



STUDENT EMPLOYMENT PROGRAM HANDBOOK

2018-2019

**FINANCIAL AID OFFICE
ILLINOIS WESLEYAN UNIVERSITY**

**Holmes Hall 1 (Lower Level)
Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.
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Introduction

The Student Employment Program at Illinois Wesleyan University provides a valuable benefit to eligible students by assisting them in finding opportunities to work in student employment positions. These opportunities provide financial assistance and help students gain valuable employment experience. Student employment opportunities, which are awarded by the Financial Aid Office, are redeemed as wages for work performed in qualifying jobs.

Most student employment positions are located on campus, but 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 students develop a variety of skills including communication and interpersonal skills. These skills, along with the skills gained through academic course work and extra-curricular activities will prove to be very useful in preparing students for future careers.

The Student Employment Program is one of the many services provided by the Financial Aid Office, located in Holmes Hall 1 (Lower Level). If you have questions regarding student employment, please contact the Student Employment Program Coordinator at (309) 556-3299.

This Handbook will answer many of the questions that you may have regarding student employment, and as a participant in the Student Employment Program you will be held responsible for all of the information in this handbook.

Eligibility for Student Employment

Each academic year, students who qualify for the Student Employment Program are awarded a Federal Work-Study Opportunity, Employment Opportunity, No Need Job Opportunity, or International Student Job Opportunity as part of their financial aid award package. The Financial Aid Office determines the amount the student may earn. Not every student receiving financial aid is awarded an employment opportunity as part of his or her financial aid package. Students working under the Student Employment Program may earn only the amount stipulated by the employment opportunity award in their financial aid package. Students cannot continue to work under the program once they have reached their earnings limit (employment opportunity award amount). Eligibility for student employment can change each year depending on family financial circumstances. Therefore, award amounts may differ each academic year or even be removed entirely.

Student Employment Classification Overview

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 Free Application for Federal Student Aid (FAFSA). Because of the title of this employment opportunity, students may think that they will be paid to study while at work at their student employment position. This is not true. The program was designed to give students the opportunity to work so that they can afford to attend college to study. Therefore, students with this type of award will have the same expectations to perform tasks while at their employment position as with all other students that are awarded an employment opportunity. This employment opportunity 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 at an on-campus position or at an off-campus community service site and earn wages up to the amount stipulated by the employment opportunity award in their financial aid package.

Employment Opportunity – This employment opportunity award is based on financial need as determined by the results of the Free Application for Federal Student Aid (FAFSA). It is financed directly from university departmental budgets and available only for the academic year. Students with this award can be employed at an on-campus position or at an off-campus community service site and earn wages up to the amount stipulated by the employment opportunity award in their financial aid package.

No Need Job Opportunity – This employment opportunity award is not based on financial need and is awarded to first-year students during the admissions process. It is financed directly from university departmental budgets and available only for the academic year. If students are 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. If the employment opportunity is awarded and not used during the first year of enrollment, the student will not receive the employment opportunity award in future years.

International Student Job Opportunity – This employment opportunity award is based on financial need as determined by the results of the CSS Profile and is awarded to first-year students during the admissions process. It is financed directly from university departmental budgets and available only for the academic year. If students are not initially awarded this type of employment opportunity upon admission to the university, it is likely they did not qualify for it and will not receive it in future years. If the employment opportunity is awarded and not used during the first year of enrollment, the student will not receive the employment award in future years.

Payroll – This employment 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 not awarded an employment opportunity, 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, faculty assistants, and lab assistants. These positions are not guaranteed and must be approved by the Student Employment Advisory Committee. Students who work during breaks, holidays, May term, and summer will work as payroll employees. An exception can be made for holiday and break periods. (Please read the *Holiday and Break Employment* section on page 15 for more information.)

Please note: Due to the limited employment availability on campus, priority of available employment positions is given to students with an employment opportunity in their financial aid package during the school year. Because of this, all payroll positions **MUST** be approved through the Student Employment Advisory Committee before students will be allowed to start working.

Accepting or Declining Your Student Employment Award

A student who receives the Federal Work-Study, Employment, No Need Job, or International Student Job Opportunities is not obligated to participate in the Student Employment Program. You will be required to accept or decline your employment opportunity award each year by

either returning your signed financial aid award letter to the Financial Aid Office, or online through the MyIWU portal.

If you decline the award, but accept and start work in a student employment position, the employment opportunity award will automatically be reinstated. If you accept your employment opportunity award, but do not secure employment by October 1, the Financial Aid Office will cancel your employment opportunity award for that academic year. If you secure a position after your employment opportunity award has been cancelled, the award will be reinstated.

Because Federal Work-Study or Employment Opportunities are based on financial need, it is in your best interest to take advantage of utilizing the award. While the wages earned from these employment opportunities awards will be considered as part of your adjusted gross income on the next year's FAFSA, they will be excluded from your earnings used in the calculation to determine your eligibility for need based aid in the future years.

If you choose not to work the first semester, you may decline a portion of your employment opportunity award amount and postpone looking for employment until second semester. By choosing to do so, you are limiting yourself to the availability of open positions. You may also choose to decline your employment opportunity award for the entire year. Doing so will not impact your student employment eligibility in future years in most cases.

If you are a first-year student who was awarded either a No Need Job Opportunity or an International Student Job Opportunity, it is important to note that if your employment opportunity award is not utilized during your first year of enrollment, it will not be awarded again for future years. If you have accepted your student employment opportunity award and then decide you either do not want to work or cannot work, the employment opportunity award amount can be replaced with a loan if your employment opportunity was awarded based on financial need.

Loan requests are not guaranteed approval. If you choose to replace your student employment opportunity award amount with a loan, and then later secure an employment position, part of your employment opportunity award amount will be reinstated and the same amount of loan will be removed from your financial aid award package and returned to the lender. This could affect your account in the Business Office requiring you to pay the amount owed.

Outside Scholarships

Any outside scholarships that you receive and report to the Financial Aid Office may reduce your employment opportunity award amount or loan amount. If your employment opportunity award amount is reduced by an outside scholarship, you will remain in your employment position until you have earned the new reduced employment opportunity award amount. Outside scholarships typically reduce one semester of your employment opportunity award amount, or in some cases may reduce the entire employment opportunity award amount that makes you eligible to work on campus. Please forward documentation of outside scholarships to the Financial Aid Office immediately so we have the most up-to-date and accurate records.

Required Employment Forms

All students who have accepted the employment opportunity award offered in their financial aid package, and expect to work, are required by law to complete a Federal W-4 form, State W-4

form, and Department of Homeland Security I-9 form 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 form must be completed to update this information. These forms can be obtained in the Financial Aid Office in Holmes Hall 1 (Lower Level). These forms usually need to be completed only once during your academic career at Illinois Wesleyan University 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 to be exempt from withholdings.**

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 I-9 form. 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. Please refer to the backside of the I-9 form for a list of acceptable documents.

Please note: All documents used to establish identity and eligibility must be the original, with exception to the birth certificate, which must be a certified copy, if not the original.

STUDENTS WILL NOT BE AUTHORIZED TO WORK IN A STUDENT EMPLOYMENT POSITION UNTIL THIS DOCUMENTATION HAS BEEN PROVIDED AND VERIFIED.

Tax Information

W-2 forms, which report the employer's yearly summary of withholdings for tax filing, are sent from the Business Office on or before January 31 of the following calendar year. You will be given the option to receive the form by e-mail or through the mail. You are responsible for reporting this information on your federal and state tax returns.

Free Market Student Employment

Illinois Wesleyan University does not place students in student employment positions. A list of employment openings can be found online at <http://php.iwu.edu/stujobs/>. Eligible students are responsible to seek student employment positions and interview on their own. The definition of "eligible student" remains the same: i.e. any student is eligible for the Student Employment Program who has been awarded a Federal Work-Study Opportunity, Employment Opportunity, No Need Job Opportunity, or International Student Job Opportunity as part of their financial aid awards.

Obtaining a Position

It is our hope that students are able to secure a position that is related to their academic program and career goals. However, a student employment position can be enjoyable and beneficial even if it is not specifically related to your field of study. Keep an open mind when

choosing an employment position. All student employment positions will help you gain a better understanding of the dynamics of the working world and most will help you develop these essential job skills: computer, writing, decision-making, customer service, communication, problem solving, teamwork, personal responsibility and time management. Even if your student employment position does not relate directly to your career interests, you should try to make the most of your opportunity in this position. If possible, supervisors may offer their student employees the opportunity to expand routine jobs to encompass new responsibilities and areas of interest. The more initiative you demonstrate at your employment position, the more likely it is that your supervisor will trust you and assign you higher-level tasks.

A list of employment openings can be found online at <http://php.iwu.edu/stujobs/>. Students are encouraged to start applying immediately. You should apply for as many positions as possible. Applying for a position does not guarantee you a position or an interview. Please understand that there will be several students applying for the same positions. Due to the number of applicants, students are not guaranteed a response from the supervisors. If you did not contact supervisors and secure a position from the openings available online before arriving on campus, it is your responsibility to contact supervisors and complete employment applications as soon as possible after arriving on campus. The majority of the positions available 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 employment positions available.

First-Year Student Workers

If you are a first-year student and want to participate in the Student Employment Program, you must accept your student employment opportunity award by returning your signed financial aid award letter to the Financial Aid Office or log in to the MyIWU portal and accept your award online.

All student employees are required by law to complete a Federal W-4 form, State W-4 form, and Department of Homeland Security I-9 form 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. Please return these completed forms, along with the required documents for verification, on move-in day in August. The Student Employment Program Coordinator will have a table set up at the Hansen Student Center. You can also bring the completed forms to the Financial Aid Office anytime during regular business hours.

You are encouraged to attend the Student Employment Orientation meeting held the week of Turning Titan: New Student Orientation. You will receive information regarding the Student Employment Program policies and procedures. If you are offered a position, but have not completed the I-9 and W-4 forms by submitting documents for verification, you will not be authorized to start working until the forms are completed.

Returning Student Workers

If you are a returning student and want to participate in the Student Employment Program, you must accept your student employment opportunity award each year by returning your signed financial aid award letter to the Financial Aid Office or log in to the MyIWU portal and accept

your award online.

It is the returning student's responsibility to obtain an employment position before the end of the academic year for the upcoming academic year. It is possible to remain in the same student employment position from year to year, but there is no guarantee that you will be able to return to the same position. Your supervisor is the person who can approve or deny your continued employment if it is determined that you are eligible for the Student Employment Program again. If you are not able to return to your previous employment position, or are interested in switching to another position, available openings for the next academic school year will be posted on the website during the spring semester of the current school year.

When you secure a position, 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 academic year, you are still given the opportunity to work the upcoming academic year (if eligible); however, there is no guarantee regarding the timing/availability of open positions at the beginning of the upcoming academic year. As previously stated in the Accepting or Declining Your Student Employment Award section, your employment award will be removed from your financial aid package if you do not secure a position by October 1. The Student Employment Program Coordinator will send notification of this change to you.

International Student Workers

International students awarded an International Student Job Opportunity by the International Student Financial Aid Committee are eligible to work on campus only. If this committee does not award an employment opportunity in your financial aid package upon admission, it is unlikely that you will be able to work on campus. As with all other employees on campus, International students are required to complete the required I-9 and W-4 forms. Please refer to the *Required Employment Forms* 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 about filing this return.

International students have federal restrictions concerning the number of hours that can be worked per week. The restriction is 20 hours per week during periods of enrollment and 40 hours per week during breaks. While the Federal policy is 20 hours per week, university policy limits all students to 10 hours per week during periods of enrollment and 40 hours per week during break periods. It is important to be aware of the hours you are working to ensure you earn the full amount of your award and do not exceed your awarded amount. It is the student's responsibility to monitor their earnings. This information is available to the student from their supervisor(s) and the Student Employment Program Coordinator.

Remember that as an International student, you must 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 Program Coordinator for more information or any questions you may have regarding student employment.

Job Transfer Policy

If you do not have the opportunity to work in the position of your choice during the academic

year, you do have the option of transferring to a different position for the following year. If you have an employment opportunity award in your financial aid package, and both parties request each other, you will be approved for that particular employment position.

Excessive job changing does not reflect positively 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 employment position as long as possible. The number of student employment positions available on campus is limited. Therefore, if you would like to transfer to a different position, you should initiate this at the end of the semester and continue to work in your current position to reduce the risk of falling behind on your earnings. If you leave your position before the end of the semester without obtaining a new position, it will be assumed that you are choosing to decline the unearned portion of your employment award. If you do transfer jobs, you must notify the Student Employment Program Coordinator of this change.

Resident Assistant and Sodexo Student Manager Positions

Returning students have the opportunity to work as a Resident Assistant or Sodexo student manager, but cannot do both. Choosing to work either of these positions replaces the student employment opportunity award (if eligible) in your financial aid package. If you choose to take one of these positions, you will receive either free room or free board as payment, making it against university policy to participate in the student employment program. However, if you are an R.A. or a Sodexo Manager and are requested to work at a position based on your specialized skills, the department supervisor must go through the appeal process to seek approval. If approved, you will be allowed to work only **one** of these payroll positions up to a maximum of 5 hours per week.

ALL jobs must be approved through the Student Employment Program Coordinator.

Community Service Positions

The regulations for the Federal Work-Study Program require that a certain percentage of an institution's Federal Work-Study funds be spent employing students in employment positions that provide community service. Community service employment positions provide 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. 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.

The wages that will be paid for working in these community service positions will be paid using Federal work-study funds. These funds are subsidized by the Federal Government and are only eligible to students that are awarded a need based employment opportunity. Therefore, only students who are awarded a need based employment opportunity award (Federal Work-Study Opportunity or an Employment Opportunity) in their financial aid package are eligible to apply for these positions. Students who are awarded a No Need Job Opportunity or an International Student Job Opportunity in their financial aid package are not eligible for these positions because their employment opportunity award is not based on financial need and is paid using only university funds.

Since the community service sites are off campus, the pay rate is currently \$1 more per hour than on campus positions to accommodate travel 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 University students through the Student Employment Program:

Bloomington Public Library: A variety of positions are available including the circulation desk, interlibrary loan, and the children's room. The library is approximately 1 mile from campus.

Tool Library: The Tool Library builds a stronger, safer and more stable community by lending tools, offering DIY workshops, and empowering neighbors to maintain and improve their properties. The library is approximately 1.5 miles from campus.

David Davis Mansion: The beautifully restored, nineteenth-century home of Judge David Davis, whose influence on Abraham Lincoln's legal and political career was crucial to President Lincoln's success was donated to the State of Illinois and is operated as a state historic site by the Illinois Historic Preservation Agency. Illinois Wesleyan University students are hired as Docents and provide reception/administrative support and light maintenance to the mansion and gardens. The mansion is approximately 1.5 miles from campus.

America Reads: Former President Clinton instituted an initiative for every American child to read well and independently by the end of elementary school. Institutions of higher education nationwide have been given increased Federal Work-Study money to invest toward a program tutoring children to read. Illinois Wesleyan University students can participate in this program at several local schools that serve as our America Reads tutoring sites. At these sites, IWU students help young children develop language skills necessary for beginning reading development. Illinois Wesleyan University students will tutor elementary and/or middle school students in reading activities. This is a unique opportunity for students to combine community service with paid work, while assisting children in gaining the skills so important to education and success in their futures. A mandatory training session is provided on campus for this employment position. Illinois Wesleyan University student employees will also need to have a background check performed as well as a TB test done in order to work in the schools.

The following are the current schools that are our America Reads tutoring sites:

- **Bent Elementary School** – This site is approximately six blocks from campus.
- **Sheridan Elementary School** – This site is approximately 2 miles from campus.

Wage Information

All student employees will earn **\$8.25** per hour for positions on campus and **\$9.25** per hour for community service positions. Students will be paid once per month starting in September. Federal guidelines limit the amount you may work over your employment award amount. If your supervisor and/or the Student Employment Program Coordinator verify that you are working significantly over the amount of your employment award amount, you may be contacted to adjust your hours or in some cases discontinue working. Your earnings will be evaluated after your final pay date in April and if you have significantly exceeded your employment award

amount, your financial aid could be reduced in accordance with these guidelines. If your financial aid is reduced, your account in the Business Office could be affected and you will be required to pay the owed amount.

Time Cards

Payroll for the Student Employment Program revolves around the time cards used to record your time worked, so please follow the instructions carefully and submit your time cards to your supervisor by the due date listed in this handbook. If payroll records are incomplete, neither you nor we will know whether you are working an appropriate number of hours.

The Financial Aid Office cannot issue timecards until students complete the I-9 and W-4 forms. Timecards are mailed to each department before the first of each month. Each work location will have a system for tracking the time that you work. Some locations will have you self-report the time that you work while other locations will use an electronic device for time collection. It is your responsibility to record your time properly and your supervisor's responsibility to verify the time you record. You should never have another person log the time you are reporting as time worked for you. If it is determined that someone else has logged the time that you recorded as time worked for you, you could be terminated immediately.

If your supervisor has you self-report your work time, please record your work time each day in ink before leaving your place of employment for the day. For students using another method of time collection, the supervisor will attach this information to the time card. 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 in this handbook. It is a good idea to keep a separate personal log of the time you work in case a time card is lost, or there is a question after the cards are submitted.

Late time cards will be paid on the next pay period – no exceptions. The Payroll Office only processes payroll 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.

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 date. Please remember that falsification of hours on time cards is grounds for immediate termination. To protect yourself, NEVER handle your time card after your supervisor has signed it.

Earning Limits

Based on your financial need, you will be assigned either full- or partial-year employment eligibility. You have the opportunity to earn up to this amount during the academic year. The amount of your employment award listed in your financial aid package is based on gross earnings. There are 30 workweeks and 291 total hours available to work 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 eligibility (\$2400) will need to work 10 hours per week for 30 weeks and students with partial-year 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 affect the rate at which you earn your award.

Work in some departments may be cyclical, meaning that certain times of the year are busier than other times. If this is the case, students may be required to work more than 10 hours per week during busy times and then asked to work fewer hours during the not busy time. If this is the case, please work with your supervisor to balance your hours as to not work more than 291 hours per school year.

Once you have reached the amount of employment award offered in your financial aid package, you will be contacted to stop working immediately. Having to stop working can cause your supervisor and the department to be left without the necessary help that they need, so please work closely with your supervisor(s) to monitor how many hours you are working to make sure that you will not earn your maximum award before the academic year is over. You can also contact the Student Employment Program Coordinator to help monitor what you have earned. Choosing to work fewer hours will not affect your eligibility for student employment for future years, nor will it affect your bill.

Students who qualify for the Student Employment Program may only work the 5 or 10 hours per week needed to earn the amount awarded in their financial aid package. If you secure an employment position that offers the maximum amount of hours for your employment award, only that **one** employment position will be allowed. Some employment positions cannot offer full-time hours so working in two or more employment positions is permitted as long as it does not require you to work more than the maximum amount of your award in total. If two different departments are interested in employing you for the hours allowable by the amount of your award, you must choose which employment position you prefer to work or split the hours between the two departments. Occasionally, a student will be requested to work a specialized employment position beyond the maximum amount of hours they are allowed to work based on their award. The department supervisor must go through an appeal process to seek approval for a student to work that employment position. If approved, the student is only allowed to work up to 5 hours per week at that employment position. No student will be allowed to exceed the 15 hours per week limit.

If there is room in your financial aid budget to increase your student employment award amount to allow for these hours, this will automatically be done. If that is not a possibility however, the employment position will be classified and paid as a payroll position.

Paychecks

Before the first month that you are scheduled to be paid, you will want to determine the manner in which you will be paid:

- Paychecks released directly to you
- Paychecks released directly to you and then sign them over to the Business Office as a tuition payment
- Paychecks directly deposited to your bank account

If you choose to have your paychecks released directly to you, checks will be available for pick up at the Business Office window in Holmes Hall. You may be required to show ID to verify your identity before the check will be released. Starting in September, payday 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 or on the Business Office page on the Illinois Wesleyan University website. Your paycheck will be directly deposited to your account on the specified pay dates and the payroll information will be e-mailed to you. Taxes may be deducted from your 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 will claim, which affects the amount of taxes withheld. If you need to change the number of allowances you previously claimed, please complete a new W-4 form available in the Financial Aid Office.

Earnings Summaries

About 1-2 weeks after payday, your supervisor will receive an earnings report for all students working in their department as part of the Student Employment Program. This report informs them of the amount each of their student employees has earned through the last month of pay as well as the number of hours that each student employee is eligible to work for the remainder of the year. If you want to know how much you have earned, or how many hours that you have remaining to work to be sure that you do not exceed the amount that you were awarded, you can check with your supervisor or the Student Employment Program 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 Student Employment Program Coordinator 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 employment award is based on need. Approval is not guaranteed.

Student Employee Evaluations

Your supervisor will be asked to complete at least one student employee evaluation during the spring term. The evaluation asks supervisors to evaluate employees in areas such as attitude, attendance, responsibility, initiative, and other areas necessary to describe you as an employee, and allows the supervisor the chance to make personal comments. This evaluation will be placed in your permanent student employment file in the Financial Aid Office. To help you become aware of the skills you have acquired and the skills that may need further development, it is 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.

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 Program Coordinator, if necessary.

Resigning

Most supervisors hope that student workers will remain in their employment position throughout the academic year, and 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 employment positions. You must maintain satisfactory academic progress to receive financial aid, including student employment. (Please refer to the university catalog for the satisfactory academic progress guidelines.) 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 want to resign from your employment position, you may end your employment using the following procedure:

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

Firing

Firing does occur 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 student employment file in the Financial Aid Office.

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

- Breach of confidentiality.
- Repeated 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.

Terminations will be reported to the Student Employment Program Coordinator and may be reviewed by the Student Employment Advisory Committee. Depending on the severity of the circumstances surrounding the termination, you may lose your privilege to participate in the Student Employment Program for the rest of the academic year or permanently. Notice of termination will be kept in your permanent student employment file in the Financial Aid Office.

You have a great deal of control over your performance at your employment position. Communication is the key to employment success as well as a good relationship with your supervisor. Your performance may rest on your understanding of tasks, rules, and expectations. When in doubt, ask your supervisor for clarification, information, expectations, and procedures. Appropriate behavior, attitude, time management, and communication with your supervisor will assist you in maintaining your campus employment position and a good employment history.

May Term Employment

If a student works during May term, the employment is classified as a payroll position at the pay rate of **\$8.25** per hour. Hours worked during May term cannot be used to fulfill student employment hours that the student was not able to work during the school year, and will not be counted toward the hours worked under the Student Employment Program.

- Graduated seniors are allowed to work up to thirty days after graduation which makes them eligible to work during May term.
- International students who graduate in the spring and want to work during May term must have permission from the International Office, as their visa may not allow them to do so.
- Returning students must be enrolled in a May term class or be returning for classes in the following fall semester, to be eligible to work during May term.
- A student not enrolled in a May term class that wants to live in the residence halls while working, must notify the Office of Residential Life that they will be working on campus. In addition, they must work at least 100 hours at a university paid department for the entire May term period to not be charged room fees.
- All students working May term should not work more than 40 hours per week.

Holiday and Break Employment

Due to security and housing issues, there are minimal opportunities to work on campus during designated holidays and breaks (Thanksgiving, Winter Break, Spring Break, etc.). If a student is authorized by their supervisor and the Office of Residential Life to work during any of these times, it will be classified as a payroll position at the pay rate of **\$8.25** per hour. **However, it is possible to use this time to catch up on student employment hours.** To do this, a student must notify the supervisor and the Student Employment Program Coordinator in the Financial Aid Office.

Summer Employment

There are some payroll positions available during the summer months for all current students at Illinois Wesleyan University who will be in the area and are enrolled and registered for classes for the upcoming 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 <http://php.iwu.edu/stujobs/> starting in April. The pay rate will be **\$8.25** per hour unless otherwise noted. Students will be paid bi-weekly during the summer. Students must have proper supervision, so working from home or away from campus is prohibited. Since graduated seniors can only work up to 30 days after graduation, they are not eligible to work over the summer as a student employee. A supervisor must obtain approval through the Human

Resources Office to employ a student who has graduated.

Student Worker Rights and Responsibilities

- A student employee at Illinois Wesleyan University with an employment award in his/her financial aid package must be a full-time student enrolled in a degree-granting program at the university, 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 must have possession of a valid social security number. You will not be authorized to begin work until you have completed the federal and state W-4 forms and I-9 form.
- You have the right to know what is expected of you at your position, including but not limited to: 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 employment position. Always give your best effort.
- You are responsible to carry out the work duties assigned to you at your student employment position. 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 as well as texting, are discouraged. 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 positions 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 another commitment in a certain semester, bring this up during the interview so that you and the supervisor are clear on expectations.
- You will be permitted to take a 20 minute unpaid break no later than 5 hours after the start of your shift if you are required to work for 7.5 continuous hours or longer.
- You have the responsibility to 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 intend to earn your full employment award amount. 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 adjusting 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 to do so. It is ultimately the student's responsibility to monitor these earnings and to arrange to make up missed shifts if necessary, not the supervisor's. You may contact the Student Employment Program 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, and 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. 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. Therefore, 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.
- Acceptance of your student employment award carries all the responsibilities and commitments as in any other employment situation. It is your responsibility to follow rules set by the department supervisor that has hired you. This may include dress code, confidentiality, behavior, and public image. You are expected to be dependable, dress appropriately, be considerate and respectful of your employer and co-workers, and take your employment position 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 or not continue 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. 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 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 a two weeks' notice. The Student Employment Program Coordinator is available 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.
- It is your responsibility to follow all policies and procedures as defined in the Student Employment Program Handbook.

2018-2019 Student Employment Hours Monthly Schedule

Students that choose to earn the maximum amount of the employment award in their financial aid package and have a \$2400 employment award are expected to work at least 10 hours for 30 weeks and work only 5 hours per week during finals weeks. Students with a \$1200 employment award 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*.

The monthly hours schedule is listed below for the 2018-2019 academic year. This schedule is provided to give students an estimate of the number of hours they should work each month to meet the awarded amount by the end of the academic year. (Amounts are based on a \$2400 award. Please divide amounts in half for a \$1200 award.) The Student Employment Program Coordinator will notify students when they have reached their maximum.

If a student starts his or her employment position a few days before or after the semester begins, they may have to adjust their hours at some point in the year to be sure that they reach the gross employment award amount and do not exceed it. It is important for each student to remember that it is the **student's responsibility** for earning the total employment award amount and not to exceed that amount.

Month	Hours Available to Work	Weekdays Available to Work	Gross Earnings at \$8.25 / Percent of Award Earned
August	10	5	\$82.50 (3%)
September	38	19	\$313.50 (16%)
October	44	22	\$363.00 (32%)
November	38	19	\$313.50 (45%)
December	15	10	\$123.75 (50%)
January	34	17	\$280.50 (62%)
February	40	20	\$330.00 (75%)
March	32	16	\$264.00 (86%)
April	39	22	\$330.00 (100%)
Total	290	150	\$2400.75

2018-2019 Student Employment Days Available to Work

For 2018-2019, the weeks available for student employment are as follows:

1st Semester	Number of weeks	2nd Semester	Number of weeks
August	1		
September	4	January	3.5
October	4.5	February	4
November	4	March	3
December	2	April	4
Subtotal	15.5	Subtotal	14.5

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 are calculated as follows:

Month	Weekdays Available to Work	Days Not Required to Work
August	5	
September	19	Labor Day (1)
October	22	Fall Break (1)
November	19	Thanksgiving Break (3)
December	11	Winter Break (11)
January	17	Winter Break cont. (6)
February	20	
March	16	Spring Break (5)
April	22	
Total	150	

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

*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.

2018-2019 Time Card Due Dates

Pay Period	Time Card Due Date	Pay Date
Aug. 27 – 31	Friday, Aug. 31	Friday, Sept. 7
Sept. 1 – 30	Monday, Oct. 1	Wednesday, Oct. 10
Oct. 1 – 31	Thursday, Nov. 1	Friday, Nov. 9
Nov. 1 – 30	Monday, Dec. 3	Monday, Dec 10
Dec. 1 – 14	Monday, Dec. 17	Thursday, Jan. 10
Dec. 15 – 31 *	Tuesday, Jan. 1	Thursday, Jan. 10
Jan. 1 – 8 *	Friday, Feb. 1	Friday, Feb. 8
Jan. 9 – 31	Friday, Feb. 1	Friday, Feb. 8
Feb. 1 – 28	Friday, March 1	Friday, March 8
March 1 – 31	Monday, April 1	Wednesday, April 10
April 1 – 30	Wednesday, May 1	Friday, May 10

*Winter Break pay periods