



Handbook for Student Workers

at

Kentucky Wesleyan College

INTRODUCTION

This Handbook for Student Workers provides an overview of the practices established by Kentucky Wesleyan College regarding student workers. There are two classifications of student workers at the College:

1. FWS students – These students are working under the Federal Work Study Program (FWS) for funds provided by the federal government to assist students in paying for educational expenses and to provide them with work experience. FWS is a part of a student's financial aid package and listed on the student's award letter. A student must demonstrate need according to the Free Application for Federal Student Aid (FAFSA) in order to qualify for FWS.
2. Non-FWS students – These students are working for funds provided by Kentucky Wesleyan and are not related to financial aid. Only departments with funds available may hire non-FWS students.

This Handbook applies to both classifications of student workers, and all student workers should be familiar with the information in it. Section 1 of this Handbook applies to all student workers; Section 2 applies only to FWS student workers.

After reviewing this Handbook, FWS students must sign the acknowledgement at the end of this Handbook and return it to the Financial Aid Office; non-FWS students should return the signed acknowledgement to Human Resources.

SECTION 1: For All Student Workers

STUDENT STATUS

Student workers must be currently enrolled and attending classes at Kentucky Wesleyan College. Students are not eligible for any employee benefits.

APPLICATION PROCESS

FWS: Students apply for FWS by completing the Free Application for Federal Student Aid (FAFSA) and indicating an interest in student work-study on that form. Please see Section 2 for more information on FWS.

Non-FWS: Students interested in non-FWS work should ask College offices about opportunities. The Student Success Center in particular hires several student workers.

Both: Whether FWS or non-FWS, when the student and supervisor meet, the meeting should be considered a job interview. Once hired, the supervisor should hold an orientation for the student, which should include the responsibilities, expectations, work schedule, introduction to office staff, office equipment, and any confidentiality issues.

WORK QUALIFICATIONS

All students working at the College must treat the position as a job. Students working on campus are afforded job experiences meant to prepare them for their careers. Students are expected to conduct themselves as positive representatives of Kentucky Wesleyan College.

SETTING A SCHEDULE

Students may begin working as soon after the semester begins as long as their forms related to employment have been completed with Human Resources and as their supervisor chooses. Students must contact the supervisor to arrange a work schedule. A student's work schedule is based upon the time available outside of class and the time available in the department. If possible, supervisors should allow students to choose hours that fit their study habits. Students may be asked or required to work nights and/or weekends. Students **may not work** during their regular class times unless they get a note from their professor that class was dismissed.

GOVERNMENT FORMS

Students must complete certain forms related to employment. These forms are available from the PantherNet, Human Resources, and the applicable federal or state websites.

- Form I-9: - Employment Eligibility Verification. **This form must be completed on or before the student's first day of work.**
- Form W-4 - Employee's Withholding Allowance Certificate for federal taxes.
- Form K-4 - Employee's Withholding Exemption Certificate for state taxes.

Students should visit Human Resources (located on the first floor of the Administration Building) to complete these forms. Supervisors may check with Human Resources to see if their student workers have done this; however, completion is the student's responsibility.

HOURS WORKED

Students may work a **maximum of 20 hours per week**. This 20 hour per week maximum is a total for all areas that a student works, not per department. This weekly maximum applies at all times (e.g., during summer break, spring break, etc.).

Students will not be paid for time that they did not work. To determine what defines work for a department, students should talk with supervisors.

WAGE RATE

Students are paid \$10.00 per hour worked. Students are not eligible for any employee benefits.

Students may not receive multiple payments for the same hours worked. For example, if a student worked in the Library from 2 pm – 4 pm and tutored a student for the Student Success Center during that time in the Library, the student would not be paid from both sources for that time. This is called "double-dipping" and is not allowed.

TIMESHEETS

Students are required to keep a daily record of their hours worked using the electronic version of the student timesheet. This timesheet is available on the PantherNet. Students may save the timesheet to a computer or flash drive. Please contact Human Resources if you have questions about or need help accessing this timesheet.

Students must complete all the information on the timesheet (e.g., name, department, FWS or non-FWS, month, year, etc.). If the work is non-FWS, an account number must be included. Each timesheet covers one calendar month, with the dates of the month listed down the left side of the page. For each day worked, students should indicate the hours of the day worked on the appropriate line representing the date of the month. Once complete, the timesheet should be printed, signed by the student and supervisor, and submitted to the Cashier's Office on or before the first day of the following month. *Students are to turn in submit timesheets each month*

worked. Do not wait and turn in several months at one time.

Students are responsible for submitting completed timesheets to the Cashier's Office on or before the first of the month. If the timesheet is incomplete or turned in late, payment may be delayed until the next scheduled student pay date. Timesheets turned in without the supervisor's signature will be sent back to the department. This may result in the timesheet not being paid until the next scheduled student pay date. If a student knows that the supervisor will not be available on the day timesheets are due, the student must obtain the supervisor's signature the previous day. If a supervisor will be unavailable for several days, another College employee in the same department may be designated to sign the student timesheets if previously discussed between the supervisor and the employee.

Supervisors

Supervisors should keep a time record on each student and compare those records with the timesheets submitted for signature. Supervisors should make sure the hours on each timesheet are correct before signing it. Changes on timesheets should be made by the supervisor in ink and initialed by the supervisor.

TAXES

Student earnings are subject to federal, state, and local taxes in accordance with the applicable regulations.

PAYDATE

Students are paid once a month, on the 10th of the month. If the 10th is a Saturday or Sunday, checks will be issued on the Friday before the 10th.

DISTRIBUTION OF CHECKS

Students are paid by paper check or direct deposit. For students using direct deposit, funds will be applied to their accounts on the pay date. Paper checks and check stubs (for those using direct deposit) will be placed in campus mailboxes.

Students are strongly encouraged to take advantage of direct deposit. Authorization forms are available on the PantherNet and from Human Resources.

FORM W-2

W-2 forms are issued annually in accordance with federal requirements. These forms are placed in campus mail for students with campus mailboxes or placed in the U.S. mail for other students.

ATTENDANCE

Students must notify their supervisor if they will be late or not able to work their scheduled hours. Students should discuss making up missed time with their supervisors. Making up missed time is at the supervisor's discretion.

DRESS CODE

Supervisors will advise students of appropriate attire. Students should dress to fit their work.

STUDYING AT WORK

Students should expect to work during their scheduled hours. Students may only study while working if the supervisor agrees. A supervisor will not agree to this unless there is a lack of work to be done. This will depend on the nature of the work performed in particular departments.

PHONE USE

When students are working, cell and other phone usage should only be used for emergencies. No personal long distance calls may be made by a student and charged to the College.

USE OF KENTUCKY WESLEYAN EQUIPMENT OR PROPERTY

If students use College equipment or property, they have a responsibility to use it in a careful, professional manner. Such equipment and property are for business purposes only. For example, copiers must not be used for homework or other personal use. Inappropriate or careless use of College property may result in dismissal.

The College has the right to access all of its equipment and property. Students do not have a right to privacy concerning College technology, equipment, or property.

TRAVEL

Almost all student work takes place on-campus, so travel is rarely required. If travel is necessary (e.g., FWS literacy program), the student would be paid for the time spent driving or riding in a car. This does not include commuting to and from work.

WORKING FOR MORE THAN ONE DEPARTMENT

Students may work for more than one department and may work under the FWS and non-FWS programs. However, a student cannot be paid for the same hours worked by more than one department, previously described as double dipping. If a supervisor is temporarily short-handed, the supervisor may “borrow” students from another department after speaking with the student’s assigned supervisor. In these situations, students are still limited to a maximum of 20 hours per week. A separate timesheet is required for each department.

CONCERNS AND CONFLICTS

If a student has a problem or concern, he/she should first discuss it with the supervisor. If that does not resolve the situation, the student should discuss it with the Financial Aid Office if FWS or Human Resources if non-FWS. Likewise, if a supervisor has a problem or concern with a student, the supervisor should first address the problem with the student. If that does not resolve the situation, the supervisor should discuss the situation with the Financial Aid Office if FWS or Human Resources if non-FWS.

TERMINATION

Before dismissing a student worker, the supervisor should meet with the student to attempt to resolve any problems. Students may be released from a department, for example, if they have inadequate work performance, attendance issues, or unprofessional behavior. Falsifying a timesheet is also grounds for dismissal.

SECTION 2: For FWS Students Only

ELIGIBILITY FOR FWS

The eligibility criteria for FWS are below; however, eligibility does not guarantee an award.

- the student has financial need as determined by completing the Free Application for Federal Student Aid (FAFSA);

- the student demonstrates an ability to maintain satisfactory academic progress; and
- the student is a citizen of the United States, a national or permanent resident thereof.

AWARDING FWS

Upon receipt of a completed FAFSA, the Financial Aid Office determines the financial need of the student. If all eligibility requirements are met and the student indicated an interest in working on the FAFSA, the student's financial aid award may include FWS as funds are available. The Financial Aid Office is given a limited amount of FWS funds to award each year, and the amount varies from year to year. It is not always possible to award FWS to all students who express an interest or to all students who previously received it. FWS awards are made on a year-by-year basis and are **not** guaranteed for the duration of a student's enrollment.

FWS awards are not guaranteed earnings. If a student does not work enough hours to earn the award amount, he/she will not be paid the difference. It is the student's responsibility to ensure the award amount is earned. It is also the student's responsibility to ensure that he/she does not work over the FWS amount awarded. In such cases, another scholarship may be reduced by the amount the student was paid over the FWS amount awarded.

FWS PLACEMENT/ASSIGNMENT

The Financial Aid Office assigns students to specific departments. A Student Employment Application, available from the College's website, **must** be completed and returned to the Financial Aid Office. The applications are compared with requests by campus departments. Efforts are made to match student skills with departmental needs. However, since the FWS award is based on financial eligibility, students with specific skills are not always available.

The Financial Aid Office will notify students and supervisors at the beginning of the semester concerning student/department assignments, the FWS award, and the target number of hours to be worked per week.

Student and supervisors should review this information carefully. Changes are possible if the supervisor contacts the Financial Aid Office immediately or if there is a relevant conflict with a student's work schedule. Students may decline their original FWS assignment without a pertinent reason, but they will be placed on the bottom of the FWS waiting list.

REQUESTING SPECIFIC STUDENTS

Near the end of the academic year, supervisors may request that Financial Aid place specific students with their department for the following year. Every effort will be made to fulfill each supervisor's request; however, due to the nature of the FWS program, this may not be possible.

If a supervisor is interested in hiring additional students during the year and has a particular student in mind, he/she should speak with the student's current supervisor first.

FWS EARNING PERIOD

For FWS, the first day students may work is the first day of class for the semester. The last day students may work is the last day of finals for the semester. Exceptions to these dates must be authorized in advance by Financial Aid.

At the end of the academic year, it is very important that timesheets for FWS funds must be completed and submitted on time.

LIMIT OF FWS EARNINGS

The FWS award amount is the maximum, gross amount the student may earn under FWS. Students are responsible for insuring that they do not exceed the amount awarded. Supervisors share part of this responsibility, although it is primarily the students' responsibility. The Financial Aid Office will notify students and supervisors when an award maximum is being approached and/or when the entire award is earned. If a student submits hours worked in excess of the FWS award, other financial aid or awards may be reduced to increase the FWS award and/or the departmental budget may be charged.

Students are typically expected to earn half of their total award in the fall and half in the spring. If this is not possible, the student should inform Financial Aid as soon as possible, but prior to the end of the fall semester. The Financial Aid Office evaluates each student's FWS award and earnings at the end of the fall semester to determine if a student's award should be decreased based on the percentage of total award not earned. ***If a student has not earned close to 50% of their total award by the end of the fall term, the FWS award could be decreased or eliminated. Not submitting timesheets on time could result in a reduction or loss of the FWS award.***

INCREASING A FWS AWARD

FWS awards are based on need and available funds. If there is a need for an increased award, the student and supervisors should contact Financial Aid, who will make the determination. Sometimes it is not possible to increase a FWS award.

CANCELING A FWS AWARD

Either the Financial Aid Office or a student can cancel a FWS award. If a student wishes to cancel a FWS award, the student must notify the supervisor and Financial Aid Office. The remaining award balance will be canceled by the Financial Aid Office. This **may** change financial aid from other sources. Supervisors can terminate a student's employment in their department, but not their FWS award.

SCHEDULING ISSUES/FIT ISSUES

If scheduling issues cannot be resolved or if a student and assigned position are not compatible, the supervisor must contact Financial Aid. The Financial Aid Office will attempt to assign the student to a different department, but there is no guarantee that will be possible. Likewise, there is no guarantee that another student will be available for the supervisor's department.

TERMINATION OF A FWS STUDENT

Before dismissing a FWS student for cause (e.g., falsifying a timesheet, not showing up for scheduled work time, etc.), the supervisor should meet with the student to attempt to resolve the problem. If unsuccessful, the supervisor must notify Financial Aid Office of the decision before the student is terminated. A supervisor is not guaranteed another FWS student; however, every effort will be made to provide one. If a student is terminated by the supervisor or Financial Aid Office, the student is no longer eligible to work for FWS earnings.

RESIGNATION OF A FWS STUDENT

Before a FWS student resigns from a department, the student and supervisor should discuss the matter. If the situation cannot be resolved, the student and supervisor must notify the Financial Aid Office. For the student, there is no guarantee that another opening will be available. For the supervisor, there is no guarantee that another FWS student will be available.

QUESTIONS

Students or supervisors with questions about the FWS program should contact the Financial Aid

Office at 270-852-3130 or visit the Financial Aid Office in the Administration Building.

Student Worker Acknowledgement

As a student worker, I understand that I am required to abide by the rules and regulations found in the Kentucky Wesleyan College Handbook for Student Workers. It is my responsibility to read and obtain clarification of, if necessary, the various policies and procedures. This Handbook is not intended to represent all policies or possible procedures of the College or department to which I will be assigned. I acknowledge that this Handbook and other related documents are available on Kentucky Wesleyan's PantherNet and that it is my responsibility to check this source regularly for changes.

I further agree that these policies and practices do not create any express or implied student or employment contract or covenant of any type between Kentucky Wesleyan College and me and that this relationship is for no fixed period and may be terminated at any time for any reason.

By signing below, I certify that I have read, understand, and agree with all the statements above.

Name (Please Print)

Signature

Date