



COLLEGE WORK-STUDY STUDENT EMPLOYEE GUIDELINES

STUDENT ELIGIBILITY

- ✓ Must maintain a 2.00 cumulative Grade Point Average at the end of each term.
- ✓ Need-based aid is dependent on financial aid eligibility as per the FAFSA application.
- ✓ Award amount may be reduced during year if additional scholarships and/or other aid is received.
- ✓ Students participating in the America Reads program must pass a background investigation by WFISD

STUDENT ETIQUETTE and OFFICE BEHAVIOR

- ✓ College work-study jobs are just as important as any other job you will have in the future. Please treat it that way.
- ✓ Student workers are responsible to his/her immediate supervisor, then to the head of the department. Matters of importance should be directed to your immediate supervisor first then to the department head.
- ✓ Work-study positions do not mean that you may study on the job. Work-study positions are paid out of state or federal funds rather than departmental budgets. You may request time off in advance for special study time if needed.
- ✓ Work-study students are not allowed to “surf the net” or send/receive e-mail at work. Please reserve this type of activity to after hours.
- ✓ Visiting with friends in the office or on the phone during work hours is prohibited.
- ✓ The image of your office and services is directly related to the impression of the office staff, including student workers. Incorporate professional telephone etiquette and an attitude of helpfulness in greeting all who call or come to the office.
- ✓ Students participating in the America Reads program are to serve as tutors to help all children read well and independently by the end of their elementary studies. America Reads funds are paid for tutoring and student is NOT placed as a Teacher’s Aide or to help with office procedures.

STUDENT WORK ATTENDANCE

- ✓ Workers are expected to be punctual. If you are delayed, you are expected to call your immediate supervisor before your time of arrival or no later than 15 minutes after your scheduled time. If you are ill, you must call daily and may be required to provide a doctor’s excuse if you are absent for more than 3 working days, at your supervisor’s discretion.
- ✓ Arrange personal business before or after working hours. Consult with your immediate supervisor if time off is necessary. Time off may be granted provided it does not interfere with office operations.
- ✓ Inform your supervisor before leaving at the end of your work period.
- ✓ Students participating in the America Reads program must work under the guidance of the school principal and/or teaching staff; students must sign in and out each work day on the WFISD school computer as well as completing a paper timesheet and logging hours worked on MSU’s Web Time entry. **MUST HAVE OWN TRANSPORTATION TO GET TO THE ASSIGNED SCHOOL AND MUST BE AVAILABLE BETWEEN 8A.M. AND 3 P.M. FOR TUTORING.**

STUDENT PAYROLL

- ✓ Completion of the timesheet is the responsibility of the student. Timesheets are to be submitted through the online Web World portal by the published due date each payroll period. Each timesheet **MUST** be submitted by the student **and** approved by the supervisor.
- ✓ Timesheets must reflect only hours worked during that pay period. Hours from one pay period cannot be included on another pay period’s timesheet. It is the student’s responsibility to make arrangements with the supervisor to sign the timesheet before the due date; however, the supervisor can sign the timesheets in the student’s absence. It is the responsibility of the supervisor to make sure the timesheet is delivered and/or approved online by the due date. Timesheets received after the due date will not be processed until the next payroll.

- ✓ Once payroll is processed, student worker's pay is issued on the 1st and 15th of each month, or the next business day if regular pay date is a holiday or weekend. Payroll automatic direct deposit is also available to student workers. Please refer to Payroll regarding debit cards if a checking account is not available.
- ✓ While minimum wage is currently \$7.25 per hour, some campus departments may pay an increased wage at their discretion. Work-study positions pay a minimum of \$7.75 and America Reads hourly pay is \$9.00. Students, with their supervisors, are responsible for monitoring the hours worked with regard to the amount of work-study awarded. Students are expected to earn his/her entire work-study award. Money not earned in the Fall semester will not be added to the Spring semester award. Likewise, once the money awarded for each semester has been earned, the employing department must pay for any additional hours worked. The hourly pay rate can be reduced to minimum wage once the student has exhausted all available CWS funds during a semester.

CONFIDENTIALITY

- ✓ All files and work-related information are of a confidential nature. Student employees are required to maintain this confidentiality at all times. Written or verbal information cannot be removed from the office or discussed with other individuals not employed in the office.

EMPLOYEE OFFENSES REQUIRING DISCIPLINARY ACTION

- ✓ Excessive tardiness
- ✓ Excessive absences
- ✓ Absent without a legitimate excuse or not calling in when you will be absent
- ✓ Inappropriate conduct to representatives of Midwestern State University

GROUND FOR IMMEDIATE TERMINATION

- ✓ Breach of confidentiality
- ✓ Theft or gross negligence resulting in serious injury to property, person or public relations
- ✓ Physical violence or obscene language when dealing with the public or other staff members
- ✓ Being under the influence of drugs or alcohol while on duty
- ✓ Falsification of time sheets

FALSIFICATION OF TIMESHEETS

It is a federal offense for a student or an employer to falsify any information on a student's payroll timesheet and may result in termination. Falsification of a time sheet by a student is a serious offense. The consequences are as follows:

- ✓ Immediate removal from the Federal Work Study Program, including the America Reads Program.
- ✓ Reduction/Cancellation of FWS earnings that were obtained by falsification of time sheet (with possible charge to Student Account if it is determined that monies are owed back that were not legitimately earned by hours worked). These disputed FWS earnings are also subject to state or federal laws which could result in fines or jail time. The difference in the amount of Federal Work Study awarded and Federal Work Study award actually earned will be cancelled and will not be replaced with any federal or institutional assistance.
- ✓ A Termination Notice will be placed in the student's file indicating the reason for removal from the employment position.
- ✓ This matter will be referred to the Dean of Student Conduct Office for appropriate disciplinary action.
- ✓ Payroll will be notified of the correct hours worked and paycheck adjusted if necessary.

STUDENT SIGNATURE

DATE

MSU DEPARTMENT SUPERVISOR

DATE