

Student Employment



Handbook

Foreword

The purpose of this handbook is to prepare students, faculty, and staff for the Work Program at Alderson-Broaddus College.

We greatly encourage everyone to take a few minutes to read this handbook. You will find the rights and responsibilities for both students and their supervisors enclosed as well as a clear outline of the policies and procedures governing this program.

We hope this handbook will be of assistance to all concerned. If you have any questions regarding the Work Program, please direct them to:

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Financial Aid Office
457-6354

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What is the Work Program?

The purpose of the Work Program is to provide students with additional funds to apply toward the cost of their college education and to assist the college in completing tasks that do not require full-time employees. The Work Program also provides students with employment experience that may later assist with future employment opportunities.

Students are awarded Work Program based on the date the student filed their Free Application for Federal Student Aid (FAFSA). Students who file after April 1, will go on a wait list in the order of the date the FAFSA was filed. Typically, all students on the wait list are awarded Work Program by October.

Students are paid minimum wage for all Work Program positions except those working for Sodexo in the foodservice positions. These students are paid an additional \$1 per hour worked.

It is important that everyone read this handbook to ensure all federal and institution policies and procedures are followed and all student employees are treated fairly and equitably.

Work Program Packet

Once the Financial Aid Office has established that the student is eligible for the Work Program, the student will receive a Work Program Packet.

The packet will include:

- Step-by-Step instructions on how the Work Program works.
- Student Employment Authorization Form (SEA).
- Federal and state withholding forms.
- Schedule of due dates for timecards/timesheets and date student will receive paycheck.

Student Employment Authorization Form

The student will view the *Job Book* located on Campus Cruiser. Students will set up an interview with the department they have chosen. Students must have their SEA to interview for a job.

The SEA includes the students name and Work Program award. **The student is responsible for reading and signing the SEA prior to beginning work.**

If the student is hired the supervisor will complete the SEA and return one copy to the Financial Aid Office as soon as possible so that position will be removed from the *Job Book*.

If the student is not hired during their interview, they must retain the SEA, review the *Job Book*, select another job, and take the SEA to the next interview.

Students may not begin working until a signed SEA has been returned to the Financial Aid Office. Students will not be paid for any hours worked before the SEA is returned to the Financial Aid Office.

Students cannot work during scheduled breaks of 5 days or more.

Federal and State Withholding Forms

Withholding forms must be completed and submitted to the Business Office prior to the student receiving their first paycheck. The Wage and Labor Law requires all employees to submit these documents to ensure the proper amount of taxes is being withheld from an employees earnings.

If you are unsure of how to complete these forms or you have questions, you may contact the payroll manager in the Business Office or contact your personal accountant.

Student Responsibilities

- Pick up your Work Program packet in the Financial Aid Office and review the Job Book located on Campus Cruiser.
- Set up an appointment with prospective department to interview for a job.
- **DO NOT begin working until a signed Student Employment Authorization form is received by the Financial Aid Office.**
- Complete withholding forms in the Business Office prior to beginning work.
- All students must either clock-in using a time clock or complete a timesheet for hours worked. **If a time-clock is available, the student MUST clock-in using a time clock**
- **DO NOT clock-in or write-in another student.** Both of you may be terminated and/or not paid for hours on timecards/ timesheets.
- Timecards/timesheets must be submitted to the Business Office according to the schedule enclosed in the Work Program packet.
- Maintain a record of hours worked so you will not work over your work award shown on your award letter. **Hours worked over work award will not be paid.**
- Stop working when you have earned your work award amount for the semester. **Hours worked over your work award will not be paid.**

When Can I Work?

Students may begin working on the first day of classes for the semester if the student has a signed SEA on file with the Financial Aid Office. **Students must stop working on the last day of finals for the semester.**

There are exceptions to this policy for those departments who absolutely must have assistance from the Work Program students before the first day of classes or after the last day of finals. Students who are permitted to work outside of the regular semester **will be earning from their regular work award for the semester.**

A request must be submitted in advance (at least a week) by the supervisor of the department to the Work Program Coordinator if an exception needs made.

Example 1: John has a \$700 work award for the upcoming semester starting on August 30. His department needs him to begin working on August 25. He earns \$50 between August 25 and August 30. He will now have \$650 to earn for the rest of the semester.

Example 2: Mary has a \$700 work award for the regular semester. She has earned \$600 of her work award. Her department needs her to work beyond the last day of finals. Mary will only be permitted to work an additional \$100...17 hours ($\$100 \div \$5.85/\text{hr}$).

Students who work outside of the regular semester without prior approval from the Work Program Coordinator will not be paid for those hours.

Work Program Awarding Procedures

Work Program awards will be made based on the information the student and/or parent provided on the Free Application for Federal Student Aid (FAFSA) and the date the FAFSA was filed.

After the Financial Aid Office determines the student is eligible for Work Program, the students will receive an award letter. If the student accepts their Work Program award, they will receive, during registration, a Work Program packet. If a student chooses not to participate in the Work Program they must notify the Financial Aid Office as soon as possible.

Students who file their FAFSA after April 1 will be placed on a waitlist based on the date the FAFSA was filed. As additional funding becomes available, students will be taken off the waitlist and awarded Work Program.

Work Program awards will be canceled two weeks after the SEA is printed if the student does not return a signed SEA to the Financial Aid Office.

Auditing of Timecards/Timesheets

The Financial Aid Office will, each pay period, randomly select student timecards/timesheets for auditing. Also, if the student's supervisor, the Business Office, or the Financial Aid Office have reason to believe the student's timecard/timesheet has been falsified, the Financial Aid Office has the authority to audit that timecard/sheet.

The Financial Aid Office, as well as the student's supervisor, may terminate a student from the Work Program. The Financial Aid Office will notify the student and the supervisor, in writing, of the termination if that office terminates the student.

Financial Aid Responsibilities

The Financial Aid Office is responsible for:

- Awarding Work Program awards.
- Preparing Work Program packets
- Maintaining the **Job Book** with information provided by each department.
- Auditing timecards/timesheets.
- Conducting on site audits to ensure students who are clocked-in are working.
- Serving as a mediator between the supervisor and the student, if needed.
- Making sure that federal regulations are being followed.

****The Financial Aid Office will periodically check student earnings, warning or terminating those who are close or have reached their work award. However, students and supervisors should not rely on the Financial Aid Office to monitor student earnings on a regular basis.*

Departments

Admissions
Foodservice
*Campus Life
*Campus Services
Computer Center
*Coliseum
Development
Education
Financial Aid
*Humanities
*Library
Learning Resource Center
Music
Natural Sciences
*Nursing
*Physical Plant
*Physician's Assistant Office
President's Office
Registrar
*Social Sciences
Switchboard
Student Union

There are also several community service organizations both on campus and off campus. (listed on the next page)

*Within these departments are additional areas that require student workers.

*****Students who work in Foodservice are paid \$6.85 an hour***

Community Service Positions

Barbour County Net

Contact: Travis Machette
Philippi City Bldg
457-3700

Barbour County Adult Learning

Contact: John Armentrout
823-1166

Barbour County Head Start

Contact: Nancy Keller
406 Chestnut Street, Philippi
457-2181

Barbour County Family Resource Network

Contact: Linda Watson
Chestnut Street, Philippi
457-2691

Heart and Hand House

Contact: Bob Wilkins
110 Mason St, Philippi
457-1295

Mountain Hospice

Contact: Judy Curtis
1410 Crim Ave, Philippi
823-3922

Project ISAAC-Philippi Elementary School

Contact: Jeovanna Lacaria
624-6554 ext. 222

SLICE

Contact: James Stinespring
A-B College
457-6243

World Vision-Young Life and Kid REACH
Contact: RD Wilkes or Cindy Kelley
Chestnut Ridge Road, Philippi
457-2971

See the Job Book located on Campus Cruiser for a complete listing of community service positions.

Timecards and Timesheets

All timecards and timesheets submitted to the Business

Office for payment must be completed with the following:

- Student's first and last name (not nickname).
- Student's ID number located on the SEA.
- Pay period dates (ie. 08-00/09-00 for hours worked in Aug & Sept).
- Total hours for pay period (if you have more than one timecard or timesheet, put total hours on the first timecard or timesheet only).
- Supervisor signature.
- Supervisor initials on **ALL** corrections or incomplete entries.

******It is not the supervisor's responsibility to turn in the student's timecard/timesheet. Students should check with their supervisor to find out what their specific procedures are for submitting timecards/timesheets.******

Business Office Requirements

Before a student will receive payment for hours worked,

the Business Office requires all students to:

- Complete all necessary forms required by the Financial Aid Office.
- Complete all necessary forms in the Business Office before the first pay day. (ie: Federal/State Withholding forms).
- Submit to the Business Office a legible timecard/timesheet by the due date.
- Write total of all hours for the pay period on timecard/ timesheet. If you have more than one timecard/timesheet write it on the top of the first timecard/timesheet along with the pay period. (ie: 08-00/09-00 for Aug/Sept hours)
- Have your supervisor sign the timecard/timesheet and initial all corrections or incomplete entries.

Late, illegible, or incomplete timecards/timesheets will not be processed for payment until the next pay period provided all corrections have been made and all additional forms needed have been submitted.

Student Accounts

Students will be paid once a month, generally around the 15th. The Business Office will prepare a check which is then placed in the student's campus mail box after 9:00 a.m. on pay day. If the student owes a balance on their student account, it is the responsibility of the student to take their Work Program check to the Business Office to be applied to their student account. If the student owes less on their student account than what they have earned on their Work Program paycheck, the student must cash their check at any bank and return the balance owed to the Business Office. **The Business Office does not cash Work Program checks.**

A student's Work Program check can be applied directly to the student's account by the Business Office provided the student signs a request form in the Business Office to do this. Once the student account is paid, the student may receive any additional monies by submitting a request to the student accounts manager in the Business Office.

*****IMPORTANT*****

*The Business Office may, at its discretion, garnish a student's Work Program wages to pay any **Costs of Attendance**¹ that the student owes the school or that will become due and payable during the period of the award. A written notice will be sent to the student informing them of this action.*

INTEREST ON STUDENT ACCOUNTS

Interest will accrue monthly on student account balances that are being paid with the student's Work Program earnings.

¹*Cost of Attendance includes: tuition, fees, room, board, books, transportation, and personal.*

Supervisor Responsibilities

Supervisors are responsible for:

- interviewing prospective students for job placement within their department.
- returning completed signed SEA to the Financial Aid Office as soon as possible after a student is hired.
- setting up work schedules that are convenient for both the student and the supervisor.
- tracking how many students have been hired to keep from going over the departments allocation.
- assisting students in maintaining a record of hours worked so the student does not work over their award.
- monitoring students who are clocked in to ensure that they are completing assigned tasks.
- terminating students who do not comply with the Work Program policies and procedures.

It is not the supervisors responsibility to turn in the student's timecard/timesheet. Students should check with their supervisor to find out what their specific procedures are for submitting timecards/timesheets.

Unpaid Work Hours

You will not be paid for hours worked:

- if you do not have a signed SEA on file in Financial Aid.
- if you do not complete the required withholding forms in the Business Office.
- if those hours worked exceed your work award.
- if you work more than 20 hours in one week. (Sunday through Saturday)
- if you work 6 consecutive hours without a 1/2 hour break (1/2 hour will be deducted).
- if you fail to clock in or out (you will be paid for 1 hour only).
- if the college determines you falsified hours. (This includes clocking-in or writing-in another student.)
- if your timecard/timesheet is not legible and/or not signed by supervisor
- if those hours are before the first day of classes or after the last day of finals.

******Timecards/timesheets submitted after the due date will be paid with the next pay period.******

Termination

You will be terminated from your Work Program position if any of the following apply:

- you do not have a signed SEA on file in the Financial Aid Office.
- your supervisor finds your work unsatisfactory.
- you have more than 1 unexcused absence (supervisor's discretion).
- you have worked all of your allotted work award.
- you have falsified your timecard or timesheet (ie. Clocked- in or written-in hours that you did not work or clocked-in/wrote-in another student).
- you clocked-in/wrote-in and left your work position without supervisor approval.
- you are clocked-in/wrote-in and/or worked during regularly scheduled class time.

****The length of the termination depends on the severity of the violation. ****

Don't...

- begin working until you have a signed SEA on file in the Financial Aid Office.
- forget to complete the necessary forms in the Business office.
- start working before the first day of classes.
- continue working after the last day of finals.
- forget to clock-in/write-in and clock-out/write-out.
- work during regular class time.
- work more than 20 hours in any week—NO EXCEPTIONS.
- work more than 6 consecutive hours without a 1/2 hour break.
- work over your work award.
- clock-in/write-in and leave your work position without approval from your supervisor.
- falsify your timecard or timesheet in any way, including clocking-in/writing-in another student.
- expect a pay check if you do not turn in a valid time card/timesheet and required forms to the Business Office by the date due.

Disputes

Should issues arise in the student's work placement, the student should first consult with their supervisor. If the issue is between the supervisor and the student and cannot be resolved amicably between them, those involved should make an appointment to speak with the Work Program Coordinator. Every effort will be made to resolve issues in a fair and equitable manner for all parties involved.

All employees and students at Alderson Broaddus College are protected from harassment *of any type by any one*. Should this issue arise, refer to the Student Handbook or Faculty/Staff Handbook for details and instructions regarding laws and the reporting of these incidents.



Alderson-Broaddus College does not discriminate based on race, sex, religion, or disability (placements for those with disabilities are available).