

**STUDENT EMPLOYMENT
GUIDELINES
FOR WORK-STUDY STUDENTS**



UNIVERSITY
ST.^{of} THOMAS

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PREFACE

These Guidelines have been prepared with a two-fold objective. The primary objective of this publication is to provide Work-Study students with a desk reference of the procedures and responsibilities associated with the Federal and State Work-Study Program. Secondly, these Guidelines are designed to assist students in the development of ethical employment skills, reflecting the mission statement of the University of St. Thomas. Such standards have been proven to be strong contributors to the student's future gainful professional employment.

TABLE OF CONTENTS

| | | |
|---|-------------|----------|
| WORK-STUDY PROGRAM DESCRIPTIONS | page | 3 |
| WHERE CAN STUDENTS WORK? | page | 3 |
| WHY PARTICIPATE IN WORK-STUDY | page | 3 |
| OFF-CAMPUS NOT-FOR-PROFIT ORGANIZATION | page | 4 |
| HOW TO GET A WORK-STUDY JOB | page | 4 |
| HOW MUCH WILL I MAKE | page | 4 |
| HOW WILL I GET PAID | page | 5 |
| STUDENT RESPONSIBILITIES | page | 5 |
| IMPORTANT THINGS TO KNOW AND REMEMBER | page | 6 |
| WHO TO CONTACT IF YOU NEED HELP | page | 6 |

WHAT IS THE WORK-STUDY PROGRAM?

The Work-Study Program is designed to offer students with financial assistance while providing some work experience.

The program is funded from three sources:

1. The Federal Government (Federal Work-Study Program)
2. The State (Texas Work-Study Program)
3. The University Student Employment Program

Students who demonstrate financial need may qualify for Federal or Texas Work-Study awards. Students apply through the Financial Aid office and are notified of the amount of Work-Study awarded prior to the beginning of each semester. They then seek employment on campus or off-campus (with selected employers) and are paid wages up to the amount awarded.

Students who do not qualify for Federal or Texas Work-Study may still qualify for the University Student Employment program. All they have to do is seek student employment on campus.

WHERE CAN STUDENTS WORK

Most student employment is found on campus. Students may inquire directly with a department for a possible opening or they may contact the Career Services and Testing Center.

Students who qualify for the Federal Work-Study Program may also seek employment off-campus through the Community Service Work-Study Program. This program places UST students with not-for-profit agencies in and around the city of Houston. This is a great way to earn wages while helping another organization. The Office of Scholarships and Financial Aid coordinates employment opportunities with the Community Service Work-Study Program. A list of selected will be available at The Office of Scholarships and Financial Aid and The Career Services and Testing Center.

WHY PARTICIPATE IN THE WORK-STUDY PROGRAM

Unlike 'Regular Student Employment', the Federal and Texas Work-Study Program is the only means of earning money that will not impact your FAFSA's Expected Family Contribution (EFC) and your future financial aid awards.

The bottom line is:

- Utilize your Federal Work-Study award
- Protect your future EFC
- Earn job-related experience in the field in which you are majoring in

OFF-CAMPUS NOT-FOR-PROFIT ORGANIZATION:

The program encourages community service work and work related to your course of study. A number of not-for-profit organizations agencies hold a contract with the University of St. Thomas. When you take advantage of the off-campus Work-Study Program with a non-profit agency, you will receive the benefits of career orientation and training. You will also be supporting the UST mission of "committing to serve the Houston Community."

HOW TO GET A WORK STUDY JOB:

Because the Federal and Texas Work-Study Programs are heavily regulated, we, as an institution, need to make sure we are following the appropriate guidelines so that UST and future students can keep benefiting from the program.

1. Complete and return your "**Work Study Employment form**" that was provided to you by the Office of Financial Aid. Keep in mind that this form has an expiration date.
2. Register with 'UST Connect,' an online job posting website administered by the Office of Career Services and browse current job listings, take note of contact information for desired positions.
3. Set up an interview to discuss employment, the work assignment and to schedule your work hours. **TAKE THE "Work Study Employment form" TO THE INTERVIEW WITH YOU!**
4. Give the "**Work Study Employment form**" to the employer that has hired you so that they can complete their section. It is recommended that you make a copy of this form for your records. *If you are returning to a previous Work-Study position, ask your supervisor to sign the "**Work Study Employment form**" review your work assignment, and schedule your work hours.*
5. Return the "**Work Study Employment form**" to the Office of Scholarships and Financial Aid before the first pay period. If this form is not submitted, the accounting process of your paycheck will be affected.
6. If you are a new UST student employee and have never participated in the Work-Study Program, visit the Human Resources Office to complete employment paperwork. **BE SURE TO BRING YOUR DRIVER'S LICENSE, UST ID, AND YOUR SOCIAL SECURITY CARD WITH YOU.**

HOW MUCH WILL I MAKE?

For on campus employment, Federal or state Work-Study wages will vary with the classification of your job and will not be less than the current federal minimum wage and no more than \$8.75 an hour.

For not-for-profit employment, Federal or Texas Work-Study wages will vary with the classification of your job.

HOW WILL I GET PAID

Every pay period, you and your supervisor must review and sign your student timesheet and forward it to the Human Resources Office. Time sheets and pay schedules are available in the HR Office. All time sheets need to include the student's name, I.D. number, hours and dates of work, rate of pay, department, and both the supervisor's signature and the student's signature.

Time sheets submitted late may not make the payroll and you will not receive a paycheck until the following payroll.

You will be paid on the fifteenth and last day of the month. Your paycheck will be available at the Human Resources Office after 8:30 AM on the pay date.

STUDENT RESPONSIBILITIES

You are responsible for understanding the following information regarding your Work-Study award. Please keep it for future reference.

1. You may not under any circumstances work in excess of the weekly hours assigned nor work more than eight hours in a single day.
2. You may not work before or after the effective dates of your contract.
3. You will be paid only for hours actually worked. You do not get paid for lunch hours, vacation days, or sick days. Your earnings may be taxable.
4. Your award is not a guarantee but the maximum amount you may earn under the Work-Study Program. This amount may be subject to change due to receiving additional financial aid or forecast of potential earnings.
5. You are encouraged to work a maximum of twenty (20) per week. But you are allowed to work a maximum of thirty-nine (39) hours per week.
6. You are responsible for insuring that your Work-Study Employment Form is signed by you & your supervisor and submitted to the Office of Scholarships & Financial Aid before your first time sheets are submitted.
7. Awards are for Fall and Spring semester only. The Office of Scholarships and Financial Aid will determine eligibility for the students continued employment in either semester.
8. You must notify your supervisor if you are going to be late or absent in reporting.
9. You may not transfer to another department without prior permission from the Work-Study Counselor.

10. You will be terminated from your position for any of the following reasons:

- Complete withdrawal any time during the semester
- Receiving funds from another source that meets your financial need without the Work-Study award
- Failing to maintain satisfactory academic progress
- Unsatisfactory job performance

Please remember that your primary obligation here is that of a student. If at any time during the semester you feel that your job is interfering with your classes or study time, you should discuss the possibility of cutting back or terminating your hours with your supervisor and the Office of Scholarships and Financial Aid. *If your termination is due to unsatisfactory job performance, the Office of Scholarships & Financial Aid may require you to attend workshops and/or seek career counseling through the Career Services department.*

11. It is highly recommended that you attend the student worker orientation that is held through the Office of Career Services. Please contact the Office of Career Services for details.

IMPORTANT THINGS TO KNOW AND REMEMBER

- Discuss your job description and your work abilities
- Discuss and agree on days and hours of work
- Discuss departmental rules for confidentiality
- If a serious problem arises, such as workplace drug abuse, breach of confidentiality, theft, harassment, sexual harassment or workplace violence, immediately alert the Office of Human Resources for immediate action
- The University of St. Thomas is an at-will employer, which means that non-contract employees, including student employment, can be terminated for any or no reason without notice

WHO TO CONTACT IF YOU NEED HELP:

Office of Scholarship and Financial Aid – (713) 525-2170

Award and eligibility questions. Forms. Federal and Texas Work Study. Off campus program.

Career Services and Testing Center – (713) 525-3160

Recruiting and advertising of student positions.

Human Resources – (713) 525-3142

Time sheets. Payroll. Processing of new hires. Employee relations. Terminations of employment and grievances.