

# Alderson Broaddus University

## Work Study Program Handbook



### Foreword

Thank you for your participation in the Work Study Program at Alderson Broaddus University. The purpose of this handbook is to prepare students, faculty, and staff for the Work Study Program at Alderson Broaddus University. 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. Use this handbook as questions arise concerning employment of Alderson Broaddus University students in your department or organization.

We hope this handbook will be of assistance to all concerned.

If you have any questions regarding the Work Study Program, please direct them to:

Krista Tallman  
Work Study Program Coordinator  
Financial Aid Office  
P: 304-457-6354  
tallmankr@ab.edu

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# **WORK STUDY OVERVIEW**

## **WORK STUDY OVERVIEW**

### **What is the Work Study Program?**

The purpose of the Work Program is to provide students with additional funds to apply toward the cost of their college education or spending money 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 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 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 student will receive an award letter. If the student accepts their Work Program award, they will need to pick up 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.

There is a two week deadline. All paperwork (SEA, tax forms, ID requirements) must be completed and turned in before the deadline specified or Work Study will be removed from the students financial aid for both semesters of the award year.

The student has the option of working only fall or only spring or both semesters, but must still complete all needed paperwork/ID requirements by the specified deadline.

*Alderson Broaddus University does not discriminate based on race, sex, religion or disability (placements for those with disabilities are available upon request).*

## WORK STUDY OVERVIEW

### 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 and I9 Form (must be obtained from Payroll Office)
- Schedule of due dates for timecards/timesheets and date student will receive a paycheck.

### Student Employment Authorization Form (SEA)

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

The SEA includes the student's 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 **either the supervisor or student may return one copy to the Financial Aid Office** immediately 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.**

## WORK STUDY OVERVIEW

### Federal and State Withholding Forms and I9 Requirements

**Withholding forms must be obtained from and submitted to the PAYROLL OFFICE prior to starting work.** 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 Clerk in the Business Office in Burbick Hall-2<sup>nd</sup> Floor or contact your personal accountant.

In order to be in compliance with the Department of Homeland Security, the Payroll Clerk must now obtain, from every student employed under the Work Program, documentation that confirms the student's identity.

The Payroll Clerk will contact each student who has not submitted this documentation. Students are NOT allowed to work until all required documentation is received and confirmed by the Payroll Clerk.

**WORK STUDY OVERVIEW****Work Study Positions by Department**

Admissions  
Advancement  
Business Office  
Marketing and Communications  
Campus Safety  
\*\*Heiner Hall\*\*  
\*Student Affairs  
\*Campus Services  
Computer Center  
\*Coliseum  
Education  
Financial Aid  
\*Humanities  
\*Library  
Learning Resource Center  
Music  
Natural Sciences  
\*Nursing  
\*Physical Plant  
Registrar  
\*Social Sciences

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

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

\*\*Students who work in Heiner Hall, the Cave or Jazzman's are paid minimum wage PLUS an additional \$1.00/hour.

## WORK STUDY OVERVIEW

### Community Service Positions

#### **Barbour County Family Resource Network**

Contact: Linda Watson  
Chestnut Street, Philippi  
457-2691

#### **KidREACH**

Contact: Carol Malcolm-Parsons  
420 Chestnut Street, Philippi  
304-457-5270

#### **Barbour County Head Start**

Contact: Nancy Keller  
406 Chestnut Street, Philippi  
304-457-2181

#### **Mountain Hospice**

Contact: Julie Miller  
1410 Crim Ave, Philippi  
304-823-3922

#### **Broadus Hospital**

Contact: Penny Brown  
#1 Healthcare Drive, Philippi  
304-457-8246

#### **New Vision Renewal Energy**

Contact: Ruston Seaman  
304-669-2191

#### **Heart and Hand House**

Contact: Sandy Mclean  
304-110 Mason St, Philippi  
457-1295

#### **Philippi Public Library**

Contact: Judy Buckner Larry  
102 South Main, Philippi  
304-457-3495

#### **Barbour County Health Dept.**

Contact: Annette Santilli  
304-457-1670

See the [Job Book](#) located on the college's website for a complete listing of community service positions.



# STUDENTS

**STUDENT INFORMATION****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 and have been entered into the Time Clock Manager.

**A student is cleared to begin working when the supervisor can see the students name in Time Clock Manager. If a student's name does not show in Time Clock Manager, then the student has not been cleared in the Payroll and Financial Aid Offices. If this occurs, the supervisor should contact the Work Study Coordinator to find out what the student is missing.**

Students are encouraged to work 5 hours a week to earn their \$750 per semester award.

Students may not work more than 20 hours in any given week.

Students are not permitted to work during University holidays or anytime the University is closed.

Students must stop working on the last day of finals for the semester or once they have met their award.

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.**

**The supervisor must submit a request, in advance (at least a week), to the Work Program Coordinator if an exception needs made.**

**Example 1:** John has a \$750 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 \$700 to earn for the rest of the semester.

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

## STUDENT INFORMATION

### Student Responsibilities

- The responsibility lies with the student to initiate and follow through with the student employment process.
- Work Study packets will be given out by the Financial Aid Office. If not picked up by the student then, the packet will be placed in the student's campus box.
- Students will need to either attend the Job Fair or review the **Job Book** located on the university's website and contact supervisors to obtain a position.
- Set up an appointment with the prospective department to interview for a job.
- Do **NOT** begin working until your supervisor confirms you have been added to their Time Clock Manager. This will not occur until ALL steps are completed for you to be eligible to work. This includes returning the signed Student Employment Authorization (SEA) form to the Financial Aid Office and all completed withholding and I-9 forms/identification are turned into the in the Payroll Office.
- If you are a student that does not have access to a time clock, (working an off campus position) and you complete timesheets, do **NOT** begin working until you check with the Work Study Coordinator to make sure you are eligible to begin.
- All students must either clock in/out using a time clock or complete a timesheet for hours worked. If a time clock is available, the student **MUST** clock in/out using a time clock.
- **Do NOT clock in/out or write in/out another student.** Both of you may be terminated and/or not paid for the hours on timecards/timesheets.
- Maintain a record of hours worked so that you will not work over your Work Program award shown on your award letter. Hours worked over your award will not be paid.
- Timecards/time sheets must be submitted to the Payroll Office according to the schedule enclosed in the Work Study Packet.
- Dress appropriately for work. Check with your supervisor for dress code.
- Observe appropriate workplace behavior and protocol and follow instructions.
- Take your job seriously—your supervisor depends on you to do the job you were hired to do.
- Stop working when you have earned your work study award for the semester.
- Check your Battler email account for information regarding your work study from the Work Study Coordinator or your supervisor. It is your responsibility to take the necessary action regarding any emails you receive.

## STUDENT INFORMATION

### Time Clock Manager

Students who work on campus will use the time clock to clock in/out for their job. Your supervisor will show you how to clock in/out and where you need to accomplish this at. You will use your student ID card to clock in/out. For example, if you work in the Coliseum you must clock in and out in the Coliseum.

Students who work off campus will need to obtain Timesheets in the Payroll Office to record time worked. These timesheets will need to be turned in to the Payroll Office at the allocated time to be paid for same. Timesheets for off campus must be signed by the supervisor. (Time Sheet schedule is included in your Work Study Packet or can be obtained in the Financial Aid Office)

### Timecards and Timesheets

All timecards and timesheets submitted to the Payroll Office for payment must be completed with the following:

- Student's first and last name (not nickname).
- Pay period dates.
- 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.

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

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

**\*\*\* Timecards/timesheets are used on a very limited basis for students not able to access the timeclock. \*\*\***

## **STUDENT INFORMATION**

### **Auditing of Timecards/Timesheets**

The Financial Aid Office will randomly select student timecards/timesheets for auditing. Also, if the student's supervisor, the Payroll Office, or the Work Program coordinator 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.

### **Missed Punches**

If a student forgets to clock in or clock out the time clock will generate a missed punch. It is the student's responsibility to notify the supervisor immediately of the missed punch and the time worked so that it can be corrected in the pay system.

Once notified by the student, the supervisor should make corrections within 24 hours of the missed punch as this will allow the student and supervisor to know how much time has been worked to date.

Should the supervisor not correct a missed punch within 24 hours, the Work Study Coordinator will correct the missed punch by allotting one hour for the student. It is possible that repeated missed punches can result in the loss of the work study job. It is the student's responsibility to check with their supervisor to find out what that supervisor's specific policy is regarding missed punches as to if they can result in verbal warnings, written warnings and/or termination.

**REPEATED MISSED PUNCHES MAY RESULT IN LOSS OF WORK STUDY AWARD FOR THE ENTIRE ACADEMIC YEAR BY THE FINANCIAL AID OFFICE**

### **Parent/Student Employment**

Any student who has a parent employed by Alderson Broaddus University may not be employed through the same department. This is considered a conflict of interest and will not be permitted.

**STUDENT INFORMATION****Unpaid Work Hours****You will not be paid for hours worked:**

- if you do not have a signed SEA on file in Financial Aid **before** beginning to work.
- if you do not complete the required withholding and I-9 forms/ID requirements in the Payroll Office.
- if hours worked exceed your work study award (\$750 per semester)
- if you work more than 20 hours in one week. (Saturday-Friday)
- 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 – this is a missed punch – and if not corrected by your supervisor within 24 hours, you will be given 1 hour for that time segment
- if the University determines you falsified hours. (This includes clocking-in or writing-in another student.)
- if your timecards/timesheets are not legible and/or not signed by supervisor.
- if you work during regularly scheduled class times without instructor confirmation that class was canceled. Or if you work during scheduled breaks.
- if those hours are before the first day of classes or after the last day of finals.
- if signature(s) or initial(s) of supervisor(s) is/are forged on your timecards/timesheets.

**STUDENT INFORMATION****Students Don't...**

- begin working until your supervisor confirms you have been added to their Time Clock Manager. This will not occur until ALL steps are completed for you to be eligible to work. This includes returning the signed Student Employment Authorization (SEA) form to the Financial Aid Office and all completed withholding and I-9 forms/identification are turned into the in the Payroll 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 or over breaks.
- work more than 20 hours in any week OR work more than 6 consecutive hours without a 30 minute break. NO EXCEPTIONS!
- expect a pay check if you do not turn in valid timecards/timesheets and required forms to the Business Office by the date due.
- work over your work award maximum of \$750 per semester.
- clock-in/write-in and leave your work position.
- falsify your timecard or timesheet in any way, including clocking-in/writing-in another student.

## STUDENT INFORMATION

### Termination

A student will be terminated from the Work Program position if any of the following apply:

- you do not have a signed SEA on file in the Financial Aid Office, but are working.
- 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 are clocked-in/wrote-in and/or worked during regularly scheduled class time.

### Permanent Dismissal

- you are clocked in/wrote in and left your work position without supervisor approval.
- your timecards/sheets have forged signatures or initials of supervisors.
- you procure *any* type of monetary gains illegally while performing duties under the Work Program.
- you have falsified your timecard or timesheet (ie. Clocked- in/out or written-in/out hours that you did not work or clocked-in/out, wrote-in/out hours for another student).

### Supervisor Decision

- your supervisor may dismiss you at his or her discretion. It is recommended; but not required, that the supervisor follow the following warning system for occurrences:
- 1. Verbal Warning      1<sup>st</sup> Occurrence
  2. Written Warning    2<sup>nd</sup> Occurrence
  3. Termination        3<sup>rd</sup> Occurrence



*\*\*\*The length of the termination depends on the severity of the violation. However, the forging of signatures/initials, leaving a work position while clocked in without permission, procurement of any monetary gains or you have falsified your timecard/timesheet (ie. Clocked in/out or written-in/out hours that you did not work or clocked-in/out, wrote-in/out hours for another student is grounds for permanent dismissal from the Work Program at Alderson Broaddus University. \*\*\**

## **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.

# **WORK STUDY COORDINATOR**

## WORK STUDY COORDINATOR INFORMATION

### Financial Aid Office and Work Study Coordinator Responsibilities

**The Financial Aid Office is responsible for:**

- Awarding Work Program awards.
- Preparing Work Program packets.
- Making sure that federal regulations are being followed.

**The Coordinator is responsible for:**

- Daily time maintenance and reporting, emails, etc.
- 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.
- Inform students and supervisors regarding important information regarding the work study program via email including, but not limited to: warning that time has not been approved, reminders of due date for time due date and warnings that the student is nearing his or her limit of number of hours available to work.

***\*\*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.\*\****

# **PAYROLL OFFICE**

## PAYROLL OFFICE INFORMATION

### Payroll Office Requirements

Before a student will receive payment for hours worked, the Payroll Office requires all students to:

- Complete all necessary forms required by the Financial Aid Office.
  
- Complete all necessary forms in the Payroll Office. (i.e.: Federal/State Withholding forms, I-9 forms, including ID requirements).
  
- Submit to the Payroll Office a legible timecard/timesheet by the due date. (If off campus)
  
- Total all hours for the pay period on timecard/timesheet.
  
- Have your supervisor sign the timecard/timesheet. Any changes/corrections to time must be approved by the supervisor before the student can be paid.

***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.***

## BUSINESS OFFICE INFORMATION

### Student Accounts

Work Program funds **DO NOT** become a credit on a student's account in the Business Office, until the funds are earned and applied.

Students will be paid once a month, generally around the 8<sup>th</sup>. The Business Office will prepare a check which is then placed in the student's campus mailbox after 9:00 AM on payday. If the student elects to have their check go directly against their student account, they must fill out a form in the Business Office to have this accomplished.

**The Business Office does not cash Work Program checks.**

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.

### INTEREST ON STUDENT ACCOUNTS

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

**\*\*IMPORTANT\*\***

*The Business Office may, at its discretion, garnish a student's Work Program wages to pay any **Costs of Attendance**<sup>1</sup> 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.*

<sup>1</sup>Cost of Attendance includes: tuition, fees, room, board, books, transportation, and personal.

# **SUPERVISORS**

## **SUPERVISOR INFORMATION**

### **Supervisor Responsibilities**

Supervisors are responsible for:

- Interviewing prospective students for job placement within their department.
- 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.
- Provide adequate training to allow the student to perform their job duties in a satisfactory matter.
- Maintaining, Correcting, and Approving student's time. All time must be correct and approved by the supervisor no later than 9AM on the date time is due.
- Be available on regular basis for ongoing support and supervision of student employees.
- Attending orientation for all supervisors at the beginning of the year and ongoing training as it is made available.

**Supervisors must notify the Work Study Coordinator of any and all changes in student employment, including termination, immediately.**



## SUPERVISOR INFORMATION

### Time Clock Plus

The link to access TIME CLOCK PLUS is [timeclock.ab.edu/app/manager](http://timeclock.ab.edu/app/manager). Log in with your AB login and password you created. Once logged in you will be able to see the students who are cleared to begin working.

**A student is cleared to begin working when the supervisor can see the students name in Time Clock. If a student's name does not show in Time Clock, then the student has not been cleared in the Payroll and Financial Aid Offices. If this occurs, the supervisor should contact the Work Study Coordinator to find out what the student is missing.**

At the beginning of each new academic year, supervisors will attend training in operating Time Clock Manager and how to Check STUDENT CUMULATIVE TIME, correct MISSED PUNCHES, and HOW TO APPROVE STUDENT TIME.

### Missed Punches

If a student forgets to clock in or clock out the time clock will generate a missed punch. It is the student's responsibility to notify the supervisor immediately of the missed punch and the time that he or she actually worked so that it can be corrected.

The supervisor will need to make corrections within 24 hours of the missed punch. The correction needs to be made for the time the student worked. It is pertinent that corrections are made in a timely manner so that the student, supervisor and work study coordinator can have an accurate tally of time worked. Also, if missed punches are not corrected in a timely manner, the supervisor most likely will have trouble meeting the deadline for time to be turned in.

If time is not corrected, the Work Study Coordinator will edit missed punch to reflect 1 hour worked. If the supervisor wishes to change the 1 hour correction (which was previously a missed punch that wasn't corrected by the supervisor within 24 hours), the supervisor MUST contact the Work Study Coordinator before doing so.

It is at the supervisors discretion as to how they choose to handle missed punches as far as warnings and, if the student continues to have missed punches, perhaps termination. The supervisor needs to communicate to work study students how missed punches will be handled in your area with regard to discipline.

## Time – Supervisor Responsibilities

### \*\*\* IMPORTANT \*\*\*

As a supervisor, you are responsible for maintaining, correcting and approving all of your work study student's time by the deadlines.

- Within 24 hours of any missed punch – supervisor should correct time to reflect time worked
- Weekly – supervisor should review, correct and approve time
- Monthly – supervisor should complete final approval of time

**Time is due on the 1<sup>st</sup> day of each month at 9am for the prior month's work.** Should the 1<sup>st</sup> fall on a weekend, the calendar will be adjusted accordingly (see current year time card schedule).

Twice before the time due date – the Work Study Coordinator will send reminder emails to supervisors of when time is due. It is also recommended that supervisors place a reminder on their calendar or phone.

**TIME MUST BE REVIEWED, CORRECTED AND APPROVED by 9AM on the 1<sup>st</sup> day of the month (or the day indicated on the current year time card schedule if the 1<sup>st</sup> falls on a weekend.) This is the DUE DATE for supervisors to have their students time turned in.**

Supervisor **CANNOT** add or revise time once **PAY DEADLINE** has passed.

Should a supervisor continue to miss the deadline (9am on the 1<sup>st</sup>), the Work Study Coordinator has the right to remove the supervisor from the Work Study Program and he or she may lose their work study students.

Any students whose time is not approved by the supervisor by the deadline cannot be paid on the scheduled payroll date. The student's paycheck will be printed with the normal payroll cycle and will be based upon the present, unapproved time, in the Time Clock. However, the student's check cannot be given to the student until the supervisor approves the student's time.

Should there be any additional hours to be paid to the student after the supervisor edits/approves time after the deadline, those extra funds must be paid to the student as part of the next payroll as checks cannot be processed mid-cycle.

Once the student completes their time for the semester, the Work Study Coordinator will remove the student and supervisor access from time clock. The Payroll Clerk will then email the final time detail to the supervisor to be approved and signed off on manually.

## Termination

A student will be terminated from the Work Program position if any of the following apply:

- you do not have a signed SEA on file in the Financial Aid Office, but are working.
- 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 are clocked-in/wrote-in and/or worked during regularly scheduled class time.

### Permanent Dismissal

- you are clocked in/wrote in and left your work position without supervisor approval.
- your timecards/sheets have forged signatures or initials of supervisors.
- you procure *any* type of monetary gains illegally while performing duties under the Work Program.
- you have falsified your timecard or timesheet (ie. Clocked- in/out or written-in/out hours that you did not work or clocked-in/out, wrote-in/out hours for another student).

### Supervisor Decision

- your supervisor may dismiss you at his or her discretion. It is recommended; but not required, that the supervisor follow the following warning system for occurrences:
- |                 |                            |
|-----------------|----------------------------|
| Verbal Warning  | 1 <sup>st</sup> Occurrence |
| Written Warning | 2 <sup>nd</sup> Occurrence |
| Termination     | 3 <sup>rd</sup> Occurrence |

*\*\*\*The length of the termination depends on the severity of the violation. However, the forging of signatures/initials, leaving a work position while clocked in without permission, procurement of any monetary gains or you have falsified your timecard/timesheet (ie. Clocked in/out or written-in/out hours that you did not work or clocked-in/out, wrote-in/out hours for another student is grounds for permanent dismissal from the Work Program at Alderson Broaddus University. \*\*\**

## **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.