly basis for time worked. To determine what defines work for a given department, students should ask the department supervisor. The job duties expected of that student should be discussed with the supervisor and any changes or additions to those duties should be discussed and approved by both student employee and the supervisor. Because student employees are not technically employees of the University, no benefits are a part of the student employment program. However, in case of accident or injury on the job worker's compensation may be used.

Time Sheets

ALL students are required to complete their time sheet; this time sheet **MUST have the student proper name (No nicknames)** and the department in which they have been assigned. **The time sheet MUST be readable any dates not readable will NOT be paid on that time sheet until the student and supervisor verifies the time worked for that day, the time sheet MUST be in ink.**

Each student is required to keep a daily record of hours worked, and each student and supervisor must sign off on the time sheet before it is turned into the Financial Aid Office. Time sheets will be made available to supervisors for the students as well as the student receiving a copy of the time sheet in their packet of information given to them at the beginning of the semester/school year. Students must submit to the Financial Aid Office completed time sheets by the "CUT OFF" date published on the pay date sheet provided to the supervisors and student employees. **Reminder: If the time sheet is not correctly completed it will be held until the student returns to the Financial Aid Office to complete (This will in turn cause the time sheet to be late and the student pay will not be paid until the following pay period).** No work study hours will be paid until a completed time sheet is received in the Financial Aid office. If a student is having issues getting the supervisor signature, the student must notify the Coordinator immediately. The Coordinator will then make the best decision and to advise the student and the supervisor of the outcome. If the Coordinator happens to see that the student is close to running out of funds for the semester then he/she will contact the supervisor and student employee regarding this.

Pay Checks

Work Study employees are paid once a month. Checks will be available on the date listed on the time sheet due pay sheet. Students may claim their pay checks in Student Accounts on the date specified. If a bill is owed no check will be issued, the pay amount will be credited to the bill.

Taxes

Federal taxes are taken out of the students work study pay checks. Students are exempt from FICA taxes because they are not employees of the University. The University issues all the necessary tax forms for all student workers. These forms need to be picked up through the Human Resource Office on campus in the Administration Building.

If there is a change of name, address, phone number, etc..., the student is required to make the Human Resource Office and the Financial Aid Office aware of changes immediately.

Satisfactory Progress Report

As is true with all types of financial aid, work study eligibility is contingent on a student achieving satisfactory academic progress throughout the academic year. Any student on academic or financial aid suspension will not be eligible for the Work Study Program. Academic and financial aid probation will be determined on a case by case basis.

Conflict Resolution

In the event of a conflict between a student employee and a supervisor, both should first attempt to resolve any issues between them. If it is impossible to do so, the Office of Financial Aid may be able to help. Please contact us immediately if a resolution cannot be made.

Termination

If a student fails to perform work to the supervisor's satisfaction, the student may be terminated from work in that department after receiving both a verbal and written warnings. The supervisor must submit a complaint form with specific reasons listed for the request to terminate the student. The Financial Aid Office may choose to place the student in a different department if a position is available. If dissatisfaction with the student's work performance continues, the student will be removed from the work study program.

A student is not guaranteed another placement, nor is the supervisor guaranteed a replacement; however, every effort will be made to accommodate the needs of both. Termination resulting from a supervisor's dissatisfaction OR from the student's resignation must be discussed at a meeting between the supervisor and the student. Any Student receiving two requests for termination will become ineligible for future placement.

The student's final time sheet must be submitted to the Financial Aid Office immediately upon request for termination or resignation depending on the case. Remaining earned pay will be issued on the next pay period.

Questions?

Any questions regarding the work study programs should be forwarded to the Financial Aid Office at 270-686-4253 or at financial.aid@brescia.edu .