



2017-2018

Student Employment Program Handbook
For Student Employees

Issued by Eastern Wyoming College's Financial Aid Office
Student Employee Handbook

INTRODUCTION

Eastern Wyoming College STUDENT EMPLOYMENT PROGRAM

MISSION STATEMENT

The mission of the Eastern Wyoming College Student Employment Program is to provide financial assistance to students through employment opportunities. The program fosters diverse employment opportunities, leadership development, transferable life skills, and personal and career development of student employees.

Because the program is designed for students who are in need of employment to assist in financing their college costs, preference is given to students with financial need. Students must be a degree-seeking student and enrolled in a minimum of 6 hours per semester at Eastern Wyoming College to be eligible for student employment.

The Eastern Wyoming College Student Employment Program is coordinated by:

Financial Aid Office
Eastern Wyoming College
3200 West C Street
Torrington, WY 82240
307-532-8224
Email: workstudy@ewc.wy.edu

Eastern Wyoming College does not discriminate on the basis of race, color, national origin, marital status, sexual orientation, sex, religion, political belief, veteran status, age, or disability in admission or access to, or treatment, or participation in or employment in its educational programs or activities. Inquiries concerning Title II, Title VI, Title VII, and Section 504, may be directed to the Director of Human Resources, 307.532.8330. Inquiries concerning Title IX may be directed to the Vice President for Student Services, 307.532.8257. These officials may be reached at Eastern Wyoming College, 3200 West C Street, Torrington, WY 82240. Concerned citizens may also contact the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd floor, Hathaway Building, Cheyenne, WY, 82002-0050 or (307) 777-6218.

EXPECTATIONS OF STUDENT EMPLOYEES

General

- Pursue employment opportunities.
- Complete all college, federal, and state employment forms prior to beginning work.
- Obtain a *Work Authorization Form* for each job.
- Report hours worked to supervisor on individual time sheets.
- Work no more than 15 hours per week when classes are in session.
- Check in with the Information Center on the last working day of every month for paychecks or log onto LancerNet for pay advice.
- Contact the Financial Aid Technician with concerns related to student employment.

Attendance

The College depends on student employees! Students are expected to be reliable, punctual, and dependable in attendance. If a student is not able to work due to illness or other excused absence, he/she must notify his/her supervisor. Unexcused absences may jeopardize the student's employment.

Fulfillment of Job Requirements

Students have a responsibility to perform the job according to the job description provided by the department or agency. Failure to meet expectations could result in the loss of the position.

Work Award Obligations

Students are asked to remain in their position for a minimum of one semester. This provides the student an opportunity to develop meaningful relationships with his/her supervisor and co-workers, develop a reference for future positions, and allows adequate time to determine if the position is a "match" for the student's interests, skills and abilities.

Students are responsible for working with their supervisors to monitor earnings and to ensure that they are on schedule to complete their work award. For more information, see "Earning Complete Work Awards" on page 5. Fulfillment of a student's work award is contingent on the student's willingness and availability to work. Students are expected to give adequate notice (at least one week) to their employer before terminating employment.

Confidentiality

Students are required to adhere to the confidentiality policy and sign a confidentiality statement with their supervisor. The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education records must be kept confidential, including, but not limited to:

- Student's Class Schedule
- Academic Transcripts
- Grade/GPA Information
- Student's Social Security Number (SSN) – may not be given out or posted in any manner
- Financial Aid Information

What to Expect from Supervisors

The Student Employment Program expects Supervisors to serve as role models for student employees. Supervisors are also expected to do the following:

- ❖ Provide an environment where students will learn transferable life skills and leadership skills
- ❖ Provide accurate job descriptions and clear job expectations for student employees
- ❖ Utilize a formal hiring process
- ❖ Complete necessary student employment forms required by the Financial Aid Office (FAO)
- ❖ Provide orientation, training, and evaluation for all employees
- ❖ Regulate a work-study student's work so that eligibility is not exceeded
- ❖ Notify the FAO when a student ceases work
- ❖ Notify the FAO when there is a job opening so that it can be posted
- ❖ Evaluate student's performance at least once per year
- ❖ Recognize and energize student employees

PROCEDURES

HIRING

Job Postings

A list of job openings on campus and at approved community service agencies can be found online on the EWC website at: ewc.wy.edu/work-study-jobs/. Other student employment info and required forms can be found online at ewc.wy.edu/future-students/financial-aid/work-study/.

Applications

The application provides a consistent method for the supervisor to review all applicants interested in the position, and allows the student to provide an initial overview of his/her skills and abilities. Students must complete an online application (available on the EWC website) to be considered for a Work-Study position. Completed applications will be e-mailed to the Financial Aid Technician and to the supervisor for that position.

***Students are encouraged to seek career advice and assistance from: the EWC Counseling/Testing Center, TEB133, (307) 532-8288.

Interviewing

Interviews are a significant part of the hiring decision. The interview is used to determine if the applicant's skills, abilities, and interests on the application or resume are a good match for the position. It is also an opportunity for the supervisor to gain additional information not provided in the application or resume.

Returning Students

Eligible returning students may wish to secure employment for the following academic year before leaving for summer break. An eligible student is one who has worked during the academic term prior to the subsequent fall (i.e., employed during 2016-2017 and seeking employment for academic term 2017-2018) and, for Federal Work-Study positions, continues to have financial need (as determined by the FAFSA calculations). Students do not have to have Federal Work-Study eligibility to obtain Institutional Employment, except for certain community service positions. Returning students are still required to complete a *Work Authorization Form* in the Fall from the Financial Aid Office prior to beginning work for the academic year.

Institutional vs. Federal Awards

The FAO will determine whether or not a student is eligible to work. If the student is eligible he/she will be paid with Federal Work-Study (FWS) funds. If the student does not have Federal Work-Study eligibility, he/she will be paid from Institutional Employment (IE) funds. In general, the policies and procedures for employing students through Institutional Employment (IE) are structured after the FWS guidelines, except IE earnings are not considered a financial aid resource when the FAO packages a student's Federal financial aid awards.

Work Authorization Forms

Eligible students must complete a *Work Authorization Form* (available in the FAO) each year, indicating how many hours the position offers a week and for whom they will be working. Completed *Work Authorization Forms* are due in the FAO **before** a student may start work. This is to ensure that all required paperwork is complete.

A sample *Work Authorization Form* is available in the Appendix.

WORK AWARDS

Declining Work Awards

A student may choose to decline his/her Work-Study award for a semester or year. Other aid may be adjusted as a result. Requesting a Work-Study position after previously declining it may also impact other award eligibility. Contact the FAO for more information.

Earning Complete Work Awards

Fulfillment of the work award depends on the student's willingness and availability to work. The work award reflects *potential* earnings. Only hours actually worked will be paid. A reduction in hours worked will reduce the earned amount of the student's work award. The department is expected to provide opportunities for the student to earn the number of hours for which he/she has been hired on the Work Authorization Form.

Please keep in mind that **ALL HOURS WORKED** during the academic year, August through May, count towards a student's maximum earnings limitation.

Federal regulations state that the College cannot provide financial assistance to students in excess of their calculated financial need. All students are aware of what they can earn according to their aid award and should not expect to be paid for more. Once a student reaches his/her maximum eligibility, he/she must stop working immediately. Departments and students are encouraged to plan ahead in order to avoid termination at an inopportune time.

The Financial Aid Office keeps a cumulative total of the amount earned by each student worker. It is recommended that the Department and the student also keep a cumulative record of the amount earned so that a work schedule may be adjusted accordingly.

A supervisor may "lend" their Work-Study student to another department or supervisor who may need additional help or did not receive a Work-Study position. The hours a Work-Study student is on "loan" will count towards their total eligibility. Students do not receive additional Work-Study hours when they are on "loan" to a different department or supervisor.

POLICIES

Working more than one job

Students are generally permitted to have only one job. If students are not getting enough hours to earn their award amount, then they may apply for a second job after the second week of the semester. Both jobs combined **MUST NOT EXCEED** the maximum number of hours for which a student is eligible as awarded.

Students must coordinate their work schedules with both supervisors to ensure they do not exceed their overall work award and are never scheduled to work during class time.

Sharing employees

Volunteering in a department

Students are not eligible to volunteer in a position that normally receives monetary compensation. This includes students who are not eligible for a work award and students who have reached their work award limit.

Working for a relative

Eastern Wyoming College adheres to the following practices regarding working with a relative:

- A person is not permitted to directly supervise a relative.
- A person is not permitted to sign and verify a time card of a relative.

These practices are in place to avoid potential conflicts of interest.

Temporary work - employment during fall/spring breaks

Students may be authorized to work during breaks on a case-by-case basis as long as the college is open and a supervisor is available to monitor and approve hours. Departments may opt to pay for temporary employment from their departmental part time budgets during breaks.

Drug-free workplace

All student employees receive information regarding EWC's position on Drug and Alcohol Policy as required by the Drug Free Workplace Act. All students must sign and return the certification that they have received this information. (See example in Appendix)

Scheduling

Students must provide their supervisor with a copy of their class schedule each semester and provide updated schedules if classes change. Students can **NOT** work while they are scheduled to be in class. If a class day is cancelled or released early, the student **MUST** have written documentation from the instructor of the cancelled class before hours are submitted for approval.

Job Concerns

Concerns with the job (e.g., work schedule, job expectations, not getting enough hours to fulfill his/her work award) should first be discussed with the supervisor. Contact the FAO if the situation cannot be resolved.

Performing duties unrelated to the job description

Student employees may not perform work unrelated to their job description. Examples include: typing personal correspondence/dissertations/manuscripts; working on projects for a supervisor's non-college business; running personal errands; babysitting; or any similar non-job related requests. Contact the FAO with any questions or concerns.

Dress code for student employees

Students are expected to be appropriately attired for the position. Some departments may have a specific dress code to follow. Ask the supervisor what his/her expectations are in regards to the dress code.

Office/Department Conduct

Students are expected to be courteous and display professional behavior in all jobs at all times. This includes showing respect for the supervisor, coworkers and others; obeying rules and policies; and completing tasks efficiently and accurately. Students are not allowed to use cell phones or other electronic devices unless expressly allowed by the supervisor.

Meal and other breaks

Please remember that the College does not pay for lunch or dinner breaks. Therefore, students who work a large number of hours in one day should not include time taken for lunch or dinner when recording their hours worked for that particular day.

Confidentiality

Students are required to maintain EWC’s confidentiality policy.

Jury duty

Eastern Wyoming College supports student civic involvement. If a student is summoned for jury duty and is required to report for duty, a leave of absence will be provided for the time actually served during the student’s regularly scheduled work hours. The student’s schedule may be altered at the supervisor’s discretion to accommodate the conflict between jury duty and the student’s regular work shift.

Vacation/Sick Leave

Student employees are not eligible for paid vacation or sick leave.

Orientation and Training

Departments are expected to have training and orientation for all student employees. The orientation session should include departmental policies and expectations, staff introductions, departmental tours, safety information, scheduling, and specific training for the particular job (e.g., telephone etiquette for a position where the employee will be answering the telephone). Departments are required to provide necessary safety training for student employees.

JOB TERMINATION

If a student decides to quit a job, he/she should give at least a one week advance notice to the supervisor so that a replacement may be found.

Voluntary termination:

Student employees may voluntarily terminate their jobs at their own discretion. Reasons for student resignation might include:

- Course work overload
- Class scheduling conflicts
- Other job opportunity
- Graduation
- Co-op or intern opportunity
- Conflict with employer or co-workers
- Unsatisfactory performance

Involuntary termination *with* notice:

Supervisors may terminate students' jobs with notice for a number of reasons. These reasons may include:

- Federal Work-Study earning maximum met. Federal regulations state that the College may not provide assistance to students in excess of their calculated financial need. Thus, when students earn the entire work award, they must be released from their job. Requests for consideration of special circumstances must be discussed with the Director of Financial Aid.
- Elimination of a position
- Lack of funding
- Scheduling conflicts

Involuntary termination *without* notice:

Supervisors have the right to terminate student employees without notice for students found to be in violation of College behavioral standards. Some examples of violations include, but are not limited to:

- Breach of confidence
- Timesheet falsification
- Repeated unexcused absences or tardiness
- Theft
- Use of drugs or alcohol during or immediately prior to the work shift

Dismissal guidelines

It is recommended that the student should be given two written warnings before being dismissed from the job. Supervisors may enforce more rigid guidelines, as long as the policy is communicated (preferably in writing) to the student when he/she is hired.

STEP 1:

Supervisor completes Warning/Termination Notice each time a warning is given. The form should indicate in the designated place whether it is a first or second warning.

STEP 2:

Supervisor sends a copy of the warning to the Financial Aid Director each time a warning is issued. The supervisor should keep a copy for his/her record so that he/she can keep it as documentation to support any dismissal of a student.

STEP 3:

If the problem happens a third time, the student should be dismissed. The form should then be marked for dismissal and sent to the Financial Aid Director.

STEP 4:

The FAO staff will advertise the job opening per the supervisor's request and try to find a replacement. When the student is terminated from a campus job, the FAO staff is not obligated to find a replacement job for the student although he/she still has the opportunity to pursue other employment if he/she desires.

PAYROLL PROCEDURES

Earnings

Campus positions are paid at a base rate, minimum wage (\$7.25) per hour of work performed. Students are paid once a month, on the last day of the month. If the last day of the month falls on the weekend, the paychecks will be distributed on the Friday prior to the last day of that month. Students can pick up paper paychecks from the Information Center. Direct deposit pay advices are available to view and print on LancerNet using the MyEWC Services tab.

Students have the ability to choose how to use their student employment or Federal Work-Study earnings; however, earnings are to be used for valid educational expenses per the agreement signed on the FAFSA.

Taxes

All earnings are subject to statutory state and federal income tax regulations. Students enrolled at least half-time (six credits) during the academic year are exempt from FICA/Medicare (Social Security) taxes. During the academic year, gross earnings are applied to the student's work award; net earnings are issued to the student by check or direct deposit. The maximum gross amount a student may earn for the academic year is stated in the work award and Work Authorization Form.

Tax Withholding Forms

Students are responsible for completing and signing their employment forms and returning them to the Financial Aid Office. These forms include, but are not limited to:

- W-4 form (federal tax withholding form)
- I-9 form * (Employment Eligibility Verification Form)

All students must possess a valid United States Social Security Number. International students who do not possess a valid U.S. Social Security Number must apply for and receive a Social Security card prior to any earnings being paid.

* NOTE: Department of Homeland Security/U.S. Citizenship and Immigration Services regulations require the I-9 to be completed within three (3) days of hire in order for the employee to continue working. Students are not authorized to work without returning all payroll forms to the FAO.

Timesheets

Federal student employment guidelines require hours worked to be documented on a time sheet. Students can only be paid for hours actually worked and may not be paid for sick leave, vacation pay, funeral leave, or holiday pay. Please remember that the college does not pay for meal times. Therefore, students who work a large number of hours in one day should subtract time taken for lunch or dinner from the total hours worked for that day.

Timesheets are completed with the total number of hours worked by the student and must be electronically signed by the student and electronically approved by the supervisor by the 16th day of each month. A timesheet must be completed each month for each job worked. (See example of electronic time entrance in appendix.)

Late timesheets will not be processed until the following month. It is the **student's** responsibility to make sure he/she has his/her times electronically entered and their timesheet electronically signed by the 15th. It is the supervisor's responsibility to electronically approve the timesheet by the 16th.

NOTE: Students cannot work when they are scheduled to be in class. Supervisors MUST have a copy of each student's schedule and ensure that time reported as worked on the timesheet DOES NOT coincide with class times on student's schedule. If a student is working during a cancelled class, the supervisor must have proof that the class is not in session.

Federal and state financial aid and payroll regulations governing the monitoring, reporting, authorization, and disbursement of student employment earnings are very explicit. The policies of the Eastern Wyoming College's Student Employment Program must operate under these regulations. Violations could result in financial penalties and/or the loss of Title IV financial aid for Eastern Wyoming College.

Misrepresentation of hours on a student's time sheet will result in immediate dismissal of the student.

The weekly pay period is Sunday through Saturday. Overtime is not permitted for student employees and is defined as when a student works more than forty (40) hours in one week.

If the supervisor is unable to electronically sign the student's timesheet on the date it is due, arrangements must be made for an authorized staff person, who is able to verify the hours worked, to sign in the supervisor's absence.

The exact number of hours the student worked for the day should be recorded on the timesheet. Students cannot "lump" hours together (i.e., if a timesheet is late, total hours for the previous month should not be listed on one day). This could result in apparent scheduling conflicts with the student's class schedule.

Supervisors are required to keep copies of completed monthly timesheets in order to monitor their student's hours to make sure the student does not work more than his/her award allows. Timesheets **MUST** be submitted within 30 days of the last recorded day of work. Please remember that a student can work no more than 15 HOURS PER WEEK during the school term and may not exceed awarded amount.

COMMUNITY SERVICE POSITIONS

Community service positions are available off campus. Students **MUST** be eligible for the Federal Work-Study Program to be eligible for these positions. Eastern Wyoming College currently has a partnering contract with Lincoln Elementary School, The Practice After School Program and Valley Christian School. A list of available jobs (ranging from reading tutors to care providers) is available online at ewc.wy.edu/work-study-jobs/. Students applying for a Work-Study job at Lincoln Elementary, The Practice After School Program or Valley Christian School must undergo a background check before being allowed to work.

Appendix

Sample

Work Authorization Form

1. Award Year: _____

2. _____
Employer - Please Print

3. Student Employee _____

4. Last 4 Digits of Social Security No. Or Student ID _____

5. Hours per week for this position _____

6. _____
Signature of Employer

7. _____
FA Approval

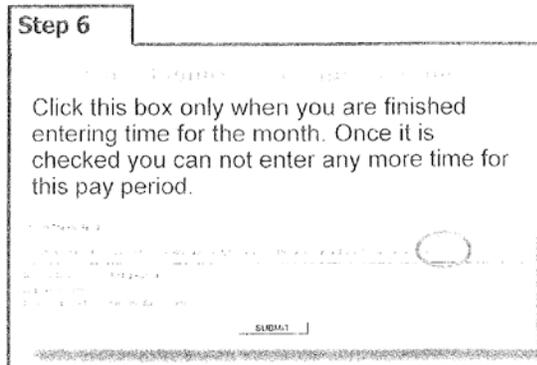
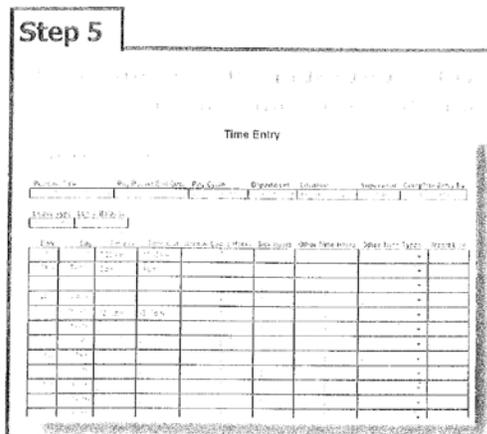
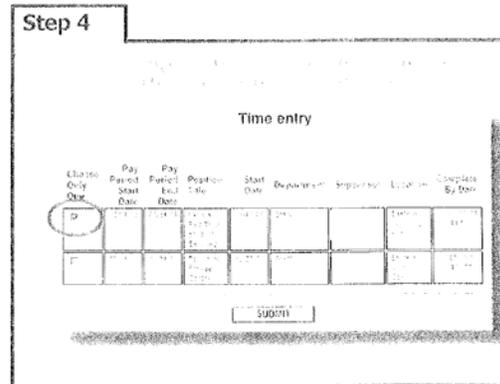
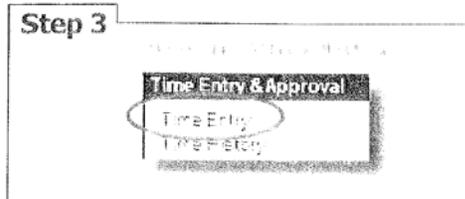
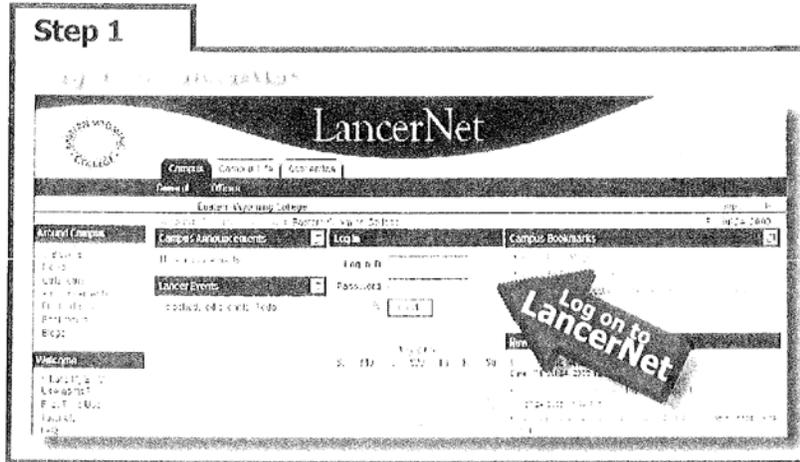
COMPLETING THE WORK AUTHORIZATION FORM

The Work Authorization Form is used to track where students work and the number of hours they are hired to work. Any incomplete forms will be returned to the supervisor for completion. Please be sure to complete the **entire** form to prevent delays in student authorization and pay.

1. **Award Year** - Determines from what award year the student is being paid. (2015-2016)
2. **Employer** - The person for whom the student will be working. (Please Print)
3. **Student Employee** - Student's name. (Please Print)
4. **Social Security No. or Student ID** - Student's last 4 social security number or Student ID
5. **Hours per week** - This is the number of hours the student is going to work per week in this position.
6. **Signature of Employer** - The Supervisor's signature acknowledges that she/he has hired the student.
7. **FA Approval** - Financial Aid staff will initial here stating that the student is now ready to begin work.

Time Entry For Students

Student Time Entry is an online time card system available through LancerNet. In order to be paid for Workstudy employment, you must enter your time through Student Time Entry. This "how to" reference sheet guides you through the steps needed to enter your time.



Name: Last, First, MI (Please Print)

**EMPLOYEE CERTIFICATION OF NOTIFICATION
REGARDING A DRUG-FREE WORKPLACE AT
EASTERN WYOMING COLLEGE**

I certify that I have been provided information describing the standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. I have also received information regarding legal sanctions, health risks, assistance programs, and college disciplinary sanctions for employee behavior associated with illicit drugs and alcohol abuse.

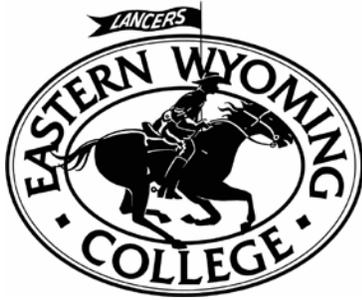
Employee's Signature

Date

I certify that I have been provided a copy of, or online access to the EASTERN WYOMING COLLEGE STUDENT EMPLOYMENT HANDBOOK.

Employee's Signature

Date



Eastern Wyoming College

3200 West C Street

Torrington, WY 82240

CONFIDENTIALITY STATEMENT

TO STUDENT AND SUPERVISOR: You both must complete this confidentiality statement. If a Work-Study/Institutional Employment student works with student or family personal records or information, or if he/she might come in contact with such information, the student hired must complete and sign this statement. The supervisor must then sign it and return it to the Financial Aid Office.

**STUDENT EMPLOYEE STATEMENT OF UNDERSTANDING OF THE FAMILY
EDUCATIONAL RIGHTS AND PRIVACY ACT**

I, _____ (Print Student's Name) understand that by the virtue of my employment as a Work-Study/Institutional Employment student at Eastern Wyoming College, I may have access to, or come in contact with, records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974.

I acknowledge that I fully understand that the intentional disclosure of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

I further acknowledge that such willful or unauthorized disclosure also violates Eastern Wyoming College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Student's Signature

Date

Supervisor's Signature

Date

AUTOMATIC DEPOSIT AUTHORIZATION

I hereby authorize Direct Deposit of my paycheck as follows:

Date of check to be deposited _____
(Or show ALL if applicable)

Name of Bank _____

Address of Bank _____

Bank Routing Number _____

Account Type (checking or savings) _____

Account Number _____

Printed Name _____

Signature _____

Date _____

Please attach a check that has been marked "VOID" if depositing into a checking account.