

WILLIAM PENN UNIVERSITY
FEDERAL STUDENT EMPLOYEE GUIDELINES
HANDBOOK



WHAT IS THE FEDERAL STUDENT EMPLOYMENT PROGRAM?

The Student Employment Guidelines set forth the basic operational policies and procedures under which the program functions. Guidelines are necessary in order to help each student become an effective, contributing member of the Student Employment Program, thereby improving the experience gained from the program.

The Student Employment Program provides students with the opportunity to learn to grow through their work experience by allowing them to assume responsibility for the work activities, which enable the campus to function. In addition, the program stimulates and promotes the part-time employment of students who are in need of earnings in order to pursue a course of study.

Students are responsible for reading the Federal Student Employment Guidelines and being familiar with its policies and procedures. If a student has questions or concerns regarding the guidelines, assigned position, or a conflict in the work place, the student should first discuss the matter with the supervisor. If the student needs further clarification or feels that a conflict still exists, an appointment should be made to visit with the Coordinator of Student Employment.

LOCATION OF FEDERAL WORKSTUDY OFFICE:

Financial Aid Office – PAC Building, level 2 Room 204

Federal Work Study Coordinator – Lori Smith

PHONE: 1060 (on campus), 673-1060(off campus)

THE UNIVERSITY SUBSCRIBES TO A NON-DISCRIMINATION POLICY WHICH READS:

No person is discriminated against in the Student Employment Program because of religion, race, citizenship, national origin, marital status, sex, or age.

STUDENT ASSIGNMENT

Student Interviews - A complete list of available positions will be posted on 2nd floor of Penn Hall on the Federal W/S Bulletin Board, in booklets in the PAC Cafe and on the William Penn website by accessing www.wmpenn.edu, Admissions tab, Federal Work Study. Students should review the listings to find a position of interest, and then make an appointment with the supervisor for an interview.

DOCUMENTS NECESSARY TO BEGIN WORKING/RECEIVE PAY

Those students who have been awarded federal student employment must complete:

- **Work Authorization Form – receive from W/S Coordinator, Pac room 204**
- **I-9 Forms (along with two forms of ID) - receive from Business Office, Penn Hall**
- **W-4 Form – receive from Business Office, Penn Hall**

HOW MANY HOURS MAY I WORK PER WEEK? (example)

<u>AWARD DOLLAR.</u>	<u>AVG PER HR PAY</u>	<u># OF HOURS PER WEEK</u>
\$1000 (for a semester)	\$7.25	9.2 approx

The above hours are close approximations based on 15 academic work weeks per semester.

It is William Penn's policy that student employees should not exceed 20 hours maximum per week. .

MY WORK-STUDY AWARD IS RUNNING OUT. WHAT SHOULD I DO?

You should not earn more than that dollar amount listed on your award. If you work over the amount, you may lose some other type of aid. It is your responsibility to ensure that this does not happen. You are encouraged to check with the Payroll Clerk if you have questions about your remaining balance.

ARE THERE TIMES I CANNOT WORK?

Students should not work during regularly scheduled class, early dismissal, or canceled class times. In addition, students should not work after they have earned the maximum dollars awarded for each semester. Students may not record time when traveling to or from their work-study job.

WHAT IF I DO NOT EARN ALL OF MY AWARDED HOURS?

Failure to complete the number of awarded hours will obviously affect the earnings which were available for the semester. The University is not obligated to provide an alternate type of assistance or financial aid to a student who does not earn the federal work study award.

MAY I WORK DURING VACATION AND FINALS?

Students may work during vacation and finals week. However, special prior arrangements should be made with the supervisor and the payroll department. **STUDENTS ARE NOT ELIGIBLE TO WORK OVERTIME AND ARE NOT ELIGIBLE FOR OVERTIME PAY.**

HOW IS MY JOB PERFORMANCE EVALUATED?

The supervisor **may** evaluate a student employee each semester. The purpose of the evaluation is to assess the job performance of the student employee. This also provides

an opportunity for the supervisor to recognize achievement and address concerns regarding performance.

WHAT IF I AM ABSENT OR LATE FOR WORK?

Students are required to report promptly and regularly for work as scheduled. Arrive for duty in sufficient time to be at the assigned job and ready to work at the scheduled hour. Students are responsible for knowing their own check-in time.

If a student is unable to be on duty as scheduled, the supervisor should be notified in advance of the reporting time so that necessary arrangements can be made. Any absences or tardiness will not only jeopardize the student's earnings, but may also be a factor in future employment with the University.

HOW DO I GET PAID?

The Student Employment Program provides for payment on an hourly rate basis only. Regardless of how many hours per week the student may be scheduled to work, payment will be made for the actual time that is spent on the job.

ON- CAMPUS positions submit hours worked by use of a time card system and a time card punch machine. Each week the student will pick up a time card issued by the Work Study Payroll Clerk located in the Business Office. Time cards should remain in the location near the time clock. **At the end of each week the student will sign and submit their time card to their supervisor who will then approve and deliver the time card to payroll.** Time cards need to include student's name, id # and department number. All time cards must be signed by the student and the supervisor in order to receive pay for that pay period. No "written in" times will be accepted unless preapproved arrangements have been made between the student, supervisor and payroll office. In order for a paycheck to be issued, the Business Office must have a current W-4 and I-9 on file. Students will pick up a new time card each Monday.

OFF-CAMPUS positions submit hours worked via email from the job supervisor directly to the William Penn Payroll Clerk: Shellie Long
Ph. 641-673-1035
Email: longsd@wmpenn.edu

The Business Office will issue paychecks on the 3rd Friday of every month.

CALCULATING HOURS

Use the Equivalent time chart to convert minutes to hundredths.

Minutes	Tenths	Hundredths		Minutes	Tenths	Hundredths
01	.0	.02		31	.5	.52
02	.0	.04		32	.5	.54
03	.0	.05		33	.5	.55
04	.0	.06		34	.5	.56
05	.0	.08		35	.5	.58
06	.1	.10		36	.6	.60
07	.1	.12		37	.6	.62
08	.1	.14		38	.6	.64
09	.1	.15		39	.6	.65
10	.1	.16		40	.6	.66
11	.1	.18		41	.6	.68
12	.2	.20		42	.7	.70
13	.2	.22		43	.7	.72
14	.2	.24		44	.7	.74
15	.2	.25		45	.7	.75
16	.2	.26		46	.7	.76
17	.2	.28		47	.7	.78
18	.3	.30		48	.8	.80
19	.3	.32		49	.8	.82
20	.3	.34		50	.8	.84
21	.3	.35		51	.8	.85
22	.3	.36		52	.8	.86
23	.3	.38		53	.8	.88
24	.4	.40		54	.9	.90
25	.4	.42		55	.9	.92
26	.4	.44		56	.9	.94
27	.4	.45		57	.9	.95
28	.4	.46		58	.9	.96
29	.4	.48		59	.9	.98
30	.5	.50		60	1	1.00

WHAT IF I WANT TO TRANSFER TO A DIFFERENT JOB?

From time to time reassignments become necessary. Students wishing to be reassigned must request a Work Authorization Form from the Coordinator of Student Employment. Work Authorization Forms must be completed and signed by the student, the supervisor and returned to the Financial Aid Office.

WHAT IF I WANT TO WORK MORE THAN ONE WORK STUDY JOB?

A student may work more than one work study job. However, the combined hours per week should not exceed 20. Also, the combined wages should not exceed the dollar amount awarded for the semester. You should not earn more than that dollar amount listed on your award. If you work over the amount, you may lose some other type of aid. It is your responsibility to ensure that this does not happen. You are encouraged to check with the Payroll Clerk if you have questions about your remaining balance.

MAY CHILDREN ACCOMPANY ME WHILE I WORK?

It is not an acceptable employment practice to bring children to a student employee's place of work during working hours.

WHAT ARE THE DISCIPLINARY POLICIES AND PROCEDURES FOR STUDENT EMPLOYMENT?

An employee may be reprimanded by the employee's supervisor for any of the following reasons but not limited to:

- Incompetence
- Neglect of duties
- Violation of safety rules
- Tardiness or absenteeism
- Disregard of established procedures
- Disregard of personal appearance, uniforms, appropriate dress hygiene
- Discourtesy
- Serious infraction of the Wm Penn Univ. Student Code of Conduct

William Penn University is committed to the constructive resolution of problems. It is our expectation that communication is likely to resolve most misunderstandings. However, in the event that the problem persists, the following process will be implemented.

- **Step One:** The supervisor needs to communicate the problem to the student and problem should be documented.

- **Step Two:** If step 1 did not lead to a resolution, the Supervisor has the option of terminating the student.

Written warnings and notice of termination will become a part of the student's financial aid file. Once a student has been terminated, the University is not obligated to re-employ the student or replace with alternative financial aid.

ACTIONS WHICH MAY CAUSE IMMEDIATE TERMINATION FROM THE WORK-STUDY PROGRAM:

Any of the following reasons may justify immediate termination from a job:

- Forgery
- Dishonesty
- Theft
- Violation of a Confidentiality Contract
- Intentionally punching in on another student's time card for purposes of fraud
- Misrepresentation of hours worked on time cards
- Serious infraction of the Wm Penn Univ. Student Code of Conduct

Falsification of hours worked in any manner is a crime! Any student who falsifies his or her own hours worked will be referred to the appropriate campus authorities for investigation and possible criminal prosecution. Students who have proven to have engaged in such conduct may expect serious consequences, including termination from the Federal Work Study Program.

MAY I APPEAL MY TERMINATION?

Any student wishing to appeal a termination must submit a formal typed (or legibly written) appeal to the Coordinator of Student Employment within ten class days from the date of termination. If an appeal is not submitted within ten class days, the student may lose the right to appeal.

Step One: The student submits a formal typed (or legibly written) appeal to the Coordinator of Student Employment within ten class days of termination.

Step Two: The Coordinator of Student Employment convenes the Student Employment Board within five class days of the submission of the appeal.

Step Three: The Board will hold a hearing to review the appeal of termination. The student and the supervisor will be given an opportunity to present information concerning the case. Though a student is not required to present a formal verbal appeal, the student and the supervisor are expected

to be present to answer any questions that the Board may have regarding the student's termination.

Step Four: The Board, in closed sessions, will vote to either uphold or overturn the termination. This decision will be based on information from the student's work record, the formal written appeal, and verbal testimony presented at the hearing.

Step Five: The Coordinator of Student Employment will notify the student and the supervisor of the Board's decision. The Chair will also follow-up with a letter outlining the decision of the Board. Copies of the letter will be sent to the student and the supervisor. In addition, a copy of the letter will be placed in the student's financial aid file. The Board's decision is binding.

STUDENT EMPLOYMENT BOARD

The Student Employment Board will meet at the discretion of the Coordinator of Student Employment. Members of this group will include 4 students, 4 supervisors, and the Coordinator of Student Employment (voting Chair).

The Board will discuss items regarding student employment, conduct question & answer sessions, receive input from members concerning general and/or specific situations, hold hearings based on termination appeals, select the Student Employee of the Year, etc.

DRUG-FREE WORKPLACE POLICY

William Penn University recognizes that alcohol and drug use can create health, safety, social, and legal problems. The University is committed to maintaining a safe and healthy work and educational environment, free from the use of alcohol and illegal drugs. Refer to the Student Handbook for the Alcohol and Drug Policy.

SEXUAL HARASSMENT STATEMENT

It is the policy of the University that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Refer to the Student Handbook for additional Sexual Harassment information.