

Sandhills Community College
Work-Study Program Handbook

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INTRODUCTION

Sandhills Community College sponsors a Federal Work-Study Program under the Higher Education Act of 1965, Title IV, Part C. The program, subsidized by the college and federal funds, provides jobs for admitted students who are taking at least six credit hours in their curriculum. These positions are on and off campus. The college also offers an Institutional Work-Study Program for students who do not qualify for the Federal funds.

MISSION

The mission of the Work-Study Program at Sandhills Community College is two-fold:

1. To assist the financially needy student in meeting the costs of postsecondary education by providing an opportunity for the student to earn money with part-time employment.
2. To stimulate and promote the learning of skills, responsibilities and attitudes related to the world of work in an educational setting; combining learning with work that will transfer into careers and vocations after college.

The Work-Study Program is an integral part of the College and is committed to providing benefits for both the student and Sandhills Community College.

Sandhills Community College does not discriminate on the basis of race, color, national or ethnic origin, age or handicap.

WORK-STUDY 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 employment website.
2. In order 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 particular job opening, conduct interviews to select the best candidate, and submit their final student recommendation to the Work-Study Coordinator.

Human Resource personnel requirements must be fulfilled BEFORE students begin working:

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 download the Work Study Handbook and watch the work-study orientation video.

The student is not allowed to begin work until all paperwork has been completed.

Additional personnel requirements must be fulfilled with the Work-Study Coordinator BEFORE students begin working:

1. After the entire HR process has been completed with the HR Office, the student will then return to the Work-Study Coordinator to review his/her work-study contract, which specifies the total award amount, number of hours per week, and the total number of weeks the contract covers.
2. **The student, the Work-Study Coordinator, and the supervisor, must sign the contract before the student can begin work.**

Once student employment begins:

1. The supervisor and student together complete a Class/Work Schedule Form, which is filed with both the supervisor and the Office of Financial Aid.
2. If a student drops below six credit hours, s/he must notify the Work-Study Coordinator immediately. It is at the discretion of the coordinator if employment continues when a student drops below six credit hours of enrollment.
3. Returning students may resume their job from the prior school year provided they have been re-requested by their supervisor and have completed all necessary yearly paperwork with the Financial Aid Office.
4. A new contract must be completed before a returning student can begin work.

FEDERAL WORK-STUDY OFFICE

The Work-Study Office provides a centralized department for all phases of the Work-Study Program. The Work-Study Coordinator determines final placement of a student into an employment position. No job should be promised to a student by a department. The Work-Study Office coordinates all aspects of the program, interprets policies and provides support to students and supervisors. The Work-Study Coordinator will place a student in a position that will benefit the student's academic program goals whenever possible.

STUDENT WORK SCHEDULES

College departments vary in work schedules. Some offices require that all student hours be Monday through Friday from 8:00 – 5:00; other departments may require some night or weekend work. Students are not to work over **6 hours** in a day without a 30 minute break reflected on the timesheet. Overtime is not paid to work-study students. Students are not to work over 25 hours in any work week combined between all Sandhills Community College employment contracts.

When a student is hired, both the student and supervisor complete a Class/Work Schedule Form and determine an agreeable work schedule. **Students are not allowed to work at any time in which their classes are in session.** After setting up an agreeable schedule, the student must adhere to that schedule throughout the term.

Work-study commitments must take precedence over extracurricular activities such as clubs, athletics, etc. Continuous deviations from the work schedule will result in disciplinary action, which could include suspension from the job.

The Registrar's official class schedule must not overlap with any time worked by the student during the term. (Federal Regulations are very specific on this point; individual timesheets and student schedules are included in financial aid audits.)

Exam weeks are scheduled work weeks. If a student's exam schedule make the regular work schedule impossible, the student should notify the supervisor well in advance, to reschedule work hours for that week only.

HOURS PER WEEK

A student agrees in the Work-Study Contract to work a specific total number of hours during the academic year. When these hours are fulfilled, the student will have earned his or her total award. A student may not work over the contracted awarded amount. Any work over this amount constitutes an over-award in financial aid. In such a case, **some other type of aid may have to be reduced. In some cases the amount of the award may be increased, provided fund are available. This increase would require a new updated contract be on file reflecting the increase.**

The contract also states an average number of hours a week the student should try to work. This keeps the student "on track" and allows the supervisor to plan and prepare work assignments.

A student, who desires to reduce his or her weekly work hours, thereby reducing their total work-study award, should do so within three weeks from the beginning of the term. Once a work-study award is reduced, the award should remain reduced for the remainder of the academic year, and no other financial aid changes should be made. Students who do not work the entire contracted award amount may have their work-study award reduced for the next academic year.

Work-study can be suspended at any time due to lack of funds.

MISSED WORK HOURS/SICKNESS

Permission to be absent must be requested well in advance of the absence. In case of emergencies, the student should notify their supervisor during the first day of their absence. Students using sickness as an excuse for being absent for more than one day, must call the supervisor each day in order to give notice. Excessive absences would be grounds for a disciplinary notice and possible suspension from the program.

Missed work hours each week should be made up the following week, or in cases of excessive absences, as soon as possible. In such cases, the student and the supervisor should determine agreeable times for the missed hours to be made up. **Classes cannot be skipped in order to make up missed work hours.** In the case of an extended illness, a physician should confirm this. In rare cases a student may be permitted to take a leave of absence and be replaced by another student. Once this leave of absence is over, the student will be placed in a position when one becomes available and when funds allow.

Students may check cumulative hours worked, and remaining average weekly hour status, at any time in the Work-Study Office located in the Financial Aid Office of the Stone Hall Building.

WORK ASSIGNMENTS

Each day upon arriving for work, the student should consult the supervisor for work assignments. Work assignments may also be written or given in advance. Students are not allowed to study or leave the work site without the permission of the supervisor. Supervisors are to see that the student employees have enough to do.

It is illegal to pay the student Work-Study funds if the student is not working. Each division or department is responsible for closely monitoring the use of student time. If a student's primary assignment is not requiring all of his or her time, the student should temporarily be assigned to another area within the same department. Students should clearly understand that they are assigned to an entire department or division, with their work time to be used as efficiently as possible throughout the year.

If there is not useful work to be done over a period of time, the Work-Study Office should be advised, either by the student or the supervisor. The student will then be assigned to another department.

Work-study positions are a vital and necessary part of the college's operations and require a commitment (as confirmed by the contract) on the part of each student, in terms of time, energy and dependability. Work assignments are viewed as important employment. The student's work performance is evaluated formally and placed in the student's permanent file in the Work-Study Office; and may be used in determining any recommendations Sandhills Community College may make concerning future employment references for the student. (See heading Student Employee Evaluations)

TIMESHEETS

Students should keep an accurate daily account of time worked on a timesheet. Timesheets should be filled out each day, not at the beginning or end of the month. Supervisors should monitor the accuracy of the times reported, so as to prevent students from being paid for hours not worked. In accordance with Federal Regulations, both the student and the supervisor must sign each timesheet, certifying the hours as a true statement of hours worked. A supervisor, therefore, cannot be expected to certify back hours for a student who turns in late timesheets. Regulations also require the supervisor to state if the work was performed satisfactorily. (Timesheets must be retained five years for auditing purposes)

The student is responsible for ensuring the timesheet is completely filled out and for getting the timesheet to the Financial Aid Office by the **first of the month**. Timesheets that are held for more than 30 days and not turned into the Work-Study Coordinator for payment are at risk of not being paid. Fraudulent or "padded" timesheets will result in termination from the Work-Study Program, and will be considered a code of conduct violation.

PAY PERIODS

The students are paid on the last workday of the next month for the prior months worked hours. As of July 1, 2010 students will be paid \$8.00 an hour for on campus jobs and \$8.50 an hour for community service positions.

SATISFACTORY ACADEMIC PROGRESS

All work-study students must maintain satisfactory academic progress in their courses of study to remain eligible for work-study funds. For the level of satisfactory progress to be maintained, the student should refer to the Sandhills Community College website www.sandhills.edu/finaid. A new student applying for a work-study position must have at least a 2.0 GPA to be considered for a position.

RELEASE AGREEMENT

A student may request a release from his or her Work-Study Contract. A legitimate reason for such a request must be approved by the supervisor and the Coordinator of Work-Study. A release form may be picked up in the Work-Study Office.

Failure to secure an approved release from the Work-Study Contract will be considered breaking the Work-Study Contract, and will result in a disciplinary notice in the student's permanent file.

STUDENT EMPLOYEE EVALUATIONS

Effective evaluation is important in measuring the student's development. Periodic evaluations of the student employee by the supervisor provide a learning tool for the student to assess areas in which they excel, and areas in which they need improvement. These evaluations will be placed in the student's permanent records in the Work-Study Office; and may be used in determining any recommendations Sandhills Community College may make concerning future employment references for the student. Hopefully, the evaluation process will provide students with the incentive to improve their performance, reinforcement of good work traits, and encouragement for personal development. Supervisors are required to evaluate the student at the end of each term.

DRESS CODE

Each individual department determines the dress code for Work-Study students. Students are required to dress appropriately for the specific job as stated by each supervisor. The student is expected to dress in a conservative manner as they are representing Sandhills Community College. Inappropriate dress will be addressed by the supervisor or the Work-Study Coordinator. If the problem is not corrected necessary disciplinary action may be required.

**SANDHILLS COMMUNITY COLLEGE
PROCEDURE FOR STUDENT DISCIPLINARY ACTION
WORK-STUDY PROGRAM**

1. Student would receive a request to come by the Coordinator's office to discuss the disciplinary action and to sign the form. In some cases when appropriate the student may receive a verbal or written request to come and discuss a problem. The disciplinary notice will be presented at this time.
2. When the student meets with the Coordinator, the action taken and the reasons for the action are explained in full. The student is encouraged to share his or her perspective on the problem.
3. Student is given the opportunity to write an explanation of the circumstances surrounding the action, which may be written directly on the Disciplinary Notice or attached at a later date if the student chooses to return to the office with additional comments.
4. If the Coordinator of the Work-Study Program deems it appropriate, a meeting is scheduled with the student, the supervisor and the Coordinator. All sides of the problem are discussed, along with possible solutions.
5. If no solution is agreeable to both the student and the supervisor, the Coordinator can choose to find another campus job for the student. If the student chooses not to accept the offer of another job, he or she is asked to sign the Decline Form, indicating that the student will not work for the remainder of the term.
6. In cases of theft, insubordination, a fraudulent timesheet, repeated failure to report to work without notification, or any other serious violation of work-study procedures or the Honor Code, the student may be suspended immediately from the Work-Study Program. Other cases resulting in the suspension from the program would include those involving a student who has had previous suspensions/s from other positions.
7. In cases of suspension from the Work-Study Program, the student may not work the remainder of the term. Gross misconduct may result in permanent suspension from campus employment.
8. The next section of the Work-Study Handbook, Disciplinary Procedures outlines the steps of disciplinary action. The Work-Study Contract is the student's pledge to adhere to those procedures. All student employees are given handbooks in advance and are encouraged to read it before they begin their campus job.
9. Falsifying timesheets, stealing or any other Code of Conduct violation will be referred to the Dean of Student Life or the Dean of Instruction.

DISCIPLINARY PROCEDURES

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. When problems arise, disciplinary action should arise from within the department originally. However, the Work-Study Office reserves the right to implement disciplinary procedures if necessary. Supervisors may first give a verbal and/or use the Disciplinary Notice form. Three levels of action are on this pink slip:

1. Official Warning
2. Recommendation for Suspension from Current work-study position
3. Recommendation for immediate Suspension from the program.

These levels of action do not have to be administered in order. Infractions range from failure to follow scheduled hours to gross misconduct.

Suspension from a specific job may result in another job assignment, to be determined by the Coordinator of the Work-Study Program, as campus needs dictate. However, the Coordinator does reserve the right to refuse to assign the student to another position, depending on the severity of the student's misconduct. Students who are suspended from the Work-Study Program will be ineligible for any position for the remainder of the academic year. Gross misconduct suspensions may also affect work assignments in subsequent years.

Disciplinary action for any infraction, gross misconduct, etc., may affect the student's formal evaluation that is placed in the student's permanent records in the Work-Study Office; and may be used in determining any recommendations Sandhills Community College may make concerning future employment references for the student.

