

College of Menominee Nation Federal Work-Study Student Employment Handbook

INTRODUCTION

College of Menominee Nation (CMN) offers a wonderful education to its students. An important aspect of this education is the Federal Work-Study Program. This program allows eligible students the opportunity to earn monies toward their education as well as educational learning by hands-on experience.

If you have any questions regarding the Federal Work Study Program, please contact the Financial Aid Office (FAO). Federal guidelines require College of Menominee Nation to monitor all students who are in the Federal Work-Study Program.

INFORMATION ABOUT THIS HANDBOOK

This handbook has been prepared to provide you with the general information about CMN and the policies of the College that affect you as a work study student. The policies, procedures, and rules described in this handbook are not to be considered an employment contract. College of Menominee Nation reserves the right to improve, modify, revoke, suspend, terminate, or change any or all policies, procedures, and rules in whole or in part, at any time with or without notice. Major changes in policies, rules, and procedures will be published, and it will be your responsibility to include these in your handbook. In some instances, the special nature of your department will require policies, rules, or procedures that are unique to the needs of that area. Such policies, rules, or procedures may vary from those described in this handbook.

FEDERAL WORK - STUDY

Federal Work-Study (FWS) is a Federal Financial Aid Program designed to provide part-time employment for eligible students. Students who demonstrate financial need may be awarded FWS Funds on a first come first served basis until funds are exhausted. If a student files the Free Application for Federal Student Aid (FAFSA) too late in the year, a FWS Award may not be issued due to lack of funding. This holds true regardless of whether the student received the FWS Award in the past, has financial need, or has a specific FWS Job arranged.

- FWS Funds are restricted to students who are either citizens or permanent residents of The United States.
- Accepting the FWS Award does not guarantee a student has a job. It does give a student access to available job descriptions s) he may be interested in applying for.

WORK AWARD AMOUNTS AND EARNINGS

Student employees may not earn more than the dollar amount of their award. It is the responsibility of the student employee and their supervisor to ensure that the student employee does go over the awarded amount. No additional funds will be added for those student employees who work over their awarded dollar amount. The FAO and Payroll Department must cut off payment at award limit.

It is possible for a student employee's work program and award amount to change throughout the academic year. Changes could be the result of altering financial circumstances, receipt of additional financial aid, a change in the number of enrolled credits, etc. It is the employee's responsibility to notify the supervisor of any changes in award and program amounts.

FINANCIAL AID OFFICE RESPONSIBILITIES

- Determine a student's eligibility for Work-Study
 - Notify the supervisor when a student's evaluation needs to be conducted
 - Update/maintain Work-Study Job descriptions
 - Identify Work-Study job locations and supervisors through job postings
- Assist the student with processing all financial aid related paperwork.

STUDENT RESPONSIBILITIES

Since the Federal Work-Study Program is based on financial need, a student is required to do the following:

- Notify the FAO of any enrollment (credits) changes during the academic year
- Maintain satisfactory academic progress
- Earn no more than the dollar amount determined on your award letter
- Notify the FAO of any changes in your family financial circumstances
- Re-apply for financial aid each year
- Submit all requested documents to the FAO in a timely manner
- Notify the FAO about problems with your supervisor if a work situation cannot be resolved between you and your supervisor

Student employment should be considered a serious commitment. When hired for a position, the supervisor expects the student to become a member of a dependable work unit. The supervisor may reasonably expect you to do the following:

- Report to work at the agreed-upon time and be prepared to work
- Attend to assigned duties and do not conduct personal business while at work
- Work with a cooperative and positive attitude
- Notify your supervisor immediately if your work schedule changes. Projects and exams may occasionally interfere with your work schedule; you should notify your supervisor when changes can be predicted
- Keep an accurate record of hours worked

- Work up to, but not exceed the allowed hours and amounts listed in your contract
- Submit a completed time card to your supervisor every two weeks
- Notify your supervisor promptly in the event of a revision in your work award
- Notify your supervisor if you are employed in more than one position on campus
- Notify your supervisor of any job-related accident
- Report to work with professional etiquette. This includes, but is not limited to, proper dress, cleanliness, and personal hygiene
- Maintain strict confidentiality in all employee, student and other pertinent college matters which may come before you in the course of performing any duties and responsibilities for the College. If in doubt, discuss any disclosure with your supervisor

***Please note: Disclosure of Confidential Information may result in disciplinary action which may include but is not limited to immediate suspension with additional charges of insubordination, negligence and possible termination.**

EMPLOYMENT-AT-WILL

The employment relationship between College of Menominee Nation and all FWS student employees is exclusively that of an employee-at-will, meaning either the student or the College may terminate the relationship at any time; and further that neither the offer of hire nor any other oral or written representation regarding the hire of a student may be considered a contract for any specific period of time.

WORK HOURS

Student employees are restricted to working no more than **twenty hours** per week when classes are in session. This would include employees in more than one position. Student employees are not allowed to work over time hours. When classes are not in session permission from the FAO must be given to work more than their weekly hours indicated on their contract sheet.

The student must work their contracted work schedule. The supervisor should report to the FAO any changes in schedule. Please keep in mind this is to assure compliance with the Department of Education Federal Regulations.

Lunch/breaks:

Student employees have a 15-minute break during each four consecutive hour segment and one unpaid half-hour break during each workday of eight or more. Such breaks will be taken at a time approved by the supervisor. Employees can't be compensated for breaks not taken.

Sick days:

If a student employee is ill and not able to attend work that day, the supervisor must be contacted immediately with this information. The first failure to report to your supervisor will constitute a written warning. The second failure to report to

your supervisor will result in three-day layoff. The third failure to report will result in termination of a student's employment.

Holidays:

If a student employee will not be working there regularly scheduled hours during a break period or holiday, it is advised that they inform their supervisor as soon as they know. Vacation days and Holidays are unpaid.

Missing Assigned Work Hours:

Failure to not show up for assigned work hours without getting supervisor's permission to miss assigned work hours will result in first failure to report will constitute a written warning. Second failure to report to work result in three-day layoff and the third failure will result in termination work study employment.

NECESSARY DOCUMENTS FOR A STUDENT TO BE PAID

1. **College of Menominee Nation Work Study-Contract**
2. **W-4 Tax Withholding Statement & I-9.** Please note that the student will also need to provide documentation to complete the I-9. The most popular forms include: driver's license, tribal enrollment photo ID, passport and social security card. If it is not completed, the Payroll Department will not be able to process paychecks.

RATE OF PAY

Students will earn a rate of \$7.50 per hour (as of July 2009). The FAO and the Business Manager establish the rate.

PAYCHECKS

Paychecks are processed every two weeks. If a student is employed in more than one position, only one check will be disbursed.

Student employees also have the option of using direct deposit. Contact the Payroll Department for this information and procedure.

SUMMER STUDENT EMPLOYMENT

A student will need to check with the FAO to see if (s) he is eligible to work during the summer. If there are any questions about the summer program please contact the FAO.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERFA) is a federal law, enacted in 1974, that guarantees the confidentiality of student records. All student work study employees of College of Menominee Nation should familiarize themselves with some of the basic provisions of FERPA to ensure they do not violate this federal law. FERPA violations may result in disciplinary action including, but not limited to, the loss of their job.

Under no circumstances, may a student release student information to anyone, unless the position specifically requires the student to do so. Refer any requests for information about a student to the supervisor to ensure that FERPA violations do not occur.

The student must avoid acquiring student records information that they do not need to do their job, and may not exchange student information that they have learned while performing their job. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) may be a FERPA violation and may result in disciplinary action. Any information you obtain on the job regarding students must remain in the workplace. Students working in all departments are required to read and sign an agreement of confidentiality.

PERSONAL APPEARANCE

The nature of the position with the College will determine the type of dress that will be appropriate for work. All work study student employees are expected to dress in a manner that will present a favorable image of the College to the community. Supervisors will review any specific dress requirements for each position with the student.

JOB SATISFACTION

If a student finds that they are unhappy in an employment situation, it is suggested that they talk openly with their supervisor. If the matter is not resolved to the student's satisfaction, they must contact the Financial Aid Director to intercede and attempt to find a mutually satisfying resolution. Alternative employment opportunities are not guaranteed.

EMPLOYER RESPONSIBILITIES

- Work with the student to develop a Work Study Schedule
- Complete and sign the Work Study Contract
- Turn time cards into the **Business Office**
- Keep track of employees hours and make sure their time card reflects the correct hours
- Conduct evaluation of student employee prior to the end of each semester (notification will be given by FAO).
- Notify the FAO of any changes in the job description and when position(s) are filled or vacant.

THE HIRING PROCESS

A supervisor has the option to hire or reject a student if it is determined the student is not qualified for the position.

Before any student may begin work, eligibility must be verified through the FAO and the necessary paperwork must be completed with the Payroll Department and Human Resources.

When filling the positions, ensure the student has the necessary skills required to perform the job.

TIME SHEETS

It is the supervisor's responsibility to check each time sheet for accuracy and sign it. It is the student's responsibility to forward the time sheet to the Business Office **by 4:30 PM** on the assigned date the time sheets are due (or otherwise directed by CMN's payroll clerk which will be communicated through mass e-mail to the supervisor). The Financial Aid Office will receive the time sheet from the Business Office for review. The attached Work Study Time Sheet must be used.

Make a copy of each time sheet for your records before you forward it to the Business Office. Late time sheets will be processed the next pay period for the previous pay period. Please keep in mind that late time sheets will only be one pay period late. **The Financial Aid Office will not go back any later than one pay period and process "late" time sheets that the student failed to turn in.**

EMPLOYEE EVALUATION

It is expected that a work performance evaluation for each student employee be conducted at least once each academic year, generally, during spring semester. The Student Employee Performance Evaluation should be completed by the supervisor, after which both the student and the supervisor should discuss and sign the evaluation, and formulate goals for the future. A copy should be sent to the Financial Aid office to be placed in the student's file for future reference checks.

CMN students may use their student employment as a job reference; therefore, the evaluation process is an important part of the student's job search.

ADDITIONAL DISCLAIMER

The Federal Work Study Program is awarded to a student as a Self Help grant funded by the Federal Government. Unemployment Insurance is not collected from CMN by the Federal or State Agencies, therefore, a student employed in this program **is not eligible** for Unemployment Compensation benefits.