

# **College of Menominee Nation Federal Work-Study Student Employment Handbook**

## **INTRODUCTION**

The 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 the 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. The 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.

FWS Funds are restricted to students who are either citizens or permanent residents of the United States.

## **WORK AWARD AMOUNTS AND EARNINGS**

Student employees should not earn more than the dollar amount of their awarded contract. It is the responsibility of the student employee and his or her supervisor to ensure that the student employee does not go over the awarded contract.

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 worker and the supervisor
- Allowance of one student position held at department

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 the supervisor immediately if your work schedule changes (Projects and exams may occasionally interfere with work schedule.)
- Keep an accurate record of hours worked
- Work up to, but not exceed the allowed hours and amounts listed in contract
- Submit a completed time card to the supervisor every week
- Notify the supervisor promptly in the event of a revision in work award
- Notify the supervisor if he or she is employed in more than one position on campus
- Notify the 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 in the course of performing any duties and responsibilities for the College.

**\*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 the 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 student employees in more than one position. Student employees are not allowed to work overtime 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 his or her 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 five or more hours. 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, the supervisor must be contacted immediately with this information. The first failure to report to a supervisor will constitute a written warning. The second failure to report to 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 their 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 show up for assigned work hours, without getting supervisor's permission, will constitute a written warning for first failure to report to work. Second failure to report to work will result in three-day layoff and the third failure to report will result in termination of employment.

### **Work Week:**

Federal Work-Study work week will follow CMN's work week with the start of the work week beginning with Friday and ending with Thursday. Timesheets are to be submitted no later than noon on Friday.

## **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.
3. **Optional – Direct Deposit documents**

## **RATE OF PAY**

Students will earn a rate of \$15.00 per hour. The FAO and the Finance Manager establish the rate.

## **PAYCHECKS**

Paychecks are processed every week. If a student is employed in more than one position, only one check will be disbursed. Paychecks are picked up or mailed from the Finance Office on Fridays.

Student employees also have the option of using direct deposit. **Contact Human Resources** for information and procedure.

## **SUMMER STUDENT EMPLOYMENT**

A student will need to check with the FAO to see if he or she 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 the 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.

**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 students 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 or supervisor finds that the employment situation does not seem to be working, it is suggested that they talk openly with each other. If the matter is not resolved to the student or supervisor'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.

### **SUPERVISOR RESPONSIBILITIES**

- Work with the student to develop a Work-Study schedule
- Work during student scheduled class time is prohibited; exceptions are permitted if an individual class is cancelled or if the instructor has excused the student from attending for a particular day. A copy of a written note from the instructor stating the class and date of the excused day must be submitted to the Financial Aid Office for documentation.
- Complete and sign the Work-Study Contract and Confidentiality Statement
- Turn time cards into the **Financial Aid Office**
- Keep track of students' employee hours and make sure their time card reflects the correct hours
- Conduct an 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 supervisor's responsibility to forward the time sheet to the Financial Aid Office **by** the assigned date and time sheets are dues (or otherwise directed by CMN's payroll clerk which will be communicated through mass e-mail to the supervisor). Time sheets are to be submitted in

accordance with CMN Payroll policies. An approved time sheet will be sent to student and supervisor. Late time sheets will be processed the next pay period.

### **EMPLOYEE EVALUATION**

It is expected that a work performance evaluation for each student employee be conducted at least once each 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. A copy should be sent to the Financial Aid office to be placed in the student's file for future reference check.

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.

I have read and understand the College of  
Menominee Nation's Federal Work-Study Student  
Employment Handbook.

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Name (printed)

Date

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Signature

Date