



WEST VIRGINIA STATE  
UNIVERSITY

# The Federal Work-Study Manual



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## **EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT**

*West Virginia State University is an equal opportunity/affirmative action institution and does not discriminate against any person because of race, color, religion, sex/gender, national origin, ancestry, age, blindness, disability, pregnancy, genetic information, sexual orientation, gender identity, veteran or military status or other category that is protected under federal, state, or local anti-discrimination laws as protected characteristics.*

## Memo

TO: All Work-Study Students

FROM: Financial Aid, Career Services and Business & Finance

RE: The Federal Work-Study Manual

The purpose of this manual is to help both supervisors and students have a better understanding of the policies and procedures of the Federal Work-Study Program.

The Federal Work-Study Program is a federally funded program designed to assist you in meeting your financial obligations to West Virginia State University, and possibly enabling you to graduate, without incurring a large loan debt. It can also be a learning experience that explores an individual's talents.

PLEASE READ THIS MANUAL—IT COULD SAVE YOU PROBLEMS LATER. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT CAREER SERVICES AT 304-766-3250 OR VISIT OUR OFFICE IN WALLACE HALL ROOM 108.

A copy of this manual is available on the Career Services webpage.

# PART I

## FEDERAL WORK-STUDY PROGRAM OVERVIEW

### A. STATUTORY AUTHORITY AND PURPOSE

#### 1. Statutory Authority

West Virginia State University sponsors the Federal Work-Study Program in accordance with Section 503 of the Education Amendments of 1972 (Pub. L 92-318) and pursuant to the authority contained in Title IV, Part C, Section 441-446 of the Higher Education Act of 1965 as amended (42 U.S.C. 2751-2756), by the Commissioner of Education with the approval of the Secretary of Health, Education, and Welfare.

#### 2. Purpose

The primary purpose of the Federal Work-Study Program of 1965 as amended by the Education Amendments of 1968, 1972, 1976, 1980, 1992, 1998 and 2006 is to stimulate and promote the part-time employment of students, particularly those with financial need, who require the earnings from such employment in order to pursue courses of study at eligible institutions.

Federal Work-Study is often awarded to students with other forms of financial aid and is referred to as a package. Earnings from the Federal Work-Study Program help the student to afford an education without the necessity of incurring an unduly heavy burden of indebtedness. The Federal Work-Study Program is also intended to broaden the range of worthwhile job opportunities for qualified students.

The student's experience, interest, and job preference are given consideration for placement. Every effort is made to place students in jobs for which they are qualified and, where possible, in an area related to their field of study. Students are given equal opportunity for participation in the program without regard to race, color, religion, sex/gender, national origin, ancestry, age, blindness, disability, pregnancy, genetic information, sexual orientation, gender identity, or military status or other category that is protected under federal, state, or local anti-discrimination laws as protected characteristics.

### B. ELIGIBILITY AND SELECTION OF STUDENTS

#### 1. Eligibility

A student enrolled at West Virginia State University is eligible for employment under the Federal Work-Study Program if such student:

- a) has been fully accepted into a degree program at West Virginia State University, is enrolled as a (at least) half-time student and is in good standing as an undergraduate student.
- b) is a citizen of the United States, or lives in the United States for other than a temporary purpose and intends to become a permanent resident.
- c) is capable, in the opinion of the institution, of making responsible academic progress in such course of study while employed under this program and,
- d) has demonstrated a financial need as determined by the U.S. Department of Education.

#### 2. Selection

West Virginia State University shall make employment under the Federal Work-Study Program reasonably available (to the extent of available funds) to all eligible students at the institution. In the event that requests for employment exceed available funds, the institution shall give preference in the awarding of employment to those of its students with the greatest financial need. In determining

such need, West Virginia State University shall take into account grant assistance provided to the student from any public or private source.

### **C. NEED**

The Office of Student Financial Aid at West Virginia State University is responsible for determining if a student is eligible for work-study. The Office of Student Financial Aid takes into account the student's actual cost of education, his/her expected family contribution as determined by the U.S. Department of Education, and other sources of aid from public and/or private sectors.

### **D. AMOUNT OF AWARD**

The amount of award is determined by the Office of Student Financial Aid. The Office of Student Financial Aid considers the individual student's need, the potential number of hours per week the student can work, the length of the academic period of employment, and the amount of other aid available to the student. In no case should the Federal Work-Study award, in combination with other sources of financial aid, exceed the student's financial need. The maximum award amount a student may receive under the Federal Work-Study Program is \$5000 per year. The Office of Student Financial Aid determines the award amount for each individual student based on the above factors.

### **E. INSTITUTIONAL RESPONSIBILITY**

West Virginia State University shall be responsible for determining the eligibility of the students participating in the program regardless of whether they will be engaged in work for the institution itself or for a public/private non-profit organization.

### **F. COORDINATING OF AID PROGRAMS**

#### **1. Packaging**

West Virginia State University will not award Federal Work-Study to a student when all the resources made available to the student from Federal and non-Federal sources would exceed the difference between the student's cost of the education and his/her expected family contribution as determined by the U.S. Department of Education. In no event may the total amount of aid received from all Federal and non-Federal sources exceed the student's cost of education.

#### **2. Resources**

The term *resources* includes any waiver of tuition and fees, any scholarships, grant-in-aid, including athletic scholarships, fellowship or assistantship, any loan made under the Guaranteed Student Loan Program or other loan programs and any expected net earnings during the period for which the student receives financial aid.

### **G. PROGRAM ELIGIBILITY AND LIMITATIONS**

#### **1. General Eligibility**

The Federal Work-Study Program at West Virginia State University involves work for the institution itself or work in a public or private non-profit organization.

- a) Work for the institution itself may include work typically performed by the institution for its students, but which the institution elects to contract out; such as food service, cleaning, maintenance and security, providing the contract stipulates a specific number of West Virginia State University students. West Virginia State University will establish the student's rate of pay.
- b) Profit-making activities such as the operation or rental of athletic fields, auditoriums, theaters, parking lots, etc., and their administrative functions shall not be considered work

for the institution or work in the public interest except that such employment is connected with events conducted as part of the educational program and the institution.

- c) Work in the public interest is that which is devoted to national or community welfare rather than that of a particular interest or group. Work for a public or private non-profit organization must be evidenced by a written agreement between West Virginia State University and the employing organization. The Office of Career Services at West Virginia State University is responsible for the selection of the organization and the fulfillment of the agreement. In no event shall work be considered in the public interest if: (1) it is primarily for the benefit of the members of a limited membership organization-such as a credit union, fraternal or religious order, or a cooperative; (2) it is to be performed for an elected official other than a part of the regular administration of federal, state, or local government; (3) it is work for which political support or affiliation of the student is a prerequisite or consideration for employment.

## 2. General Limitations

Federal Work-Study may not:

- a) Result in the displacement of employed workers or impair existing contracts for services.
- b) Involve the construction, operation, or maintenance of a facility that is used or is to be used for sectarianism or religious worship.
- c) Involve any partisan or nonpartisan political activity associated with a candidate or with a contending faction or group in an election for public or party office.
- d) Involve any lobbying on the federal level.

Federal Work-Study shall be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region, proficiency of the employee and any applicable federal, state, or local legislation.

## **H. ELIGIBLE EMPLOYMENT**

A position is considered eligible employment if persons in the position normally have been compensated or if persons presently holding the same or similar positions are being compensated. Work performed for the institution itself, by which a student satisfies a requirement for a degree or certificate, will not be considered eligible employment. However, work for a public or private non-profit organization, which is otherwise eligible employment, is not made ineligible solely because it satisfies a requirement of a degree or certificate.

## PART II

### STUDENT REGULATIONS AND PROCEDURES

#### A. APPLICATION AND APPROVAL PROCESS

1. A student must apply for financial aid by **first** completing the Free Application for **Federal Student Aid (FAFSA)** by **April 15**. This can be completed by electronic filing or paper application. The Office of Student Financial Aid will then contact the student to request further documentation in order to complete the financial aid file.
2. A student must be accepted and enrolled for **at least half-time** (6 hours) each semester, considered to be making reasonable academic progress, and be in good standing according to the institutional policies.
3. A student is notified of his/her eligibility for employment with an **award letter** via email, which contains a statement of the dollar amount and type of awards available to the student.
4. In order to accept the award, the applicant must submit the electronic award.
5. When the student's file is complete, the student must submit a resume and letter of recommendation to the Office of Career Services for the appropriate placement.
6. Student awards are divided equally for each semester, unless otherwise specified in the award letter. Students who exceed their award risk a reduction in their financial aid the next academic year. However, re-evaluation of an aid package will be made upon request. **Students who fail to work 75% of their award during the Fall semester may cause cancellation of their Spring semester award.**
7. Student placement is the sole responsibility of the Office of Career Services. The Office of Career Services does take into consideration the following: job requests submitted by the departments and the student's major, area of interest, and previous work experience.
8. Unearned awards **may not be carried over to summer sessions**. However, unearned fall awards may be carried over to the following spring semester.
9. The Office of Student Financial Aid reserves the right to change a student's award at any time based on eligibility.

#### B. EMPLOYMENT REGULATIONS

##### 1. Hourly Employment

Federal Work-Study is considered part-time employment and provides for pay on an hourly wage rate basis (an hour's pay for an hour's work). Fringe benefits (such as sick leave, holidays, coffee breaks, lunch, vacation pay, etc.) may not be included as part of the hourly wage rate. Students may not be compensated on a salary, commission, or fee arrangement.

##### 2. Minimum Wage

The minimum wage rate shall be established by West Virginia State University based on State Legislation.

3. **Work Schedule**

The student employee and employer work together to formulate a schedule that is conducive to all concerned. A work schedule should make allowances for meals and meeting class requirements. It is the student's responsibility to notify the immediate supervisor as soon as possible if unable to meet the prescribed work schedule.

4. **Holidays**

In general, student employees shall not be required to work on a legal holiday and the holiday is taken by the student employee without pay. However, West Virginia State University may be required to maintain services in some departments on certain holidays, and on such days, staff may be scheduled to work. Student employees who choose to work on a holiday shall be paid for the hours worked at their regular rate of pay.

5. **Vacation**

Student employees do not have vacations from employment as such. However, arrangements for "time off" without pay are the responsibility of the employer.

6. **Illness**

Sick leave benefits are not available to student employees. In the event of illness, the student employee should notify his/her supervisor as soon as possible on each day of absence. Failure to give such notification can result in termination.

7. **Maximum Hours of Employment**

The Office of Career Services at West Virginia State University shall determine the number of hours which an eligible student may be employed based on the size of the award and the rate of pay stipulated by the Office of Student Financial Aid. The student **shall not work more than 20 hours per week nor shall the student work more than 7.5 hours per day.**

The Office of Student Financial Aid reserves the right to limit the number of hours which an eligible student may be employed if (a) the financial aid package is increased, (b) employment is harmful to the student's health or academic progress, or (c) limited available funds for the Federal Work-Study Program should occur and the financial aid package is reduced.

8. **Hours in Excess of Award**

The Federal Work-Study Program will not match any portion of excess earnings. Institutional monies will fund any excess earnings. Any overpayment is considered a resource of the student and the aid package for the student will be reduced accordingly.

9. **Federal Work-Study Earnings**

The primary purpose of Federal Work-Study employment is to enable students to meet their educational expenses. Therefore, when a student is enrolled in a regular session, the earnings must go toward incurred educational costs as billed by West Virginia State University. Earnings in excess of the indebtedness shall be used for student maintenance.

10. **Community Service**

Community service positions, on or off-campus, must equal at least 7% of the institution's FWS allocation with at least one FWS student who serves as a reading tutor for children in elementary school or younger.

Community Services are defined as services that are identified by an institution of higher education through formal or informal consultation with local non-profit, government, and

community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs. These services include, but are not limited to, fields such as:

- Health Care • Support to students with disabilities • Child Care • Mentoring • Literacy Training • Tutoring • Public Safety • Supporting educational and recreational activities • Crime Prevention and Control • Counseling • Recreation • Community Improvement

Working off-campus for non-profits or government agencies is encouraged but not required.

Work performed off-campus must be in the public interest which is defined as work performed for the welfare of the nation or community rather than work performed for a particular interest or group. The nonprofit organization must be incorporated as a nonprofit under federal or state law. All off-campus employers must have a written agreement with the institution in which the students are enrolled. The agreement should specify what share of student compensation and other costs will be paid by the off-campus organization. The Office of Career Services identifies and develops agreements for off-campus work sites.

#### **11. CHANGES IN ELIGIBILITY TO WORK**

The Office of Career Services may instruct the Supervisor to terminate or suspend the employment of a student. This is the result of some change in the student's financial aid eligibility.

All earnings for time worked through the day that the Supervisor receives this notification are to be paid with Federal Work Study funds. If the work-study student continues working, subsequent earnings must be paid with your department's funds.

A work-study student will be terminated in the following circumstances:

- Withdrew from school for the semester
- Dropped classes and is enrolled less than half-time (6 credit hours for undergraduates; 4 credit hours for graduate students).
- Has received an additional financial aid award that meets financial need
- Has been academically dismissed
- Not met or is not meeting the University's Satisfactory Academic Progress standards for financial aid eligibility (SAP)
- Owes a refund to a federal grant program or is in default on a federal loan
- Had a decrease in budget resulting in decreased financial need that is met or exceeded by other awards and FWS earnings to date
- Had an increase in Expected Family Contribution (EFC), resulting in decreased financial need that is met or exceeded by other awards and FWS earnings to date
- Has graduated
- Has earned the entire awarded amount.

## 12. THE HIRING PROCESS

The student must first be awarded federal work-study funds before moving forward with the hiring process. The student will be notified and instructed by the Office of Career Services regarding the necessary application and employment forms. Students who return to the same work site must still follow the same hiring process each academic year.

All work-study students will submit a resume. Additionally, first-time work-study students will submit a letter of recommendation from a previous employer, teacher/professor or a community leader. The letter of recommendation cannot come from a family member or relative. All returning work-study students must submit a performance evaluation from their previous work-study supervisor.

Students will access the ExactHire Onboarding System to complete all the necessary employment forms. They will receive an onboarding email with the title, "Welcome to West Virginia State University" in order for them to complete their new-hire paperwork electronically. The email will be sent to the email address that is listed on their resume and will contain a link so that they can create their account and access the new hire forms and tasks.

Employment forms and tasks include:

- WVSU Confidentiality Agreement
- Federal Tax Form - W-4 - Employee's Withholding Certificate
- State Tax Form - WV/IT-104 - Employee's Withholding Exemption Certificate
- Employment Eligibility Verification Form I-9 and provide acceptable documentation (ID)
- Payroll Direct Deposit Setup Form **or** WV Pay Card Form

Work-Study Expectations

- Work-Study Drug Free Workplace Policy
- Work-Study Dress Code Policy
- Complete Mandatory Title IX Training in Safety Skills
- Voluntary Self-Identification of Veterans
- Employee EEO Self-Identification
- Acknowledge receipt of the WVSU Payroll Pay Period Calendar
- Read and review the WVSU Notifications
- Read and review the WVSU Board of Governors Policy #14 - Sexual Harassment

Potential employers will receive application materials on each Work-Study student. Students are selected and interviewed by each supervisor/department, then the position is offered to the student. Once a commitment is received from the student, the supervisor notifies the Office of Career Services. Employment documents are sent electronically to the supervisor for signatures:

- Position/Personnel Request Form (PPRF)
- FWS Work Assignment Form

All forms must be returned to the Office of Career Services. Completed forms will be sent to Human Resources for payroll processing. The Office of Career Services will keep all employment documents for students working on FWS for seven years from the last date of employment.

If the employer and/or student choose not to accept the position, then the student meets with the Director of Career Services to determine additional work site options.

### 13. Payroll and Time Card Procedures

Prior to the first day of employment, all work-study students are required to create an account and login to myApps. The myApps system is used to access the Kronos timekeeping system where employees record their hours worked. Kronos is used for submitting staff, temporary employee, work-study and student employee hours to the Payroll Office at the University.

Work-Study students will complete an electronic time card in Kronos bi-weekly and verify its accuracy.

Time cards are the Employer's responsibility. The Timekeeper will approve and send time cards electronically to Payroll, Room 110 Cole Complex, every two weeks according to the payroll calendar.

Work-study students are paid bi-weekly and an electronic payroll pay period calendar will be provided in the ExactHire Onboarding System.

Federal Work-Study earnings are taxable by the IRS but those earnings are FICA exempt and are not counted against a student's need-based eligibility for the following year's FAFSA. A student can view their tax withholdings on their pay stub and address any questions regarding W-2's and direct deposit at the Employee Self-Service portal within the Kronos system. Information regarding pay stubs, W-2's and direct deposit can also be found in the portal.

### 14. Time Card Falsification

Time card falsification is time recorded on your time card that you did not actually work. Time card falsification is a crime. Any student who falsifies hours worked will be referred to the appropriate campus authority for investigation and possible criminal prosecution. Students who have been proven to have engaged in such conduct may expect serious consequences, including termination from the Federal Work-Study Program.

### 15. Transfers

- a) Transfers are made solely by the Office of Career Services. Requests will be heavily weighed and evaluated before permission is granted.
- b) Student employees may transfer jobs for valid reasons such as transferring to a position that is more in line with a chosen profession, past work experience in a requested area, employee's termination due to a minor offense or a conflict between class or current work schedule.
- c) The student employee must notify his/her present employer of the request and give cause for the transfer. A transfer request must be approved **by past and present employers** and the **Director of Career Services** before a student changes jobs. Any other changes will be considered invalid.

### 16. Termination

- a) A student who resigns voluntarily or is terminated shall receive the unpaid salary or wages due him/her for services rendered. In instances of both voluntary and involuntary termination, at least two weeks' advance notice must be given by the terminating party (Office of Student Financial Aid, the employer, or the resigning student). In cases of gross misconduct, disciplinary action will be in accordance with West Virginia State University policies and no advance notice is required.

- b) The Office of Student Financial Aid will terminate a student employee when there is inadequate funding, when a student earns over the allotted award, or when the student has failed to report all resources on the Free Application for Federal Student Aid (FAFSA). The student enrolled with less than six (6) hours will be terminated; however, when enrolled with less than full-time (6-11) hours, the student's aid package must be reduced accordingly.
- c) The employer may terminate a student after five (5) consecutive absences from scheduled work periods if the student employee failed to get permission from the employer or failed to call prior to the absences.

However, a written warning to the student and a copy sent to the Office of Career Services must be given after the third consecutive absence. If no response has been received by the fifth consecutive absence, the student and the Office of Career Services must be notified of the termination **in writing**.

The employer may terminate a student employee for gross misconduct such as theft or insubordination. However, the employer and the department head must document the action and send a copy to the student and the Office of Career Services, at which point the Office of Career Services will review the case with both the student and the employer. **If not resolved, both the student and the employer will go before the Work-Study committee for a hearing.** When justifiable, the student will be terminated from the Federal Work-Study Program. Other possible actions will include giving the student a warning and/or transferring the student to another department. If the major offense falls within that listed in the student handbook, the action taken will be in accordance with the procedures outlined in *THE BUZZ*.

- d) Student employees terminated as a result of voluntary or involuntary termination must go to the employer to complete an evaluation form.

#### **17. Workman's Compensation Fund**

Every West Virginia State University student employee is protected by the provisions of the Workman's Compensation Law of West Virginia. This covers expenses for medical care, as well as certain benefits for loss of salary due to injuries and disability received during the regular performance of official duties. The department heads should exercise care in the investigation of accidental injuries in order to assume the validity of any claim. For more information, see Office of Business & Finance.

The student employee should report the injury immediately to the employer. The student should then follow the procedures indicated in the student handbook for student health services or contact one's own physician.

#### **18. Sexual Misconduct**

The University maintains an environment for work and study free from sexual misconduct. You are encouraged to report concerns or complaints, regardless of whether you work on or off-campus. Prompt corrective measures will be taken to stop sexual misconduct whenever it occurs. The Sexual Misconduct Policy and Procedures can be found at <https://wvstateu.edu/about/title-ix/title-ix-wvsu-policies.aspx>. Reports of sexual misconduct can be filed with the Title IX Compliance Coordinator.

## PART III

### EMPLOYER REGULATIONS

#### A. APPLICATION AND APPROVAL PROCESS

1. To request Work-Study employees, the prospective employer must submit a job request to the Office of Career Services. The job request must be approved by the Program Director, Chairperson or Dean.
2. A Student Job Description is available in each department or in the Office of Career Services. A position that is not adequately described may require a review by the Office of Career Services.

#### B. PLACEMENT OF STUDENTS

1. The majority of student employees are placed by the end of the second week of the academic year and during the first week of the Spring semester.
2. The number of students placed in a department will depend on the total number of:
  - a. requests made by the employer, or
  - b. student employees available with the work skills required.
3. Student employees are placed at the job site of the previous academic year, unless the student has requested a transfer prior to the beginning of the current academic year, the employer has terminated the student, or the employer has terminated the position.
4. The Office of Career Services will send the employer an **assignment form** when a student employee is considered for placement at that site.

#### C. WORK SCHEDULES

1. The student employee and the employer work together to formulate a work schedule that is conducive to meeting the needs of the student and the employer. In addition, time must be allowed for the student's meal breaks and meeting class requirements. (For maximum hours of employment, see Part II.)
2. Since Federal Work-Study is based on financial need, **students must be utilized for the full extent of the award**. Therefore, if a job site is unable to utilize a student during a scheduled work period, contact others within the department to see if they can use assistance for the time scheduled. If a department is unable to fully utilize the student, contact the Office of Career Services to have the student reassigned or partially assigned to another employer.

#### D. POSTING OF DUTIES

Student employees, as with any other West Virginia State University employee, perform better when they are made aware of their job duties and responsibilities. Duties should be fully explained and posted for long/short term projects. Routine duties help the student to use the work time wisely while waiting for instructions or during an employer's absence.

**E. EMPLOYMENT REGULATIONS**

See Part II for the following information:

Maximum hours of employment	Holidays
Hourly employment	Vacations
Hours in excess of award	Illness
Payroll and time card procedures	Transfers
Terminations	

**F. WORK-STUDY BALANCES**

The employer is responsible for the actual record-keeping of unearned Work-Study compensation. However, the Business & Finance, Budget/Accounting Office will notify the department when a student has met their allotment or is on the verge of running out of funds.

**G. EVALUATION**

Each student employee is evaluated each academic year usually in May. Evaluation forms are obtained from the Office of Career Services webpage. The student is to be made aware of the evaluation and to be given the opportunity to agree or disagree with the rating. The student may request a conference with the Director of Career Services and the supervisor if the student feels the evaluation is unjust.

It is important that itemized rating elements on the evaluation form not be checked indiscriminately and comments should be entered whenever possible.

Students that are terminated prior to the end of the academic year must also be evaluated. Forms are available and can be submitted by email through the Office of Career Services website.

## TIPS ON WHAT EMPLOYERS (STAFF & FACULTY) EXPECT OF EMPLOYEES (STUDENTS)

1. Report to work on time and with regularity.
2. Maintain the same standard of conduct and dress as those expected of full-time employees at the Institution.
3. Ask questions if you do not understand, and find out what tasks are to be performed.
4. Take reasonable instructions and constructive criticism with good grace.
5. Use your time well and avoid socializing on the job.
6. Be courteous and show respect to your supervisor, other members of the department, co-workers, and guests.
7. Take an interest in your work.
8. Complete your assignments to the best of your ability.
9. Act in a professional manner concerning confidentiality of college and student records.
10. Make certain your work hours are reported honestly and accurately by your supervisor.

## TIPS ON WHAT EMPLOYEES (STUDENTS) EXPECT OF EMPLOYERS (STAFF & FACULTY)

1. Take an interest in the employee and his/her work.
2. Maintain the standards of conduct and dress that employers expect of the employee.
3. Take time to explain to the employee what his/her job duties are.
4. Be honest and forthright with your employees.
5. Give credit for jobs well-done.
6. Ensure that any criticism of the employee is given in such a manner that will improve the employee's performance.
7. Be as concerned about the student's pay as you are your own.
8. Treat employees with dignity and respect.
9. Remember the primary reason that our jobs exist is to serve the needs of the student.