

WILLIAM PENN UNIVERSITY
FEDERAL STUDENT WORK-STUDY
HANDBOOK



2021-2022

WHAT IS THE FEDERAL STUDENT WORK-STUDY PROGRAM?

This handbook sets forth the basic operational policies and procedures under which the program functions. Guidelines are necessary to help each student become an effective, contributing member of the Federal Work-Study program, thereby improving the experience gained from the program.

This 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 need earnings to pursue a course of study.

Students are responsible for reading the Federal Student Work-Study Handbook 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 WORK-STUDY OFFICE:

Financial Aid Office – PAC Building, Level 2, Room 204

Federal Work-Study Coordinator – Julie Gleason

PHONE: 1060 (on campus), 641-673-1060 (off campus)

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

No person is discriminated against in the Federal Student Work-Study program because of religion, race, citizenship, national origin, marital status, sex, or age.

AWARDING OF FEDERAL WORK STUDY PROGRAM

Federal Work Study must be awarded to the student and will appear on their financial aid notification. If the student's notification is noted as UNOFFICIAL, they may not start the process for FWS and must stop in the financial aid office. If the award letter is not noted UNOFFICIAL, they may proceed with the next step.

STUDENT ASSIGNMENT

Student Interviews - A complete list of available positions will be posted on the William Penn website by accessing www.wmpenn.edu, click Admissions & Aid, see Federal Work-Study. Students should review the listings to find a position of interest and make an appointment with the supervisor for an interview.

DOCUMENTS NECESSARY TO BEGIN WORKING/RECEIVE PAY

Those students who have been awarded federal work-study will be provided forms from the supervisor to complete and return to their supervisor:

- **Work Authorization Form**
- **I-9 Forms and W-4 Forms**
- **Two forms of ID (provided by the student)**

Supervisors are to turn all paperwork in to the financial aid office.

Once the Coordinator of Student Employment has signed the Work Authorization Form, copies will be distributed to the student and payroll clerk. The original form will remain in the student's permanent file. This form will serve as an official notice that the student is assigned and authorized to work in a particular area.

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)	\$9.00	7.4 approx.

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

It is William Penn's policy that federal work-study employees should not exceed 10 hours maximum per week. Students should not to earn more than the awarded amount stated on their award notification.

HOW MUCH DO THE JOBS PAY? The rate of pay is established through the Business Office and may vary from job to job. No job will pay less per hour than the Iowa state minimum wage. Current pay is \$9.00/hour for all departments without prior approval from the WPU payroll department.

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?

Students may work during vacation. However, special prior arrangements should be made with the supervisor and the payroll department. Under no circumstances are students allowed to work over 32 hours in a week.

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 supervisor will pick up a time card issued by the Work Study Payroll Clerk located in the Business Office. **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 the following Monday by noon.** Time cards need to include student's name, id # and department number. All time cards must be signed by the student and the supervisor to receive pay for that pay period. For a paycheck to be issued, the Business Office must have a current W-4 and I-9 on file.

OFF-CAMPUS positions hours worked will be submitted via email from the job supervisor directly to the William Penn Payroll Clerk in Penn Hall 224.

The Business Office will issue paychecks bi-weekly. The pay schedule is attached.

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 new supervisor. The form must be completed, signed by the student, signed by the supervisor, and the supervisor should return to the form 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 10. 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, if 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.

2021-2022 FEDERAL STUDENT WORK-STUDY PAYROLL SCHEDULE

	Payday	Dates Included	Weeks Paid	
<i>FALL 2021</i>				
Aug-21	8/27/2021	August 14 - August 20	1	
Sep-21	9/10/2021	August 21 - September 3	2	
	9/24/2021	September 4 - September 17	2	
Oct-21	10/8/2021	September 18 - October 1	2	
	10/22/2021	October 2 - October 15	2	
Nov-21	11/5/2021	October 16 - October 29	2	
	11/19/2021	October 30 - November 12	2	
Dec-21	12/3/2021	November 13 - November 26	2	<i>No RA Pay Dec. 3, 2021 is the last day to work.</i>
	12/10/2021	November 27 - December 3	1	
<i>SPRING 2022</i>				
Jan-22	1/14/2022	December 25 - January 7	2	
	1/28/2022	January 8 - January 21	2	
Feb-22	2/11/2022	January 22 - February 4	2	
	2/25/2022	February 5 - February 18	2	
Mar-22	3/11/2022	February 19 - March 4	2	
	3/25/2022	March 5 - March 18	2	
Apr-22	4/8/2022	March 19 - April 1	2	<i>No RA Pay Apr. 29, 2022 is the last day to work.</i>
	4/22/2022	April 2 - April 15	2	
	5/6/2022	April 16 - April 29	2	