

COLLEGE WORK-STUDY PROGRAM GUIDELINE

The purpose of the Work-Study Program is to provide work opportunities to needy students who wish to pursue a course of study at St. Cloud State University. This program should provide students with a learning experience as well as the opportunity to earn funds to pay for college costs.

The following guidelines have been established to provide the student employee and supervisor with a greater understanding of the Work-Study Program:

Eligibility: Students are eligible to work under the Work-Study Program as long as they remain in attendance at the university, make satisfactory academic progress and until the amount of the calculated financial need has been met. Students who drop below six credits may not be employed under work study funds. There are no restrictions based on age, sex, race, religion, or marital status. Eligibility must be established each year.

Evidence of Identity and Employment Eligibility: Come to work the first day prepared to provide original documentation to verify employment eligibility and identity. (Most students use a driver's license and a social security card or original birth certificate.)

Employee Responsibilities: All student employees are expected to report to the person and room number identified on the Authorization/Referral Form. Awards that have not been "opened," i.e. begun to be earned, by the middle of September and January could be canceled for that semester through to the end of the school year. All employees are expected to report to work on time. However, if it is not possible to report for work, it is expected that the employee will notify the supervisor *prior* to the time the employee is scheduled to work. Hours worked must be recorded daily. Students may only be paid for hours actually worked. The timesheet must be left with the supervisor or departmental secretary. Students are *not* allowed to remove their timesheet from the department they work in. Students are generally assigned to a department or agency for a minimum of one semester. However, students will be allowed to transfer to another job site at the beginning of another semester. (If the assignment proves unworkable due to schedule conflicts, etc., the employee is expected to confer with the supervisor who uses the back side of the Referral/Authorization Form to indicate his/her agreement that the student should be reassigned. The student then reports to the Office of Scholarships and Financial Aid for reassignment.) Employees are not to start work without a Referral/Authorization form.

Supervisor Responsibilities: It is expected that each supervisor will provide adequate and appropriate instructions and training to enable all employees to perform all job assignments in a satisfactory manner. The student employees should be assigned sufficient hours to earn the funds allocated to them. The supervisor is expected to verify the hours worked, sign the time sheet, and submit it to the Payroll Office for processing. All hours worked during a pay period must be processed for that pay period. It is not legal to hold back hours until a following pay period to keep total reported hours at or under 40 hours per pay period. Failure to submit timesheets by deadline dates and times will require a written justification from the supervisor.

Work Assignments: Student employees are expected to give careful and conscientious service. Students are expected to work sixty minutes of each hour they are paid. It is the supervisor's responsibility to make sure all employees are paid for time actually worked. Part-time student employees are not entitled to paid vacations, holiday pay, sick leave, or coffee breaks. It is understood that student employees be assigned only tasks that are job-related to the university or the off-campus agency. They should not be asked to perform personal tasks or errands for supervisors.

Maximum Hours: Each student employee should be permitted to work as many hours as necessary to enable the employee to earn the funds allocated. However, students will not be permitted to average more than 20 hours of work in any one week while classes are in session or more than 8 hours in any one day. The final examination week of each semester is considered part of the regular academic term. It is not legal to hold back hours until a following pay period to keep the total reported hours at or under 40 hours per pay period. Full-time work is only permitted during semester breaks and vacation periods, to the extent that there is a remaining unearned semester award. Federal regulations prohibit aid recipients from receiving aid in excess of the student's calculated financial need. Aid from all sources must be considered.

I9 Form: Before an employee may start work, a completed I9 Form must be given to the immediate supervisor. Supervisors will provide assistance with the completion of this form. The form is available online at <http://www.stcloudstate.edu/businessservices/payroll>.

W4 Forms: Before an employee can be paid, a completed W-4 form must be on file with the University Business Office. Supervisors will provide assistance with the completion of this form. The form is available online at <http://www.stcloudstate.edu/businessservices/payroll>.

Pay Rates: All on-campus student work-study employees have a starting wage of \$8.00 per hour. Student employees working off-campus have a starting wage of \$8.65.

Time Sheets: Each employee must record his/her own hours worked on his/her own time sheet. Hours worked are to be recorded daily to the nearest 1/100th of an hour. (For example quarter hours and three-quarter hours should be listed on the time sheet as .25 or .75.) The timesheet must be left with the supervisor or departmental secretary. The supervisor is expected to verify the hours worked, sign the time sheet, and submit it to the Payroll Office for processing. All hours worked during a pay period must be processed for that pay period. Failure to submit timesheets by deadline dates and times will require a written justification from the supervisor. Timesheets submitted after published dates and times will be processed the following pay period. Fiscal year end time sheets submitted late cannot be charged to the work-study account.

Pay Checks: St. Cloud State students are paid every two weeks. SCSU encourages the use of direct deposit of payroll earnings to a checking or savings account of the employee's choice. This form is available online at <http://www.stcloudstate.edu/businessservices/payroll>. If an employee opts not to use direct deposit, pay checks are obtained on the designated pay dates from the student's supervisor. Off campus agency pay checks are available in the University Business Office, Room 123. If employees are unable to pick up their pay checks on designated dates, arrangements should be made with the employee's supervisor to have the check held or mailed.

Work-Study Award Adjustments: If it is determined that a student's work assignment or the number of hours per week should be increased or decreased, notification will be sent to the supervisor via an e-mail message. In addition, if there are documented changes in the student's family's financial status, an adjustment in the student's financial aid package can be made by contacting the Office of Scholarships and Financial Aid.

Evaluations: At the time of termination or at the end of the academic year or summer session, supervisors are required to complete an evaluation of the employee's work performance. A complete evaluation is found on the reverse side of the supervisor's copy of the job referral/authorization. This will assist all students who wish to list St. Cloud State University as a work reference when applying for work after graduation. This evaluation should be discussed with the employee by the supervisor and acknowledged by the employee by virtue of the student's signature on this document. If the assignment proves unworkable due to schedule conflicts, etc. the employee is expected to confer with the supervisor who uses the back side of the Referral/Authorization Form to indicate his/her agreement that the student should be reassigned. The student is required to contact the Office of Scholarships and Financial Aid for reassignment. Employees are not to start work without a Referral/Authorization form.

Termination of Employment Assignments: If an employee's work is not satisfactory or if other conditions prohibit the performance of satisfactory work, the supervisor may request that the job assignment be canceled after proper notification and consultation. The results of this conference should be noted on the evaluation side of the referral/authorization. If a student wishes to be released from a particular employment assignment or is requesting to be reassigned, the request should be made at the end of the semester. However, it is imperative that employees notify their supervisors one week prior to their termination date to allow ample time to secure a replacement.