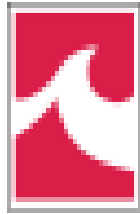




## **Work Study Program**

### ***Policy and Procedure Handbook For Students and Supervisors***

*Amended July 2017*



# LAKE MICHIGAN C O L L E G E

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>3</b>
<b>WHAT IS WORK STUDY .....</b>	<b>3</b>
<b>OFF CAMPUS WORK STUDY/COMMUNITY SERVICE .....</b>	<b>3</b>
<b>INSTITUTIONAL ELIGIBILITY REQUIREMENTS.....</b>	<b>4</b>
<b>WAGES, BENEFITS, TAX REPORTING .....</b>	<b>4</b>
<b>PAYROLL PROCEDURES .....</b>	<b>5</b>
<b>ELIGIBLE WORK HOURS .....</b>	<b>5</b>
<b>SUPERVISOR RESPONSIBILITIES/GUIDELINES .....</b>	<b>6</b>
JOB DESCRIPTION .....	6
POSTING A POSITION.....	6
HIRING PROCESS .....	6
TRAINING AND SUPERVISION.....	6
DISCIPLINARY ACTION.....	6
STUDENT EMPLOYEE WORK SCHEDULE .....	6
ADDITIONAL REMINDERS .....	7
<b>STUDENT RESPONSIBILITIES .....</b>	<b>8</b>
APPLYING FOR A POSITION .....	8
HIRING PROCESS .....	8
RESIGNATION .....	8
WORKPLACE GUIDELINES.....	8
<b>PERIODS OF NON-ENROLLMENT .....</b>	<b>8</b>
<b>STUDENT PERFORMANCE STANDARDS/EVALUATIONS .....</b>	<b>9</b>
<b>DISPLACEMENT OF REGULAR EMPLOYEES.....</b>	<b>9</b>
<b>UNEMPLOYMENT BENEFITS .....</b>	<b>9</b>

## **Introduction**

Welcome. Thank you for your support of the Work Study program at Lake Michigan College. This handbook is designed to provide student employees and supervisors with the information that governs the work study program, and to help answer commonly asked questions. Students and supervisors are strongly encouraged to review the handbook and become familiar with its policies and procedures.

Work study is a form of financial aid that is made available to qualifying students, providing them with the opportunity to help defray the cost of attending college, while gaining valuable workplace experience to enhance their future endeavors. The work study program offers a unique opportunity to the student and the supervisor to build a positive working relationship. Each is encouraged to contribute knowledge and experience to this effort. However, questions and concerns may arise. If so, the student employee and the supervisor are encouraged to discuss and work through any difficulties in order to maintain a professional and harmonious work environment. The majority of questions or concerns can be resolved through open communication. However, in the event of questions or concerns regarding guidelines and policies, please contact the Loan and Work Study Coordinator.

***Important note:** Please be aware that changes do occur in federal funding that will affect the LMC work study program, in addition to individual student financial aid award packages. These changes will be published as soon as they are made available to the Financial Aid Office.*

## **What is College Work Study?**

Federal Work Study is a federally regulated program authorized by the Higher Education Act of 1965 and subsequent amendments/reauthorization. It is a need-based program that offers students an opportunity to earn money by working a student job to assist with the cost of education. Additionally, students gain valuable work experience and marketable skills while providing LMC with vital student support. The goal of the Work Study program is to complement and reinforce the student's educational career goals.

In addition, Lake Michigan College allocates an annual budget amount to Institutional Work Study. This allows LMC to offer a greater number of student employment jobs on campus, in addition to providing opportunities for students who do not qualify for need-based financial aid, including international students.

A qualifying college student can expect to be paid for each hour worked within standard guidelines of Lake Michigan College's payroll procedures. Keep in mind that the work study student is a temporary employee, and should not and will not be assigned to duties and responsibilities comparable to a full-time or part-time regular employee. The student employee's primary purpose at the college is to further his or her education.

## **Off Campus Work Study/Community Service**

A minimum of seven percent of the federal work study allocation must be used for community service positions. Students in this program are eligible to work some of their required hours off-campus in local non-profit agencies in the community. These positions may involve working with disadvantaged youth, elderly, tutoring, or other areas of community service. Some positions require the student to have his/her own transportation. **Only students receiving Federal Work Study are eligible to participate in Community Service work study positions.** The Work Study Coordinator will act as on campus supervisor for Community Service Work Study. A "Participation Agreement

between Lake Michigan College and the Community Service Worksite” must be signed for each off-campus site.

### **Institutional Eligibility Requirements**

Students must:

- be accepted for admission to LMC
- complete a current year FAFSA and all verification requirements
- enroll in an eligible degree seeking program of study
- demonstrate financial need for federal work study
- be making satisfactory academic progress (SAP)
- have a high school diploma or G.E.D.
- be enrolled at least half time
- be eligible to work in the United States
- not be in default on any federal Title IV loan program and not owe a repayment of a federal grant of scholarship
- not be over-awarded based on Cost of Attendance and other financial aid

### **Wages, Benefits, Forms, Tax Reporting**

There are two tiers for work study positions on campus. Tier 1 pays a wage rate of \$8.90 per hour and Tier 2 pays a wage of \$9.50 per hour. **This wage is subject to changes as determined annually or bi-annually by the Department of Labor on the Federal or State level. Students who work over 40 hours per week must be paid the appropriate overtime rate. The additional funds will be charged to the employing department’s budget.**

Work study employees are subject to the same federal and state employment laws and college payroll procedures as regular college employees. **Before students can begin working, the following forms must be on file:**

- Student Employment Application
- Student Employment Agreement
- Federal W-4 (Employees Withholding Allowance Certificate)
- Michigan W-4 (Employees Withholding Allowance Certificate)
- I-9 Form (Employment Eligibility Verification)-Students are required to provide a U.S. Passport **OR** a driver’s license and social security card/birth certificate when filing the I-9 form. Additional acceptable documents are available on the I-9 form itself.
- Internet Usage Agreement
- FERPA training completion document
- Confidentiality Agreement
- Acknowledgement of receipt of the New Health Insurance Marketplace Coverage Options and Your Health Coverage

Important note: If the W-4 forms are already on file from a previous year, it is not necessary to complete them again. Students have the option to complete a new W-4 if they would like to make changes to their withholding allowance. Forms are available in the Financial Aid office.

Student employees are *temporary employees* and do not qualify for benefits of any kind including insurance, holiday, sick, personal or vacation days, or unemployment benefits.

## **Payroll Procedures**

Work study employees enter time worked via their Wavelink account. All time must be approved by the department supervisor and submitted to payroll. The approval must be done in a timely manner for students to be paid. Students and supervisors needing assistance with this process should contact the Payroll Coordinator in Financial Services. *Students and supervisors may obtain a Payroll Calendar from the payroll coordinator.*

## **\*\*\*\*\*Important Notice\*\*\*\*\***

Student's failure to enter time worked into their Wavelink account, and/or supervisor's failure to approve time by the due date **may result in a missed paycheck for the student for the pay period.**

## **Work Hours**

Once hired, students may work a **maximum of 20 hours per week**. For special and temporary situations, students may work up to 25 hours per week with prior approval from the Work Study Coordinator. The hiring supervisor must make a written request (email is sufficient) before additional hours can be worked. **Overtime is not available.**

- Work hours should be scheduled with the student's academic schedule in mind, and as mutually agreeable between the student and supervisor. Federal Regulations prohibit scheduling work hours or working during scheduled class periods.
- There are no Federal or State laws or institutional policies that require breaks, meal, or rest periods for employees 18 years of age or older. Students are not paid for holidays, sick days, or personal days.

**NOTE:** Students may not work during a regularly scheduled class period for any reason including class cancellation, early dismissal from class, shorter class periods on test days, etc. **Students and supervisors violating this policy will lose funding.**

Under no circumstances can work study wages be earned for hours worked while fulfilling course requirements. If an internship or practicum is part of a degree requirement, the internship or practicum does not qualify under work study. Work study wages may not be paid for receiving instruction in a classroom or while student teaching, working in a laboratory, or other academic settings.

## **Supervisor Responsibilities/Guidelines**

### **Job Description**

A job description with the work required, skills and abilities, and other qualifications must be on file for each position requested. If you need to make any changes to a job description already on file, contact the Career and Transfer Center.

### **Posting a Position**

Contact the Career and Transfer Center to post an open position.

### Hiring Process

- Resumes will be submitted by the student for approval. Once a student's resume is approved, the student will be able to apply for any position they are interested in. That application/resume will then be forwarded to the appropriate supervisor for review.
- The supervisor will review applications, interview students, and make hiring decisions.
- The supervisor will contact and offer the position to the prospective student employee.
- Once a hiring decision has been finalized, **the supervisor will contact all applicants they interviewed to inform them the position has been filled and encourage them to apply for other positions.**
- The supervisor will send the newly hired student to the Career and Transfer Center to receive and fill out the 'packet' of required forms. **These forms need to be completed and on file before the student can begin working.**

### Training and Supervision

To make the experience meaningful for the student and for the hiring department, supervisors should have a planned agenda of training to acquaint the student with department procedures and policies and the type of work done by that office. Supervisors should take at least one week to train work-study staff on their daily tasks. A probationary period should be given to allow the student to learn these day-to-day tasks.

### Disciplinary Action

Concerns involving student employee conduct must be documented, with detailed accounts of the action(s). If the situation calls for possible disciplinary action (in accordance with the LMC Student Rules of Conduct), or up to and including termination of employment, the situation must be addressed in consultation with the Human Resource office and the Work Study Coordinator (see **Student Performance Standards/Evaluations**).

### Student Employee Work Schedule

The Federal Work-Study program is a need-based program. It is important that the student not go over the total hours allotted during the academic year or summer semester. Hours accrued beyond the identified limit could result in a Financial Aid over-award. Positions for the Institutional Employment program are fully allocated, so it is important that the student not go over the total hours approved for the academic year. A student may not work more than 8 hours a day or the approved hours on the Student Employment Contract. **If a student employee works over the hours indicated on the contract, his/her earnings must be paid out of the supervisor's department budget.**

The maximum number of hours for an approved position during the academic year is **20 hours per week.**

### Additional Reminders

- Work study students are not permitted to perform duties that require them to leave campus unless working in a community service position located off campus.

- Work study students are not permitted to work more than 20 hours/week during the academic year.
- Supervisors should explain rules and regulations relevant to the work site including the dress code that is appropriate for their area.
- Work study students are not permitted to take on responsibilities that would interfere with the employment of regular part-time or full-time employees. The position is only to supplement and assist staff in completing daily tasks and assignments.
- A work study student's number one priority is his or her education. Job duties and the student's work schedule should in no way interfere with their classes. **A copy of the students schedule should be on record in the student's file maintained by the supervisor** and the supervisor should authorize hours worked on a daily basis.
- Federal and institutional work study are certified on a yearly basis. Students must complete a renewal contract before returning to work for the following academic year. Additional semester-by-semester requirements including enrollment and Satisfactory Academic Progress must also be met.
- A supervisor's failure to post a position and hire a student employee during any given semester could result in the department losing their assigned work study budget and that budget being allocated to a department in need of additional or new work study hours.

## Student Responsibilities

### Applying For a Position

Students must complete the current year FAFSA online at [fafsa.gov](http://fafsa.gov), as well as the student employment application. After eligibility is determined, the student will receive an email from the Career and Transfer Center instructing them to upload their resume at [www.collegecentral.com/lakemichigancollege](http://www.collegecentral.com/lakemichigancollege) for approval. Once their resume is approved, they will be able to view and apply for the open positions through that site. Students requiring help with creating a resume should contact the Career and Transfer Center for assistance.

### Hiring Process

Once the student is offered a position and hired, the student and supervisor will complete a Student Employment Agreement. The contract must be signed by the student, the supervisor, and the Financial Aid office. The student will also complete a new hire 'packet' of forms including the I-9, tax forms, and payroll authorization forms. **The student cannot begin working until all employee paperwork is complete and approved.**

### Resignation

If a student graduates, or wishes to resign from a work-study position, they must complete a termination evaluation with their supervisor and submit a letter of resignation to the Work Study Coordinator. Supervisors should promptly notify the Work Study Coordinator when a student has resigned from their department.

### Workplace Guidelines

- A student employee is expected to demonstrate integrity and uphold the mission and values of Lake Michigan College.
- A student employee is expected to be reliable and dependable on the job, and complete required duties.
- A student employee is required to acknowledge and abide by the Statement of Understanding of Family Education Rights to Privacy Act of 1974, also known as the Buckley Amendment, or FERPA. **All student employees must sign a Confidentiality Agreement and FERPA agreement** included in the new hire packet.
- A student's timesheet should only reflect actual hours worked. Breaks of any kind are not paid breaks. Intentionally submitting fraudulent hours worked will not be tolerated and is grounds for dismissal.
- Supervisor approval should be completed on a daily basis.
- A student employee is expected to exercise good judgment, and handle personal and/or sensitive information in a confidential manner.
- A student employee must adhere to and comply with all LMC college policies & procedures. An Administration Manual is available in each office/department, and the Human Resources Office.

### **Periods of Non-Enrollment**

After July 1 of each year (the start of a new fiscal year), a student can work during the summer semester if they enroll at least half-time for the fall semester. Any earnings are calculated and counted against the next academic year. The student must complete a Student Employment Agreement and certify their intent to enroll in the next semester.

### **Graduating Students**

A student is ineligible to participate in the work study program for any semester following graduation. If a student enrolls in a new, eligible degree program, they must visit the financial aid office to check on further work study eligibility.

### **Student Performance Standards/Evaluations**

Student employees are expected to satisfactorily perform their assigned duties. If a student is not performing satisfactorily, the supervisor should meet with the student and explain the specific areas of deficiency in an attempt to resolve the problem. There should be written record of this meeting and the expected outcome signed by both student and supervisor for the student's file. Listed below are some circumstances that may lead to disciplinary action up to and including termination from the program.

- Excessive absences or any absence without notice
- Excessive tardiness
- Continued unsatisfactory job performance
- Job abandonment (not showing up or calling in when scheduled to work)
- Theft
- Falsification of time sheets
- Fighting or threatening violence in the workplace
- Disclosure of confidential information
- Improper usage of college equipment including internet usage
- Not meeting LMC's standards of Satisfactory Academic Progress



Students who are experiencing personal difficulties that affect job/school performance should contact their supervisor to discuss possible solutions.

**Displacement of Regular Employees**

Federal and Institutional Work Study employment will not displace current employees or impair existing service contracts. Replacement is interpreted as displacement.

**Unemployment Benefits**

Federal and Institutional Work Study positions are temporary positions which are not eligible for unemployment benefits following termination of employment.