

**STUDENT EMPLOYMENT
HANDBOOK
2011-2012**

PLEASE READ CAREFULLY!

STUDENTS ARE RESPONSIBLE FOR
BEING FAMILIAR WITH **ALL**
STUDENT EMPLOYMENT
POLICIES AND PROCEDURES.

**FINANCIAL AID OFFICE
ILLINOIS WESLEYAN UNIVERSITY
Holmes Hall 1
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Student Employment: An Overview

The purpose of Student Employment is to assist students in finding opportunities to work on- or off- campus in order to provide financial assistance and to give valuable employment experience. Work study is awarded by the Office of Financial Aid and is redeemed as wages for work performed in qualifying jobs. Work study jobs are located on campus, and some opportunities are available in local community-based, non-profit, and/or governmental community service organizations. Both on campus and off campus work experience help to develop a variety of skills. Development of communication and interpersonal skills proves to be very useful as you pursue a future career. Student Employment can help you in establishing and refining these skills in addition to providing you with financial assistance. As a junior or senior, you will typically begin your career job search. Throughout the search process, you will be required to identify your skills and abilities, as well as begin to market these skills to prospective employers. There are three major ways of acquiring these skills while attending Illinois Wesleyan University. One way is through your academic course work. Another way is to become involved in extra-curricular activities. Thirdly, you acquire many marketable skills through student work experiences. The Student Employment Program is one of the many services provided by the Financial Aid Office, located in Room #1, Holmes Hall. If you have questions at any time throughout the year regarding student employment, please contact the Financial Aid Office (556-3096). To answer some of the questions you may have regarding student employment, it is necessary for you to read this handbook.

You will be held responsible for all information in this handbook.

The True Meaning of “Work Study”

Many students when receiving a work study award, are under the impression that it means they are allowed to study while they work. This is a misconception. The Work Study Program is designed to assist with the costs of a college education by making jobs available for students. That is, students have the opportunity to *work* so that they can afford to attend college to *study* - hence the name of the program. It does not imply that students literally study while on the job and students should not feel entitled or expect to do so.

Eligibility for Work Study

Each academic year, students who qualify for work study are identified as having a job need by the results of the Free Application for Federal Student Aid (FAFSA). This job need makes a student eligible for a work study opportunity. The Financial Aid Office determines the amount the student may earn. Not every student receiving need-based financial aid receives work study funds as part of his or her aid package. Students working under the work study program may earn only the amount stipulated in their work study award. Students *cannot* continue to work under the program once they have reached their earnings limit. Eligibility for work study can change each year depending on family financial circumstances. It is not guaranteed for each year a student is enrolled.

Definitions of Job Awards

Federal Work Study Opportunity – The Federal Work Study Program was created under the Federal Economic Opportunity Act of 1964 to provide part-time employment for college students who qualify determined by the results of the FAFSA. This job award is based on financial need and is subsidized by the Federal government making it available only for the academic year. Students with this award can be employed on campus or at off campus Community Service sites and earn wages up to the amount of the award.

Student Employment Opportunity – This job award is based on financial need as determined by the results of the FAFSA. It is financed directly from University departmental budgets and available only for the academic year.

No Need Job Opportunity – This job award is not based on financial need and is awarded to incoming students during the Admissions process. It is financed directly from University departmental budgets and available only for the academic year. If students were not initially awarded this type of job upon admission to the University, it is likely they did not qualify for it and will not receive it in future years.

Payroll – This job type is used to pay students who do not qualify for any of the above awards but are approved to work in certain departments on campus. A limited number of students without a job need who possess specialized skills needed for specific positions may be approved to work on campus. These positions include, but are not limited to, foreign language tutors, paraprofessional career educators, faculty assistants, and lab assistants. These positions are not guaranteed and must be approved by the Student Employment Office. Payroll is also the type of job used for breaks, holidays, May Term and summer employment. An exception can be made for holiday and break periods – please read the *Holiday and Breaks* section for more information. **Please note:** Due to the limited job availability, priority of positions available is given to students with a work study opportunity in their financial aid package during the school year. Because of this, all payroll positions MUST be cleared through the Student Employment Office before students will be allowed to start working them.

Accepting or Declining the Opportunity to Work

Students who receive the Federal Work Study, Student Employment or No Need Job Opportunities are not obligated to participate in the student employment program. Students who are awarded these opportunities are sent a Student Employment Participation Agreement each year the opportunity is awarded. Students have the option of accepting or declining the award. If a student declines the award but accepts and starts work in a student employment position, the award will automatically be reinstated. If a student accepts the opportunity to work but does not secure employment by October 1, the Financial Aid Office will cancel the job opportunity for that school year. If the student secures a position after the opportunity has been cancelled, the award will be reinstated. Because they are based on financial need, it is in the best interest of the student awarded the Federal Work Study and Student Employment Opportunities to take advantage of utilizing the award as the wages earned are not considered as income on the next year's FAFSA when determining future financial aid eligibility. That amount will be deducted from the income reported on your tax return and will not affect your eligibility for need based aid in the future year.

Should you choose not to work for the first semester, you may decline a portion of your job and postpone looking for employment until second semester. By choosing to do so, you are limiting yourself to the availability of jobs. You may also choose to decline your job for the entire year. Doing so will not impact your work study eligibility in future years. It is important for the first year student awarded the No Need Job Opportunity to note that if the award is not utilized the first year, it will not be awarded again for future years,

however. If you have returned the Student Employment Participation Agreement stating you are going to accept the opportunity to work and then decide you either don't want to or cannot for certain reasons, you will need to come into the Financial Aid Office to complete a Financial Aid Package Revision Form that states you are declining your job. The amount of the job need can be replaced with a loan if you have been awarded a job based on financial need. Loan requests are not guaranteed approval. If you have taken out a loan for the job amount you decline and then later secure employment, part of your job will be reinstated and the amount of the loan for that part will be returned. This could in turn affect your bill if earnings will not be used as tuition payments.

Free Market Student Employment

Illinois Wesleyan University does not place students in positions. We provide a listing of available positions but eligible students are responsible to interview and seek student employment positions on their own. The definition of "eligible student" remains the same: i.e. any student is eligible for campus employment as determined by his or her financial need.

Obtaining a position

It is our hope that you may be able to secure a position that is related to your academic program and career goals. However, a student position can be enjoyable and beneficial even if it is not significantly related to your field of study. Keep an open mind when choosing a job. All student jobs will help you gain a better understanding of the dynamics of the working world and most will help you to develop these essential job skills: computer, writing, decision making, customer service, communication, problem solving, team member, personal responsibility and time management skills. Even if your job does not relate directly to your career interests, you should try to make the most of your student position. If possible, supervisors may offer students the opportunity to expand routine jobs to encompass new responsibilities and areas of interest. The more initiative you demonstrate on your job, the more likely it is that your supervisor will trust you and may assign you higher level tasks.

Students can access a list of job openings online at <http://php.iwu.edu/stujobs/> and are encouraged to start applying immediately. Students should apply for as many positions as possible. Applying for a position does not guarantee the student a position or interview. Please understand there will be several students applying for the same positions. Due to the number of applicants, students are not guaranteed a call-back from the supervisors. If the student did not contact supervisors and secure a job from these openings available online, it is the student's responsibility to contact supervisors and complete job applications as soon as possible after arriving on campus. The majority of the positions available for first-year students are through Sodexo Campus Services (food service) or Physical Plant (maintenance). There may be other openings available; however, these two departments typically have the highest number of student worker positions available.

A Reminder about Outside Scholarships

A portion of your outside scholarships will reduce self-help, which is any combination of job or loan. If your job is reduced by an outside scholarship, you will remain in your job until you've earned the new reduced job need. Outside scholarships typically reduce one semester of your job, or in some cases can reduce your entire need to work on campus. If you have documentation of any outside scholarships that you have not yet notified us about, please forward that information to the Financial Aid Office immediately so we have the most up-to-date and accurate records.

Reaching Allocation

Based on your financial need, you will be assigned either full- or partial-year job eligibility. You have the opportunity to earn up to this amount during the academic year. The amount of student employment listed in your financial aid package is based on gross earnings. There are 30 work weeks and 291 total work hours for the school year. This averages to 10 hours per week with only 5 hours per week expected during finals week for both fall and spring semesters. Should you choose to earn the award amount in your financial aid package, students with full-year job eligibility (\$2400) will need to work 10 hours per week for 30 weeks and students with partial-year job eligibility (\$1200) can work 10 hours per week for 15 weeks (one semester) or 5 hours per week for 30 weeks (both semesters). Working more than this amount per week will impact the rate at which you earn your award. Some departments have times of the year that are busier than others so students may be required to work more than 10 hours per week during that time. This is okay as long as you do not work more than the allotted 291 hours per school year. **Once you have reached the allotted amount of job offered in your financial aid package, you will be contacted to stop working immediately regardless if the school year has ended or not.** Supervisors will need time to make other arrangements for your position once your award has been earned. Therefore, work closely with your supervisor(s) to monitor how many hours you are working to make sure you will not earn your maximum amount and have to stop working before the academic year is over. You can also contact the Student Employment Coordinator to find out where you stand on earnings. Choosing to work less hours will not impact your eligibility for student employment for future years, nor will it affect your bill.

Students who qualify for the work study/student employment program may only work the 10 hours needed to earn the amount allotted in their financial aid package. If a student secures a position that offers 10 hours per week, only that **one** job will be allowed. Some positions cannot offer full time hours so working two or more jobs is permitted as long as it does not require you to work more than 10 hours per week total. If two different departments are interested in employing you at 10 hours per week, you must choose which job you prefer to work or split the 10 hours between the two departments. Occasionally a student will be requested to work a specialized position beyond the 10 hours per week. The department supervisor must go through an appeal process to get the student approved for that position. If approved, the student is only allowed to work up to 5 hours per week at that position and will be paid as payroll. If the student is not working the full 10 hours per week and requested to work in a specialized position, if approved the student will only be allowed to work up to 5 hours per week at that position and earnings will go toward the work study amount awarded in the student's financial aid package.

Resident Assistant and Sodexo Student Manager Positions

Returning students have the opportunity to work as a Resident Assistant or Sodexo student manager but shouldn't do both. Choosing to work either of these positions replaces the work study/student employment opportunity award that may have been awarded as part of the financial aid package. Students will either receive free room or free board as payment, making it against University policy to hold any other job on campus. If a student is requested to work at a position based on specialized skills the student possesses as well, the department supervisor must go through the appeal process to approve the student. If approved, the student will be allowed to work only **one** of these payroll jobs up to a maximum of 5 hours per week.

ALL jobs must be cleared through the Student Employment Office.

Community Service Positions

The federal regulations for Federal Work Study funds require that a certain percentage of an institution's work study funds must be spent employing students in jobs that provide community service. Students receiving the Federal Work Study or Student Employment Opportunity in their financial aid package are eligible to apply for these limited number of positions off campus. Students with a No Need Job Opportunity in their financial aid are not eligible as the Community Service positions are subsidized by the Federal Government and the No Need position is paid by the University. As a Federal Work Study/Student Employment Opportunity recipient, students have the chance to take part in something that not everyone on campus will get the opportunity to partake in. That is the chance to give back to the community by working at one of our Community service sites while financing your education here at Illinois Wesleyan University. Federal Work Study Community service programs allow students the opportunity to serve the community, learn new skills and earn Federal Work Study wages at the same time. Community service sites are defined as services that are designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. Since the community service sites are off campus, the pay rate is currently \$1 more per hour than on campus jobs to accommodate for traveling expenses. **Please note:** You will need a form of transportation to get to some of these sites. Currently the following Community Service sites employ Illinois Wesleyan work study students.

Bloomington Public Library: There are a variety of positions available at this library. The circulation desk, interlibrary loan and children's room all hire Wesleyan students as employees. The library is approximately 1 mile from campus.

Mulberry School: Mulberry School hires students to work as teacher assistants. Teacher assistants will assist classroom teachers with children ages 3-8 years old. This school is approximately 3 miles from campus.

Bloomington Junior High School: This is our America Counts tutoring site. Students will assist junior high students with math skills and help students with math homework and preparation for tests. The Junior High School is approximately 1 mile from campus.

The following schools are our America Reads tutoring sites. Former President Clinton instituted an initiative for every American child to read well and independently by the end of elementary school and colleges nationwide have been given increased work study money to invest toward a program tutoring children to read. At these sites students help young children develop language skills necessary for beginning reading development. Students will tutor elementary and/or middle school students in reading activities with the children. This will be a unique opportunity for students to intermingle community service with paid work and assist children in gaining the skills so important to education and success in their futures. Mandatory training sessions are provided on campus for these sites.

Bent Elementary School – This site is approximately 6 blocks from Wesleyan.

Sheridan Elementary School – This site is approximately 2 miles from Wesleyan.

Required Employment Forms I-9 and W-4

All students who have accepted the job opportunity offered in their financial aid package and expect to work are required by law to complete a Federal Form W-4, State Form W-4, and Department of Homeland Security Form I-9 before they can be authorized to start working. Students are also required to provide documents that verify both identity and eligibility to work in the United States.

The Internal Revenue Service requires that W-4 forms be completed by all employees to determine the correct amount of Federal income tax to be withheld from your pay. If your name or address changes, or if at any time you would like to change the number of allowances you are claiming, a new W-4 must be completed to update your information. These forms can be obtained in the Financial Aid Office, Holmes Hall 1. These forms usually need to be completed only once during your academic career at IWU if you continue working every year. If you claim exempt from withholding on the W-4 form however, you will be required by law to complete a new W-4 form each calendar year as long as you continue to claim exempt.

All student workers must meet the requirements of the Immigration and Nationality Act as amended by the Immigration Reform and Control Act of 1986. It requires that all students who work on campus at any time must complete the Form I-9. The law also requires that the employer review and verify a document or documents that establish both identity and eligibility for employment. Several documents may serve these purposes. Examples of forms that establish both identity and eligibility include:

- A United States passport or United States Passport Card
- Permanent Resident Card or Alien registration receipt card (Form I-551)
- Foreign passport with temporary I-551 stamp

Persons who do not have these may show one document of identification:

- A Driver's license
- Federal, state or local government issued photo ID card

AND another for eligibility to work in the United States:

- United States Social Security card
- Original or certified copy of the student's birth certificate
- United States Citizen ID Card (Form I-197)

A complete listing of acceptable documents is printed on the back side of the I-9 form.

Please note: All documents must be the original with exception to the birth certificate which must be a certified copy if not the original.

**NO STUDENT WILL BE AUTHORIZED TO WORK IN A CAMPUS JOB
UNTIL THE DOCUMENTATION HAS BEEN PROVIDED AND VERIFIED.**

Tax Information

W-2 forms, which report the employer's yearly summary of withholdings for tax filing, are mailed from the University Business Office to the address that appears on your payroll check on or before January 31 of the following calendar year. You are responsible for reporting this information on your federal and state tax returns.

First Year Student Workers

Incoming students are mailed the necessary employment forms and are asked to submit them along with the required documents mentioned on page 7 for verification on Tuesday, August 16, 2011 at the Shirk Center. The Student Employment Office will have a table set up from 8am – 2 pm.

Students must also attend the Student Employment Orientation meeting held that same Tuesday, August 16, 2011 from 1:00pm – 1:45pm. The meeting will be held at the Center Court in the Hansen Center. Students will be given information regarding the Student Employment program, policies and procedures. Students will also be given a Student Employment Eligibility and Interview Card to be presented to supervisors during interviews. Spaces are provided on the Student Employment Eligibility and Interview Card to either indicate that a job was offered to the student, not offered, or a decision is pending; the supervisor's signature will also be requested. For example, a student may conduct multiple interviews and be offered jobs from more than one department; in this instance, the student would have the opportunity to choose the job which the student considers to be the best fit. A department can also exercise its right to indicate a decision as "pending" in the event it chooses to interview a number of applicants prior to making an offer to a specific student.

A section on the Student Employment Eligibility and Interview Card will also function as an official acceptance of an offer to work through the signature of both the student and supervisor. The card should be returned to the Financial Aid Office after an official acceptance of a campus job. If the student is offered a position but hasn't completed the I-9 and W-4 forms by submitting documents for verification, the student will not be authorized to start working until the forms are considered complete.

Returning Student Workers

It is the returning student's responsibility to obtain a job before the end of the academic year for the following year so if you would like to keep your same job position again in the future, your supervisor is the person who can approve your continued employment if it is determined you qualify for job need again. Be sure you have a clear understanding about your status with both the Financial Aid Office as well as your supervisor. Also be sure to ask the number of hours you will be expected to work as you may need to secure another position to avoid an hour shortage. If you do not secure a position by the end of the year, you are still given the opportunity to work the following year if eligible; however, there is no guarantee regarding the timing/availability of jobs at the beginning of the following year. As previously stated in the Accepting or Declining the Opportunity to Work section, students will be informed that their job eligibility has been removed from their financial aid package in the event they do not secure a position by October 1. Refer to that section for more information.

International Students

International students are assigned job eligibility by the International Student Financial Aid Committee and are only eligible to work on campus. If this committee does not assign job need in your financial aid package, it is unlikely that you will be able to receive a campus job. As with all other employees on campus, International students are required to complete the required I-9 and W-4 forms as well. Please refer to the *Required Employment Forms I-9 and W-4* section in this handbook for more information. International students may also be required to complete a non-resident tax return. International students should contact the International Office in January for more information.

International students have restrictions on the number of hours that can be worked per week. While the University policy is 10 hours per week, if approved to work more hours, international students cannot work more than 20 hours per week during periods of enrollment and 40 hours per week during breaks.

Remember that as an International student, it is necessary for you to obtain special permission from the Immigration and Naturalization Service if you find it necessary to work off campus. Please check with either the International Office or the Student Employment Office for more information on any questions you may have regarding campus employment.

Student Worker Rights and Responsibilities

- A student employee at Illinois Wesleyan University with a job award in his/her financial aid package must be a full-time student enrolled in a degree-granting program at the University, be in good academic standing, and making satisfactory academic progress toward the completion of a degree. You are responsible to uphold these requirements.
- You have the responsibility of completing all required paperwork and have possession of a valid Social Security number. You will not be authorized to begin work until you have completed the Form I-9 and W-4 forms.
- You have the right to know what is expected of you at your position, including but not limited to: knowing who to report to, what tasks to perform and how to perform them, if you are performing your assigned tasks adequately, how to improve your performance and what procedures you must follow. Your supervisor will give you the details of your specific work duties. The quality of your work will determine your chances of maintaining your job. Always give your best effort.
- You are responsible to carry out the work duties assigned to you while on the job. Homework, studying or any other non-work or personal activity should be done on your own time. Computers, copiers, and other office equipment and supplies, are for work assignments only and not for personal use. Personal phone calls, including calls on your personal cell phone, are discouraged. Please ask your friends and family to call you at home. When assigned tasks are completed, consult your supervisor for your next assignment.
- Work hours must be scheduled so that they will not conflict with any of your academic classes or responsibilities. Regulations prohibit students from working during their scheduled class times so establish a work schedule with your supervisor that does not interfere with your classes and one that you can commit to keep. It is your responsibility to report to work for your scheduled hours agreed upon with your supervisor on a consistent basis. Some jobs may require specific hours which cannot change to fit your class schedule. Discuss the flexibility of work hours with your supervisor before you accept the position to avoid future problems. If you know that you will have sports or other commitments in a certain semester, bring this up during the interview so that you and the supervisor are clear on expectations.
- You should not be expected to work more than 5-6 hours in one continuous shift. If required to work at least 6 hours at a time, you are required to take a 30 minute break.
- You have the responsibility to promptly inform your supervisor as soon as possible if you are unable to work your scheduled hours for any reason.
- You are responsible for working the appropriate number of hours if you want to meet your job eligibility. This means working all of your assigned hours and making up any time that you miss. This also applies if you leave campus early before breaks, during finals week or your weekend work hours conflict with break weekends. If you are ahead or behind on the amount you should be earning, you may want to talk to your supervisor about making adjustments to the number of hours

you are scheduled to work. While supervisors are not required to assign make up hours, they may allow you to work extra hours to catch up if there is work available in the department to do so. It is ultimately the student's responsibility to monitor these earnings and to arrange for making up missed shifts if necessary, not the supervisor's. You may contact the Student Employment Coordinator or your supervisor if you have questions about your total earnings.

- You have the responsibility to accurately record the number of hours you work on your time card daily, and sign and submit it to your supervisor at the end of the pay period in a timely manner. Timecards may not be held, but must be turned in for the appropriate payroll period.
- You have the right to be paid for hours actually worked. You are not eligible for sick, vacation or holiday pay, snow days, meal times or other fringe benefits. You may not volunteer additional hours to any department or employer that has hired you for pay. You may not volunteer to do any task similar to duties you perform anywhere on campus for pay. Employers may not suggest or require that you volunteer, and may not offer any reward or penalty for your volunteering or not volunteering. In order to protect the employee, the federal Fair Labor Standards Act prohibits employers from accepting volunteer hours from any employee they have hired for pay.
- Acceptance of student employment carries all the responsibilities and commitments as in any other employment situation. It is your responsibility to follow rules set by the department where you work. This may include dress code, confidentiality, behavior, and public image. You are expected to be dependable, dressed appropriately, to be considerate and respectful of your employer and co-workers, and to take the job seriously and perform at the highest level of your ability.
- It is your responsibility to report all accidents to your immediate supervisor or the supervisory person in charge at the time, as well as the Human Resources Office.
- You are considered an 'at will' employee. This means that you and/or your employer have the right to terminate your employment at any time. All student employees are hired for an indefinite period and may resign or be terminated at any time. Normally, supervisors will try to give employees an opportunity to correct less serious performance problems before being terminated. In any case, however, the nature of the problem and/or the employee's overall record will determine the most appropriate action to be taken. Typically, supervisors choose a verbal or written warning, or probation, but sometimes immediate termination may be necessary. Please refer to the *Termination* section for more information. It is courteous to give proper notice of termination to the employer, usually defined as two weeks notice. The Student Employment Office is here to listen and intercede if you feel it is necessary, however, the supervisor and student must first attempt to work out any problems that may arise at the work site in the hiring department.
- It is your responsibility to follow all policies and procedures as defined in the Student Employment Handbook.

Your job performance may rest on your understanding of tasks, rules, and expectations. When in doubt, ask your supervisor for clarification, information, expectations, and procedures. Remember that communication is the key to job success and a good relationship with your supervisor.

Job Transfer Policy

If you did not have the opportunity to work the job of your choice during the academic year, you do have the option of transferring to a different position for the following year. As long as you have job need in your financial aid package and both parties request each other, you will be approved for that particular job.

Excessive job changing is not a good reflection on your employment record. This is true on and off campus. Although situations do exist where a transfer is necessary, we encourage students to stay with their initial job assignment as long as possible. If you feel you need to change your job assignment we recommend that you change at the end of the semester. The number of jobs available on campus is limited. Therefore, if you would like to transfer to a different job, you should initiate this at the end of the semester and continue to work your current assignment. If you continue to work, you will reduce your chances of falling behind in your earnings. If you leave your job before the end of the semester, this will be taken as an indication you are choosing to decline your job. If you do transfer jobs, you must notify the Financial Aid Office of this change.

Termination

The termination policy of the Student Employment Program involves two areas: resigning and firing. In either case, you should discuss your situation with your supervisor and the Student Employment Coordinator if necessary.

Resigning

Most supervisors hope that student workers will remain throughout the academic year and even return for the following year if eligible. However, changes in class schedule, academic pressures, or other factors may make such a commitment impossible. Academic concerns seem to be the most frequent reason students quit their jobs. You must maintain satisfactory academic progress to receive financial aid. Refer to the University Catalog for details. If you begin to fall behind in your studies, consult your supervisor and/or your academic advisor to determine how you can reverse this trend. If you decide that both working and performing well in your classes is not possible and you wish to decline your job, you may end your work assignment using the following procedure:

1. Inform your supervisor and give two weeks advance notice.
2. Notify the Financial Aid Office in writing by completing a Financial Aid Package Revision Form. If you have job eligibility based on financial need, you may request to replace it with a loan. (\$100 minimum) Approval is not guaranteed.

Firing

Firing does occur and for a variety of reasons. If your supervisor is not satisfied with your performance, he or she is encouraged to discuss the concerns with you and to specify a period of time in which you are expected to improve. If you are unable to meet the supervisor's expectations, you may anticipate being terminated. Supervisors are encouraged to provide both written and verbal warnings to students and asked, but not mandated, to provide at least one warning before terminating a student. A copy of the written warning is kept in the student's permanent file in the Financial Aid Office.

Acts of serious misconduct will not be tolerated however, and may result in an immediate release from employment. Circumstances that warrant immediate termination may include:

- Breach of confidentiality.
- Repeated absence or absences without notification to the supervisor.
- Willful, deliberate, or negligent acts that cause serious disruption in the continuity, efficiency, or safety of the department.
- Fraudulent reporting of hours worked - deliberate falsification of hours or other employment records may

- be considered a federal offense and is punishable by law.
- The unauthorized possession, distribution, use of or being under the influence of alcohol, marijuana, or other non-prescription drugs or controlled substances during working hours.
 - Theft of University property or the personal property of a student, staff, or faculty member.
 - Harassment.
 - Serious disregard of University rules.
 - Gross incompetence.
 - Insubordination or refusal to perform assigned tasks.

If you are fired, you may lose your privilege to work in any campus job for that academic year. Notice of termination will be kept in your permanent file.

You have a great deal of control over your job performance. Appropriate behavior, attitude, time management, and communication with your supervisor will assist you in maintaining your campus job and a good employment history.

Wage Information

All student employees will earn \$8.25 per hour for positions on campus, \$9.25 per hour for Community Service positions, and will be paid once per month starting in September. Federal guidelines limit the amount you may work over your job need. If your supervisor and/or the Financial Aid Office verify that you are working significantly over the amount of your job need, you may be contacted to adjust your hours or in some cases discontinue working. In other situations, at the end of the year, your financial aid could be reduced in accordance with these guidelines.

Time Cards

The entire student payroll revolves around the time cards used to record your hours, so please follow the instructions carefully and submit your time cards to your supervisor by the due date listed on the back page of this manual. If payroll records are incomplete, neither you nor we will know whether you are working an appropriate number of hours.

Because students are not authorized to start working without them, time cards will not be issued until the I-9 and W-4 forms have been completed. Once time cards are issued, your supervisor will give you your specific time card to complete each pay period. You are responsible for filling it out by daily recording in ink the number of hours worked each day you actually work. Please record your hours before leaving your place of employment for the day. At the end of the pay period, sign your time card and give it to your supervisor. It is your responsibility to submit it to your supervisor promptly. It is your supervisor's responsibility to then sign your time card and submit it to the Business Office by the due dates listed on the back page of this handbook. **Late time cards will be paid on the next pay period – no exceptions.** The Payroll Office only runs checks once per month so if you have failed to submit your time card to your supervisor on time, or your supervisor fails to submit it to the Business Office on time, you will have to wait until the next pay period to receive payment. **Also, time cards will not be processed without proper signatures.** If signatures are missing from a time card that has been submitted on time, it will be returned to your supervisor for the proper signature(s). If this happens, the card will then be considered late and payment will be issued on the next pay period pay date. To protect yourself, NEVER handle your time card after it has been signed by your supervisor. If it is altered, you could be suspected of wrongdoing, so don't place yourself in this position. It is a good idea to keep a separate personal log of the hours you work, just in case a time card is lost, or there is a question after the cards are submitted.

Reminder: Falsification of hours on time cards is grounds for immediate termination.

Paychecks and Earnings Summaries

If you have been offered a job opportunity as part of your financial aid package, you have a couple of options in what you can do with your paychecks. You can choose to have your paychecks released directly to you, you can have them directly deposited to your bank account or you can sign them over to the Business Office as a tuition payment. If you choose to have your paychecks released directly to you, checks will be available for pick up at the Business Office in Holmes Hall. You may be required to show your student ID to verify identity before the check will be released. Starting in September, pay day will be on the 10th of each month or the Friday before if the 10th falls on the weekend. If you would like to have your check directly deposited to your bank account, you will need to complete a direct deposit form which is available in the Business Office. Your paycheck will be directly deposited to your account on the specified pay dates. Taxes may be deducted from student employment earnings. The Federal and State W-4 Forms you must complete before working notifies the Payroll Office of the number of allowances you are claiming, which affects the amount of taxes withheld. If you need to change the number of allowances you claim on this form, you may do so by completing a new W-4 form available in the Financial Aid Office. About 1-2 weeks after pay day, your supervisor will receive an earnings report for all students working for them under the work study program. This report informs them of earnings through the last month of pay. If you want to know where you stand on earnings, you can check with your supervisor or the Student Employment Coordinator.

Illness/ Injury Policy

Students who are unable to work for an extended period due to illness or injury must inform their supervisor and the Financial Aid Office immediately. There are no paid benefits for these situations. If you are unable to make up the time missed by the end of the academic year, you may request loan assistance for the remaining balance (\$100 minimum) if your job award is based on need. Approval is not guaranteed.

Student Employee Evaluations

Your supervisor will complete a student employee evaluation during the spring term. The evaluation asks supervisors to evaluate employees on such things as attitude, attendance, responsibility, initiative, and other areas necessary to describe you as an employee, as well as give the supervisor the chance to make personal comments. This evaluation will be placed in your permanent student employment file. To help you become aware of the skills you have acquired and the skills that may need further development, it may be wise to ask your supervisor to share this evaluation with you. Although the evaluation is confidential, you have the right to review it with your supervisor.

You will get out of your work experience whatever you put into it. No job is "just another job" but rather every job is a new opportunity for personal and professional growth. The Student Employment Program offers you the opportunity to prepare for your future career and discover ways to develop your many skills and abilities.

May Term

If you work during May Term, it will be a payroll position at the pay rate of \$8.25 an hour. Hours worked during May Term are not used to fulfill hours you may have fallen short on during the school year, but you can use your earnings to make a payment toward your account, however. Graduated seniors are allowed to work up to thirty days after graduation so they are eligible to work during May Term. Graduated International students who wish to work during May Term must check with the International Office as their Visa may not allow them to do so. All other students must be taking a class or planning to attend classes

the following fall. If you do not take a May Term class but want to live in the residence halls, you must have your supervisor notify the Office of Residential Life that you will be working on campus. You must also work full time for the entire May Term period in order not to be charged room fees if you will not be taking a class. Full time hours are the same amount of hours full time Wesleyan staff work each week during May Term. This would be the equivalent to working at least 100 -120 hours during the May term period.

Holidays and Breaks

Due to security and housing issues, there are minimal opportunities to work on campus during designated holidays and breaks. If you are authorized by your supervisor and the Office of Residential Life to work during any of these times, it will be a payroll position at the pay rate of \$8.25 an hour. If you would like to use these hours to catch up on hours you may be behind in your work study hours, however, please notify your supervisor and the Student Employment Coordinator in the Financial Aid Office.

Summer

There are some positions available during the summer months for those who will be in the area and are enrolled and registered for classes for the fall semester. Summer hours usually start right after the May Term period and end in August the day before school starts. Available positions will be posted on the student employment website starting in April. The pay rate will be \$8.25 per hour unless otherwise notified. Students will be paid bi-monthly during the summer. Students must have proper supervision of the hours worked so working from home away from campus is prohibited. Summer positions are strictly payroll and available to anyone who wants to work. Since graduated seniors can only work up to 30 days after graduation, they are not eligible to work over the summer through the student employment program. Should they be requested to work however, the requesting supervisor must go through Human Resources to get the student hired.

STUDENT EMPLOYMENT HOURS
MONTHLY SCHEDULE
2011-2012

Should you choose to earn the maximum award in your financial aid package, students who have \$2400 job eligibility are expected to work at least 10 hours for 30 weeks with only 5 hours per week expected during finals weeks. Students with approximately \$1200 job eligibility are expected to work at least 10 hours per week for 15 weeks or 5 hours per week for 30 weeks. Remember that these totals are based on *gross* earnings.

Your goal is to earn your assigned job need. The monthly hours schedule has been listed below for the 2011-2012 academic year. This schedule is provided to give you an estimate of the number of hours you should work each month to meet your job need by the end of the academic year. You are limited on the amount you can earn over your job eligibility. The Financial Aid Office will notify you when you have reached your maximum.

If you start your job a few days into the semester, you may have to work extra hours at some point in the year to be sure that you reach your gross job need amount. It is most important for you to remember that **YOU** are responsible for earning your total job eligibility.

| <u>Month</u> | <u>Hours</u> | <u>Gross Earnings at \$8.25</u> |
|---------------------|---------------------|--|
| August | 16 | \$132.00 |
| September | 42 | \$346.50 |
| October | 40 | \$330.00 |
| November | 38 | \$313.50 |
| December | 10 | \$ 82.50 |
| January | 40 | \$330.00 |
| February | 42 | \$346.50 |
| March | 34 | \$280.50 |
| April | 29 | \$239.25 |
| Total | 291 | \$2400.75 |

STUDENT EMPLOYMENT
DAYS AVAILABLE TO WORK

For 2011-2012, the weeks for student employment should be divided as follows:

| <u>1st Semester</u> | <u>Number of weeks</u> | <u>2nd Semester</u> | <u>Number of weeks</u> |
|--------------------------------|------------------------|--------------------------------|------------------------|
| August | 1.5 | | |
| September | 4 | January | 4 |
| October | 4 | February | 4 |
| November | 4 | March | 3.5 |
| December | <u>1.5</u> | April | <u>3.5</u> |
| Subtotal | 15 | Subtotal | 15 |

Total weeks to work: 30

There are typically 150 weekdays available to work. This is an average of working 2 hours per day. The days have been calculated as follows:

| <u>Month</u> | <u>Weekdays Available to Work</u> | <u>Days Not Required to Work</u> |
|--------------|-----------------------------------|----------------------------------|
| August | 8 | |
| September | 21 | Labor Day (1) |
| October | 20 | Fall Break (1) |
| November | 19 | Thanksgiving Break (3) |
| December | 7 | Christmas Break (15) |
| January | 20 | Christmas Break cont. (2) |
| February | 21 | |
| March | 17 | Spring Break (5) |
| April | 17 | |

*The above listed breaks are not part of the time you are expected to work. However, if the department has the flexibility for you to work, this may be the opportunity to make up any hours you may have missed.

*The days listed above do not take into consideration the availability of weekend hours in some departments.

*Students are expected to work on Reading Days as well as 5 hours per week during finals week for both first and second semester.

Time Card Due Dates

| <u>Pay Period</u> | <u>Time Card Due Date</u> | <u>Pay Date</u> |
|-------------------|---------------------------|-----------------------|
| August 22 – 31 | Thursday, September 1 | Friday, September 9 |
| September 1 – 30 | Monday, October 3 | Monday, October 10 |
| October 1 – 31 | Tuesday, November 1 | Thursday, November 10 |
| November 1 – 30 | Thursday, December 1 | Friday, December 9 |
| December 1 – 9 | Monday, December 12 | Tuesday, January 10 |
| January 4 – 31 | Wednesday, February 1 | Friday, February 10 |
| February 1 – 29 | Thursday, March 1 | Friday, March 9 |
| March 1 – 31 | Monday, April 2 | Tuesday, April 10 |
| April 1 – 30 | Tuesday, May 1 | Thursday, May 10 |