

Lees-McRae College

Work-Study Handbook

Eligible students must first receive a work-study offer in their financial aid package.

Required Paperwork

Returning Students with Work-Study Eligibility must complete a new Work-Study Hiring Agreement (Contract) each academic year. Once a student is verbally hired, the Financial Aid Office can electronically provide a Hiring Agreement to the work-study supervisor. Completed and signed hiring agreements, along with a copy of student's fall semester class and work schedule, must be submitted to the Financial Aid Office via email prior to the student beginning work in the fall semester. Students must email a copy of spring semester class schedule and work schedule prior to the first day of work in the spring semester. After all paperwork is received, the student will receive access to the electronic Time Entry function in self-service (this may take up to 3 business days). Students may not work prior to receiving access to the electronic Time Entry Function in self-service.

New Students with Work-Study Eligibility will receive a packet of information during the summer including directions for securing a Work-Study job from those listed on the LMC website and required tax forms which must be completed and returned. Once hired, the students must complete a Work-Study Hiring Agreement/Contract to submit to the Financial Aid Office with all payroll forms, along with a copy of student's fall semester class and work schedule. These must be submitted to the Financial Aid Office prior to the student beginning work in the fall semester. After all paperwork is received, the student will receive access to the electronic Time Entry function in self-service (this may take up to 3 business days).

Student Work Schedules

College departments vary in work schedules. Some offices may require that students work during regular business hours; other departments may require some night or weekend work. When a student is hired, the student and supervisor should work together to complete a Work Schedule that will be acceptable to both.

Students are not allowed to work at any time during a regularly scheduled class, even if the class is canceled or ends early. Timesheets can NEVER conflict with student class schedules, even on snow days or holidays. There can be NO EXCEPTIONS. Any student who indicates working during a regularly scheduled class time will be immediately terminated. After setting up an agreeable schedule, the student must make every effort to adhere to that schedule throughout the term, though the supervisor may choose to be flexible with the work schedule if necessary. Frequent tardiness, leaving early, or unexcused absences may result in disciplinary action, which could include suspension from the job. Students may begin work as early as the first day of the Hiring Agreement/Contract, assuming the student has access to a timesheet in self-service. *Students may not work during Holiday or Semester Breaks without prior written/email consent from the Financial Aid Office.*

Hours

In the Work-Study contract, the student agrees to work a maximum of 110 hours per semester (subject to change based on availability of funds). When these hours are fulfilled, the student will have earned his or her maximum offer and may not work additional hours. Supervisors should maintain a record of student time to help students track semester hours worked. A student may not work over 20 hours per week. Generally, students should work an average of 8-10 hours per week. **LMC is not responsible for providing any unearned pay or additional financial aid assistance due to a student's failure to complete contracted hours.**

Missed Work Hours/Illness

Permission to be absent must be requested well in advance of the absence. In the case of emergencies, the student should notify his or her supervisor during the first day of the absence. Students using illness as an excuse for being absent for more than one day must:

1. Call the supervisor each day to give notice, **AND**
2. Present a note from the school nurse or an off-campus physician's statement to verify the illness and the recommended number of days the student should not work.

Missed work hours each week may be made up the following week or as soon as possible. The maximum hours allowable is 20 per week. In such cases, the student and the supervisor should determine agreeable times for the missed hours to be made up. **Classes cannot be skipped to make up missed work hours.** The college is not responsible for providing unearned pay. If the student makes little or no attempt to make up the missed hours, disciplinary action may be taken (at the discretion of the supervisor). Please refer to the Disciplinary Procedures section. Extended illness should be confirmed by a physician.

Work Assignments

Each day upon arriving for work, the student should consult the supervisor for work assignments. Work assignments may also be written or given in advance. Students are not allowed to study or leave the work site without the permission of the supervisor. Supervisors should see that student employees have enough to do.

It is illegal to pay the student Federal Work-Study funds if the student is not working. Each division or department will closely monitor the use of student time. If a student's primary assignment does not require all his or her time, the student should be temporarily assigned to another area within the same department. Students should understand that they are assigned to an entire department or division, and their work time will be used as efficiently as possible throughout the year. It is recommended that the students be cross trained to help as needed throughout the department. If there is no useful work to be done over a period of time, the student or supervisor should notify the Financial Aid Office.

Work-Study positions are a vital and necessary part of the College's operations and require a commitment (as confirmed by the contract) on the part of each student in terms of time, energy, and dependability.

Time Entry

Student employees are responsible for keeping a **daily** accurate account of time worked using the time-entry function in self-service. Supervisors are responsible for confirming time worked on a bi-weekly basis. Hours should be recorded in self-service **each day** as hours are worked to prevent mistakes and/or fraudulent pay. In accordance with Federal regulations, the supervisor must approve each time entry, certifying the hours as a true statement of hours worked. Regulations also require the supervisor to state if the work was performed less than satisfactorily. **All time entry must be approved and submitted by the appropriate supervisor every two weeks by the due dates outlined on the work-study page of the LMC website.**

The supervisor is responsible for ensuring the reported time is complete and accurate. Supervisors who consistently approve incorrect time will result in a loss of their department's work-study allocations. Unless otherwise instructed, timesheets are due by 5:00 PM on the due date indicated on the work-study page of the LMC website. **There can be no late approvals of time.** Supervisors are encouraged to approve time as soon as their student employees have finished their last shift for the two-week period. *Fraudulent or "padded" timesheets, as well as timesheets which indicate that the student worked during a regularly scheduled class time, will result in the student's immediate termination from the Work-Study program, and will also jeopardize the department's future work-study allocations.*

Pay Periods and Pay Rates

Work-Study payroll is processed bi-weekly. Students will receive bi-weekly payment via Direct Deposit (upon completion of proper paperwork in the Human Resources Office) or a paper check in their campus post office box. Pay rate is \$9.00 per hour.

Satisfactory Academic Progress

All Work-Study students must maintain satisfactory academic progress in their course of study to remain eligible for participation in the Work-Study program. Students should refer to the Financial Aid section of the campus website under the heading "Academic Standards for Renewal of Aid" for the standards that must be maintained.

Release/Transfer Form

A student may request a release from his or her Work-Study contract, or a transfer to a different position. The student must discuss the intention with his or her current supervisor and give at least two weeks' notice. The termination form may be picked up in the Financial Aid Office. If a student is dismissed or resigns from a job for any reason, LMC is not responsible for securing future employment.

Dress Code

The dress code for Work-Study students is determined by each individual department. Students are required to dress appropriately for the specific job as stated by their supervisor.

Evaluations

At the end of each academic year, supervisors are expected to complete student evaluation forms for each work-study student employed in his/her department. Evaluation forms can be found on the work-study page of the LMC website.

Disciplinary Procedures

When problems arise, disciplinary action should originate from the supervisor, however, the Financial Aid Office reserves the right to implement disciplinary procedures if necessary. It is understood that supervisors may have additional criteria they would like to follow; however, when terminating a student's position, the following guidelines MUST be followed:

1. Initial verbal warning
2. Official written, documented warning
3. Submit termination form with attached evaluation form and documented warnings to the Work-Study Coordinator in the Financial Aid Office. The supervisor should also notify the student of termination immediately.

Infractions range from failure to follow scheduled hours to gross misconduct. The Financial Aid Office reserves the right to refuse the student another position, depending on the severity of the student's misconduct.

Termination may also affect Work-Study eligibility in subsequent years. Disciplinary action for any infraction may be placed in the student's permanent records in the Financial Aid Office and may be used to determine any recommendations Lees-McRae College may make concerning future employment references for the student. Any student who fails to adhere to Federal Regulations will be terminated and will not be allowed to participate in the Work-Study program in future years.

Work-Study Office

Work-Study is awarded through the Financial Aid Office. The Financial Aid Office interprets policies and can provide counsel to students and supervisors. Payroll processes are handled in the Business Office. If you have questions related to the work-study program or procedures, please email scottl@lmc.edu (email for quickest response) or call 828-898-8793.