



Handbook for Student Workers

at

Kentucky Wesleyan College

INTRODUCTION

This Handbook for Student Workers provides an overview of the practices established by Kentucky Wesleyan College regarding student workers. There are two classifications of student workers at the College:

1. FWS students – These students are working under the Federal Work Study Program (FWS) for funds provided by the federal government to assist students in paying for educational expenses and to provide them with work experience. FWS is a part of a student's financial aid package and listed on the student's award letter. A student must demonstrate need according to the Free Application for Federal Student Aid (FAFSA) in order to qualify for FWS.

FWS Students may work a **maximum of 10 hours per week**. This 10 hour per week maximum is a total for all areas that a student works, not per department. This weekly maximum applies at all times (e.g., during summer break, spring break, etc.).

Students will not be paid for time that they did not work. To determine what defines work for a department, students should talk with supervisors.

2. Non-FWS students – These students are working for funds provided by Kentucky Wesleyan and are not related to financial aid. Only departments with funds approved by the Senior Vice President of Finance and Budget Director may hire non-FWS students.

Student Workers may work a **maximum of 20 hours per week**. This 20 hour per week maximum is a total for all areas that a student works, not per department. This weekly maximum applies at all times (e.g., during summer break, spring break, etc.).

Students will not be paid for time that they did not work. To determine what defines work for a department, students should talk with supervisors.

This Handbook applies to both classifications of student workers, and all student workers should be familiar with the information in it. Section 1 of this Handbook applies to all student workers; Section 2 applies only to FWS student workers.

SECTION 1: For All Student Workers

STUDENT STATUS

Student workers must be currently enrolled and attending classes at Kentucky Wesleyan College. Students are not eligible for any employee benefits.

APPLICATION PROCESS

FWS: Students apply for FWS by completing the Free Application for Federal Student Aid (FAFSA) and indicating an interest in student work-study on that form. Please see Section 2 for more information on FWS.

Non-FWS: Students interested in non-FWS work should ask College offices about opportunities.

The Student Success Center in particular hires several student workers.

Both: Whether FWS or non-FWS, when the student and supervisor meet, the meeting should be considered a job interview. Once hired, the supervisor should hold an orientation for the student, which should include the responsibilities, expectations, work schedule, introduction to office staff, office equipment, and any confidentiality issues.

WORK QUALIFICATIONS

All students working at the College must treat the position as a job. Students working on campus are afforded job experiences meant to prepare them for their careers. Students are expected to conduct themselves as positive representatives of Kentucky Wesleyan College.

SETTING A SCHEDULE

Once students are set up in the ADP system and approved by the Office of Human Resources, they may begin working. They may begin working once the semester begins as their supervisor chooses.

Students must contact the supervisor to arrange a work schedule. A student's work schedule is based upon the time available outside of class and the time available in the department. If possible, supervisors should allow students to choose hours that fit their study habits. Students may be asked or required to work nights and/or weekends. Students **may not work** during their regular class times unless they get a note from their professor that class was dismissed.

GOVERNMENT FORMS

All students must complete their employment profile in ADP **before the student's first day of work**. The Office of Human Resources will confirm with the department and the Financial Aid Office when the student becomes eligible to work.

Students should visit Human Resources (located on the first floor of the Administration Building) with any questions. Supervisors may check with Human Resources to see if their student workers have done this; however, completion is the student's responsibility.

WAGE RATE

Students are paid \$12.00 per hour worked. Students are not eligible for any employee benefits.

Students may not receive multiple payments for the same hours worked. For example, if a student worked in the Library from 2 pm – 4 pm and tutored a student for the Student Success Center during that time in the Library, the student would not be paid from both sources for that time. This is called "double-dipping" and is not allowed.

TIME ENTRY IN ADP

Students must enter hours worked in their time entry area of ADP at the end of every pay period. Failure to do so could result in termination of the student's employment.

If a student misses a deadline for their pay period in ADP time entry, they must email the Director of Human Resources and copy their supervisor immediately.

SUPERVISORS

Supervisors should track hours worked by the student and approve those hours in ADP at the end of every pay period. Supervisors must provide a job description to Financial Aid for proper reporting.

TAXES

Student earnings are subject to federal, state, and local taxes in accordance with the applicable regulations.

PAYDATE

Students are paid once a month, on the 10th of the month. If the 10th is a Saturday or Sunday, checks will be issued on the Friday before the 10th.

DISTRIBUTION OF PAY

Students are paid by direct deposit. Funds will be applied to their accounts on the pay date. Paper checks (for those without direct deposit) will be placed in campus mailboxes. In the event a payroll direct deposit is returned, the HR/Payroll department will notify via email.

FORM W-2

W-2 forms are issued annually in accordance with federal requirements. These forms are placed in campus mail for students with campus mailboxes or placed in the U.S. mail for other students.

ATTENDANCE

Students must notify their supervisor if they will be late or not able to work their scheduled hours. Students should discuss making up missed time with their supervisors. Making up missed time is at the supervisor's discretion.

DRESS CODE

Supervisors will advise students of appropriate attire. Students should dress to fit their work.

STUDYING AT WORK

Students should expect to work during their scheduled hours. Students may only study while working if the supervisor agrees. A supervisor will not agree to this unless there is a lack of work to be done. This will depend on the nature of the work performed by the supervisor of that department.

PHONE USE

When students are working, cell and other phone usage should only be used for emergencies. No personal long distance calls may be made by a student and charged to the College.

USE OF KENTUCKY WESLEYAN EQUIPMENT OR PROPERTY

If students use College equipment or property, they have a responsibility to use it in a careful, professional manner. Such equipment and property are for business purposes only. For example, copiers must not be used for homework or other personal use. Inappropriate or careless use of College property may result in dismissal.

The College has the right to access all of its equipment and property. Students do not have a right to privacy concerning College technology, equipment, or property.

TRAVEL

Almost all student work takes place on-campus, so travel is rarely required. If travel is necessary (e.g., FWS literacy program), the student would be paid for the time spent driving or riding in a car. This does not include commuting to and from work.

WORKING FOR MORE THAN ONE DEPARTMENT

Students may work for more than one department and may work under the FWS and non-FWS programs. However, a student cannot be paid for the same hours worked by more than one department, previously described as double dipping. If a supervisor is temporarily short-

handed, the supervisor may “borrow” students from another department after speaking with the student’s assigned supervisor. In these situations, students are still limited to a maximum of 20 hours per week. The student must enter hours worked in the correct department in ADP by changing the department when required.

CONCERNS AND CONFLICTS

If a student has a problem or concern, he/she should first discuss it with the supervisor. If that does not resolve the situation, the student should discuss it with the Financial Aid Office if FWS or Human Resources if non-FWS. Likewise, if a supervisor has a problem or concern with a student, the supervisor should first address the problem with the student. If that does not resolve the situation, the supervisor should discuss the situation with the Financial Aid Office if FWS or Human Resources if non-FWS.

TERMINATION

Before dismissing a student worker, the supervisor should meet with the student to attempt to resolve any problems. Students may be released from a department, for example, if they have inadequate work performance, attendance issues, or unprofessional behavior. Falsifying hours worked is also grounds for dismissal.

SECTION 2: For FWS Students Only

ELIGIBILITY FOR FWS

The eligibility criteria for FWS are below; however, eligibility does not guarantee an award.

- the student has financial need as determined by completing the Free Application for Federal Student Aid (FAFSA);
- the student demonstrates an ability to maintain satisfactory academic progress; and
- the student is a citizen of the United States, a national or permanent resident thereof.

AWARDING FWS

Upon receipt of a completed FAFSA, the Financial Aid Office determines the financial need of the student. If all eligibility requirements are met and the student indicated an interest in working on the FAFSA, the student’s financial aid award may include FWS as funds are available. The Financial Aid Office is given a limited amount of FWS funds to award each year, and the amount varies from year to year. It is not always possible to award FWS to all students who express an interest or to all students who previously received it. FWS awards are made on a year-by-year basis and are **not** guaranteed for the duration of a student’s enrollment.

FWS awards are not guaranteed earnings. If a student does not work enough hours to earn the award amount, he/she will not be paid the difference. It is the student’s responsibility to ensure the award amount is earned. It is also the student’s responsibility to ensure that he/she does not work over the FWS amount awarded. In such cases, another scholarship may be reduced by the amount the student was paid over the FWS amount awarded.

FWS PLACEMENT/ASSIGNMENT

The Financial Aid Office assigns students to specific departments. A Student Employment Application, available from the College’s website, **must** be completed and returned to the Financial Aid Office. The applications are compared with requests by campus departments. Efforts are made to match student skills with departmental needs. However, since the FWS award is based on financial eligibility, students with specific skills are not always available.

The Financial Aid Office will notify students and supervisors at the beginning of the semester

concerning student/department assignments, the FWS award, and the target number of hours to be worked per week.

Student and supervisors should review this information carefully. Changes are possible if the supervisor contacts the Financial Aid Office immediately or if there is a relevant conflict with a student's work schedule. Students may decline their original FWS assignment without a pertinent reason, but they will be placed on the bottom of the FWS waiting list.

REQUESTING SPECIFIC STUDENTS

Near the end of the academic year, supervisors may request that Financial Aid place specific students with their department for the following year. Every effort will be made to fulfill each supervisor's request; however, due to the nature of the FWS program, this may not be possible.

If a supervisor is interested in hiring additional students during the year and has a particular student in mind, he/she should speak with the student's current supervisor first.

FWS EARNING PERIOD

For FWS, the first day students may work is the first day of class for the semester, after approval is received from the Office of Human Resources. The last day students may work is the last day of finals for the semester. Exceptions to these dates must be authorized in advance by Financial Aid.

LIMIT OF FWS EARNINGS

The FWS award amount is the maximum, gross amount the student may earn under FWS. Students are responsible for insuring that they do not exceed the amount awarded. Supervisors share part of this responsibility, although it is primarily the students' responsibility. The Financial Aid Office will notify students and supervisors when an award maximum is being approached and/or when the entire award is earned. If a student submits hours worked in excess of the FWS award, other financial aid or awards may be reduced to increase the FWS award **and/or the departmental budget may be charged.**

Students are typically expected to earn half of their total award in the fall and half in the spring. If this is not possible, the student should inform Financial Aid as soon as possible, but prior to the end of the fall semester. The Financial Aid Office evaluates each student's FWS award and earnings at the end of the fall semester to determine if a student's award should be decreased based on the percentage of total award not earned. ***If a student has not earned close to 50% of their total award by the end of the fall term, the FWS award could be decreased or eliminated. Not submitting timesheets on time could result in a reduction or loss of the FWS award.***

INCREASING A FWS AWARD

FWS awards are based on need and available funds. If there is a need for an increased award, the student and supervisors should contact Financial Aid, who will make the determination. Sometimes it is not possible to increase a FWS award.

CANCELING A FWS AWARD

Either the Financial Aid Office or a student can cancel a FWS award. If a student wishes to cancel a FWS award, the student must notify the supervisor and Financial Aid Office. The remaining award balance will be canceled by the Financial Aid Office. This **may** change financial aid from other sources. Supervisors can terminate a student's employment in their department, but not their FWS award.

SCHEDULING ISSUES/FIT ISSUES

If scheduling issues cannot be resolved or if a student and assigned position are not compatible, the supervisor must contact Financial Aid. The Financial Aid Office will attempt to assign the student to a different department, but there is no guarantee that will be possible. Likewise, there is no guarantee that another student will be available for the supervisor's department.

TERMINATION OF A FWS STUDENT

Before dismissing a FWS student for cause (e.g., falsifying a timesheet, not showing up for scheduled work time, etc.), the supervisor should meet with the student to attempt to resolve the problem. If unsuccessful, the supervisor must notify Financial Aid Office of the decision before the student is terminated. A supervisor is not guaranteed another FWS student; however, every effort will be made to provide one. If a student is terminated by the supervisor or Financial Aid Office, the student is no longer eligible to work for FWS earnings.

RESIGNATION OF A FWS STUDENT

Before a FWS student resigns from a department, the student and supervisor should discuss the matter. If the situation cannot be resolved, the student and supervisor must notify the Financial Aid Office. For the student, there is no guarantee that another opening will be available. For the supervisor, there is no guarantee that another FWS student will be available.

QUESTIONS

Students or supervisors with questions about the FWS program should contact the Financial Aid Office at 270-852-3130 or visit the Financial Aid Office in the Administration Building.