Work-Study Program

Table of Contents

Hiring Procedures

Posting Available Positions and Selecting a Student:

1. As work-study jobs become available, the Work-Study Coordinator will post the jobs, along with the job descriptions, on the [Sandhills Community College website Work Study page](#).

2. To be placed in a work-study position, students must:
   a. Complete a Free Application for Federal Student Aid (FAFSA)
   b. Be meeting the Financial Aid Office's Satisfactory Academic Progress requirements
   c. Initially be enrolled in six or more credit hours

3. Students may view and apply to any jobs in which they are interested.

4. The Work-Study Coordinator will review applications to determine eligibility.

5. The supervisors for the open positions on campus will review the applications submitted for their job opening, conduct interviews to select the best candidate, and submit their final student recommendation to the Work-Study Coordinator.

Onboarding/Hiring Process:

Students may not begin work until ALL steps detailed below are completed.

1. Prior to the first day of working, the student must complete all personnel and federal/state tax forms online with our Human Resource Department.

2. The student must read the Work Study Handbook and attend the work-study orientation. The student is not allowed to begin work until all paperwork has been completed.

3. After the entire HR process has been completed with the HR Office, the student will then return to the Work-Study Coordinator to review their work-study contract, which specifies the total award amount, number of hours per week, and the total number of weeks the contract covers

4. **The student, the Work-Study Coordinator, and the supervisor, must sign the contract before the student can begin work.** The signed documents must be returned to the Work-Study Coordinator before the student begins working.

Once Student Employment Begins:

x **Dropping below Six Credit Hours***:* If a student drops below six crediusj/TT0r54tHours

x **Returning Students***:* They may resume their job from the prior school year if their supervisor re-requests the student and the student has completed the annual, required

Student Work Schedules

College departments vary in work schedules. Some offices require that all student hours be Monday through Friday from 8:00 a.m. until 5:00 p.m.; other departments may require some night or weekend work.

- x Students must take at least a **30-minute break** if they work **over six hours** in a day, as reflected on their timesheets.

- x Work-study students do not qualify for overtime hours or pay.

- x Students must **not** work **over 15 hours** in a **workweek.** The 15 hours includes combined hours among all Sandhills Community College employment contracts.

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- x In accordance with federal regulations, both the student and the supervisor must sign each timesheet, thus certifying the hours as a true statement of hours worked. Therefore, a supervisor may not back certify hours for a student who turns in late timesheets.

- x Regulations also require the supervisor to state if the performed work was satisfactory.

- x The supervisor must approve monthly hours worked in TimeClock by the **first of the month**.

- x Timesheets held for more than 30 days and not submitted to the Work-Study Coordinator are at risk of not being paid.

- x Fraudulent or "padded" timesheets are a code of conduct violation and result in the student's termination from the work-study program.

- x Timesheets are retained for five years for auditing purposes.

Pay Periods and Rate of Pay

- x Students are paid in arrears and receive paychecks on the last workday of the next month for the prior month's worked hours.

- x **Students are paid $15.00 an hour for on campus jobs and $15.50 an hour for community service positions.**

Student Employee Evaluations

- x Effective evaluation is important in measuring the student's development. Periodic student evaluations conducted by the supervisor provide a learning tool for the student to assess areas in which they excel and the areas in which they need improvement.

- x The goal of the evaluation process is to provide students with the incentive to improve their performance, reinforce good work habits, and encourage personal development.

- x **It is the supervisor's responsibility to evaluate the student's performance each**(s)-7(ib)-9(i)-7 5S Tw 0.0

x   The evaluations are placed in the student's permanent work-study record and may be used to determine recommendations Sandhills Community College makes concerning future employment references for the student.

Dress Code

x   Individual departments determine the dress code for their work-study students. Students are required to dress appropriately for the specific job as stated by each supervisor.

x   No matter the position, the student is expected to dress in a conservative manner as they are representing Sandhills Community College.

x   Supervisors or the Work-Study Coordinator address inappropriate dress. If the problem is not corrected, necessary disciplinary action will follow.

Satisfactory Academic Progress

x   Work-study students must maintain satisfactory academic progress to remain eligible for work-study funds. Students are to refer to the satisfactory academic progress policy on the Sandhills Community College website www.sandhills.edu/finaid.

x   Students with a suspension or maximum timeframe status are not eligible for federal work-study funds.

x   Students who have a maximum timeframe status MAY be allowed to transition to an institutional work-study position. This is at the discretion of the Work-Study Coordinator and dependent on institutional funding availability.

Release from Work-Study Contract

x   Students who request a release from their work-study contract must submit a two-week *working* notice to their supervisor and the Work-Study Coordinator. This notice is filed in their work-study file.

Procedure for Student Disciplinary Action

The work-study contract is the student's pledge to adhere to the policies and procedures outlined in this handbook. All student employees are given handbooks in advance and are encouraged to read it before they begin their campus job.

Student development is an important part of the work-study program. Helping the student to find their deficiencies and providing encouragement and support for improvement will certainly benefit the student's overall development and performance.

Supervisor's Responsibility

When problems arise, disciplinary action initially starts within the department.

1. It is the supervisor's responsibility to **address** (verbally) and **document** (written) disciplinary issues-1.22 TdbS e (l)-4 ((l)7 (t)-10 (Tw 4.88 0/TT0 8(u)-4 f4 (2 (ib1(s)-4-me)e0.005 Tw 4

explanation may be written directly on the disciplinary notice or attached later if the student chooses to return with additional comments.

5. If the Work-Study Coordinator deems it appropriate, a meeting is scheduled with the student, supervisor, and Coordinator to discuss the problem and possible solutions.

6. If no solution is agreeable to both the student and the supervisor, the Coordinator may identify another work-study job for the student. If the student chooses not to accept the offer of another job, they are asked to sign the "Decline Form," thus indicating that the student will not work for the remainder of the term.

Note: The Work-Study Coordinator reserves the right to implement disciplinary procedures if necessary – no matter if the action