A Message from the Financial Planning Office

The Office of Financial Planning would like to express our gratitude for your participation in the Work-Study Program. Because of your participation, we are able to employ many talented students each year. These job opportunities allow our students “self-help” financial aid and an opportunity for career, social, personal, and educational development.

This Supervisor’s Handbook has been created to help you understand the work-study program better and to help us better manage the program. Please take the time to read this guide that has been prepared to better acquaint you with the program requirements.

I. Introduction to Work-Study

A. Purpose

The Work-Study Program is designed to provide financial assistance to students through part-time employment and encourages recipients to participate in community service activities. In addition to providing opportunities for students to earn a portion of their educational costs, the program provides experience in developing skills, creativity, and responsibility. Student development and preparation for the job market are fundamental goals of the program; therefore, our policy remains that students are not to be paid for studying while on the job. Students will be paid “an hour’s pay for an hour’s work.”

In summary, we seek to provide work-study students with:

- Opportunities for Career Development
- Educational Experiences
- Opportunities to Demonstrate Social Responsibility
- An Environment to Serve Others
- Opportunities for Personal Growth
- “Self help” Financial Aid With Less Long-Term Debt

B. Eligibility

Palmer College’s Work-Study Program is made up of two components; the Federal Work-Study Program and the International Work Grant. The Federal Work-Study Program is a Title IV financial aid program with strict governmental regulations. In order to provide our non-eligible Federal Work-Study Program students with an opportunity to work to minimize their educational costs, the College provides an International Work Grant. For purposes of conducting the collective Work-Study Program, there are no differences between the supervision of students employed under the Federal Work-Study Program and those employed under the International Work Grant.
Students must demonstrate financial need to be eligible to participate in the Work-Study Program. This process involves completing the Free Application for Federal Student Aid (FAFSA).

The majority of Palmer College students are eligible to participate in the Work-Study program. Because of limited funding for the Work-Study Program, we are not able to offer this assistance to all who are eligible. Therefore, the responsibility of obtaining a work-study position is owned by the student. The Financial Planning office will award a student funds for the Work-Study program after the student has secured a work-study position.

C. Federal and Institutional Requirements

Due to the specific nature of the Work-Study Program, there are many federal & institutional requirements that must be followed to remain in compliance. Failure to comply with these requirements and deadline dates could result in termination from the program.

Listed below are the requirements and deadline dates that you must comply with in order to participate as a work-study supervisor.

1. A supervisor must comply with the College’s policy on Equal Opportunity and Sexual Harassment. A supervisor must also comply with Title I of the Americans with Disabilities Act, which prohibits employers from discriminating against a “qualified individual with a disability” in all aspects of employment, including application for employment procedures, hiring, compensation, training, discharge, and benefits.
2. The Financial Planning Office must have a job description on file before a department can employ student workers. Also, all employing departments must read and follow the Supervisor’s Handbook and all procedures and instructions as stated.
3. Please make copies of the student’s class and work schedules – they should be compared to make sure students do not work during scheduled class time.
4. Have the students deliver the payroll paperwork to our office so that they can be reviewed for completion. A STUDENT CANNOT START WORK UNTIL ALL SUBMITTED FORMS ARE COMPLETE.
5. All off-campus community service employers must have a contract on file with the College.
6. Timecards must be approved for your work-study students in accordance with the manner and timeframes in Section III C. Not meeting this requirement will prohibit your work-study student(s) from being paid for that month and may ultimately result in your termination as a work-study supervisor.

D. Conditions of Employment

The Work-Study Program offers no sick leave, compensatory time, vacation or holiday pay. As stated previously, students are employed under “an hour’s pay for an hour’s work” arrangement. All work-study awards are set at a fixed amount unless the student notifies the Financial Planning Office that his or her anticipated wages will differ from the set award amount. The Financial Planning Office will attempt to notify the supervisor when a student...
is nearing his/her earnings limit. A work-study student may not work more than 25 hours per week. If the student is working hours to make-up time missed from work, he/she still may not work more than 25 hours per week. Students can only be employed in one work-study position at a time; however, the student may hold another non-work-study job. All work should be supervised. Students should not be allowed to work when regular College employees are not at work. In addition, students may not work during their scheduled class periods.

Section II: Supervision

Supervisor Responsibilities

A work-study supervisor has been entrusted with both federal and institutional dollars for the student upon hiring the student employee. The student should be treated like any other personnel. In order to be given this privilege of using the Work-Study Program, the responsibilities of the supervisor and the student should be clearly understood and enforced.

Student employment should mean more than a paycheck for your student workers. It can be used as an opportunity to gain valuable job experiences and skills. Here are a few suggestions to help your work-study students get the most out of his/her job:

1. Establish a Work Schedule

Upon hiring a work-study student, the supervisor is responsible for establishing a clearly defined work schedule that is compatible with the time requirement of both the student and the department. The supervisor should provide opportunities for the student to make up time lost from work due to unavoidable circumstances. Students are not allowed to work, under any circumstances, during class time. Make-up time should be reported during the actual period that it is worked.

2. Orientation

The supervisor is responsible for conducting a student job orientation, including but not limited to:

- A brief one-on-one overview of the office structure and office rules and regulations
- The student’s job and responsibilities, i.e.
  - What to say when answering the phone
  - How to transfer calls
  - How to put calls on hold
  - Signing onto the computer
  - Answers to commonly asked questions
  - Frequently used phone numbers
  - Areas of responsibility in office
  - Procedures for filing forms, etc.
- Grounds for any disciplinary action
- Whom to call if sick or time-off is needed
- What procedures to follow if his/her work schedule needs to be changed

Section III: General Instructions and Procedures

A. How to Post Job Vacancies

An approved job description must be on file for each vacant position in order to be included on the job list. A department being included on the job list in no way guarantees that you will receive a work-study student.

What makes for a well-crafted job description?

- It is concise.
- It has sufficient detail to communicate a clear understanding of the duties, tasks, and qualifications.
- It has a short, descriptive job title. Decide on the title last so you can see the full range of job content that is involved first.
- It concludes with a list of duties or something like, “Performs any other duties as required.” This brings with it the responsibility to be reasonable in what you require, but it affords a useful flexibility if you happen to be dealing with a student employee who wants to be totally literal about what she/he signed on to do!

B. Hiring the FWS Student

Pre-employment Interview

The supervisor should conduct the interview in such a manner as to determine the student’s suitability for the position. It is the supervisor’s decision whether to hire the student. The student is given the opportunity to accept or reject the offer. We suggest that you take the time to really determine a student’s compatibility with a position before hiring. This will alleviate possible future problems.

Hiring

Upon successfully hiring a student applicant, the student needs to complete the Work-Study payroll paperwork. Please instruct the student to visit the Financial Planning Office to obtain all of the necessary paperwork prior to beginning work.

College Policy on Equal Opportunity

It is the policy of Palmer College of Chiropractic to maintain and promote equal employment opportunity, without regard to race, sex, color, national origin, religion, age, or handicap. The College is committed to providing equal educational opportunities to all students.
C. Payroll Procedures

One of the most important responsibilities of the work-study supervisor is the timekeeping and reporting function. It is important that you implement a process of validating and reporting the hours that a student works and follow this process consistently.

Validation of Actual Hours Worked

Keep in mind that:

- Students must not be allowed to work during scheduled class hours.
- Students must not be allowed to work more than 25 hours a week.
- Students must not be allowed to work more hours per term than their work-study award will pay.

Departments must abide by these requirements in order to remain eligible to participate in the Work-Study Program.

Completion of Time Cards

Once a student’s hiring paperwork has been processed by the Financial Planning Office, a time card will be setup for the student in the Greenshades online time card system. The time period for reporting hours worked begins on the first day of the month and ends on the last day of the month. Time cards must be completed and submitted on a monthly basis, even if no hours were worked. Time cards must be completed by the work-study student and submitted to the work-study supervisor to review no later than the last day of the month. The work-study supervisor must review and approve all work-study time cards within the first three business days of the following month. Both the work-study student and the supervisor are responsible for the hours reported on the time card. The signature of the supervisor on the time card certifies the number of hours worked and that the work was performed in a satisfactory manner.

Receiving a Paycheck

Student workers will be paid on the 15th day of the month following a time card submission. Two options are available for check distribution. The College strongly encourages pay to be directly deposited into the student’s checking or savings account. Alternatively, students may request paper checks which will be available for pickup in their school mailbox. Check stubs for students enrolled in direct deposit will be available through the Greenshades time card system.

Monitoring Earnings

It is the both the student’s and the supervisor’s responsibility to monitor a student’s earnings to ensure that the student does not work more hours than the work-study award will pay. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools)
from accepting voluntary services from any paid employee. Any student employed under the Work-Study Program must be paid for all hours worked.

The Financial Planning Office will send notifications, as necessary, indicating the number of hours a student has remaining to work.

D. Termination Procedures

1. Termination by Student

Students may voluntarily terminate their work-study position if they are no longer interested in the position. They are required to give their supervisor reasonable notice, and complete the termination form. This form must be completed by the student and signed by the student, supervisor, and Financial Planning office.

2. Termination by Supervisor

A supervisor has the right to dismiss a student for unsatisfactory job performance. This includes, but is not limited to:

- Repeated failure to comply with the agreed work schedule
- Unwillingness to accomplish assigned tasks
- Insubordination or lack of cooperation which results in disturbing other workers or work progress

When a student is terminated from an assignment, the current supervisor is required to contact the Financial Planning Office immediately. Failing to do this may result in errors on the student's time card. The supervisor is also responsible for sending the termination form to the Financial Planning Office.

After receiving the termination form, the Financial Planning Office will meet with the student to determine whether the student will be allowed to transfer to another work-study position or will be terminated from the program permanently.

3. Termination by the Financial Planning Office

The Financial Planning Office must immediately terminate a student’s employment upon determination that the student no longer meets eligibility requirements. Changes in eligibility may result from:

- Change in enrollment status
- Failure to maintain Satisfactory Academic Progress
- Receipt of additional resources, which were not known at the time of award (i.e. scholarships, grants, etc.)
Notice

The information contained in this document is subject to change to reflect current institution policies and ever-changing federal guidelines. The Financial Planning Office will make a good faith effort to inform work-study supervisors of any changes to this manual in a timely manner.