



# Work Study Information

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## **Work Study Positions**

Both the federal and state work study programs provide jobs on campus to undergraduate students with demonstrated financial need who prefer to work while in school to assist in meeting their educational expenses. Work hours are flexible and generally fit the student's class schedule. Students are paid no less than the prevailing minimum wage twice monthly. Each work study student is offered an amount that cannot be exceeded. Once the student's offer is earned, employment is terminated. Employment through the work study program does not make the student eligible for unemployment compensation when the job is terminated and/or the school term ends. Students in the state work study program must be enrolled at least half-time.

Students must meet and maintain Federal and Vernon College Financial Aid Requirements. A student must complete the FAFSA application, the verification process (if necessary), and demonstrate financial need. Eligible students should apply for work study employment in the Financial Aid Office. Job notices are posted in the Financial Aid Office and on the VC Financial Aid Homepage. The student is responsible for scheduling interviews with supervisors of the jobs in which they are interested. The supervisors may contact the prospects they choose from the available applications for interviews. Supervisors: A work study position must be filled within two weeks of vacancy. Failure to promptly fill vacancies may result in the loss of that position.

## **Employment Guidelines and Eligibility**

Before the student begins working, the supervisor should discuss with him/her:

- Job duties
- Standard of conduct, dress code and job performance standards expected
- That the job is not designed to provide study opportunities
- FERPA (confidentiality of records)

## Employment Policies and Pay Information

Supervisors and students should be aware of the following employment policies:

- Work study applications are kept in the Financial Aid Office. Supervisors may go through the binder at any time, but the binder cannot be removed from the office. Once an offer of employment is made, the applicant should be guided to the employment General Application on the Human Resource site.
- After submitting the General Application, the Human Resource Office will contact the student with information about submitting required paperwork for employment at Vernon College. Also, the student must provide two forms of identification to the Human Resource Office.
- The Human Resource Office will contact the supervisor when the student is cleared and ready to begin work. The student may not begin work until the process is finished.
- Students must know who their immediate supervisor is and who to contact if the supervisor is not available.
- Supervisors should establish a procedure for recording hours worked. Hours should be entered in a timely manner into the Green Shades system. Students and supervisors are responsible for timely submissions. Failure to submit or approve may result in pay being delayed until next pay cycle.
- Students cannot be required to operate a vehicle as a condition of the job.
- Work study earnings will be direct deposited into the student's checking or savings account.
- A student's work hours cannot exceed eight hours per day.
- Students are not allowed to work during scheduled class hours. If a class is cancelled or dismissed early, the student must make a note when their time is entered.
- Students and supervisors are required to keep track of the hours worked.
- Wages are direct-deposited into a checking or savings account as designated by the student every two weeks. Earnings are not applied as credit on the student's tuition bill. Wages earned through work

study program are reported as Earned Income on the FAFSA for the subsequent year and may be deducted as “Title IV Exclusions”.

## **Green Shade Time Submission**

- Work study hours are submitted through Green Shades. Contact Michelle White at the Human Resource Office extension 2202 for any questions about the time reporting process. The supervisor is responsible for monitoring the hours to ensure that the student does not work during scheduled class hours without documentation of a cancelled or early dismissed class.
- The payroll schedule is provided for your information. Please ensure time is entered and approved in a timely manner so that payroll is not delayed. If you did not receive a payroll schedule, please contact Linda Hollingsworth or Ellen Binion in the Financial Aid office. Late timecards may result in student’s pay being delayed until the next pay cycle.

## **Termination Procedure**

- A supervisor may dismiss a student employee for any of several reasons, including unsatisfactory work, poor attendance, and improper conduct (e.g. theft, abuse of people or equipment, falsification of records, disclosure of confidential information, etc.) The Financial Aid Office should be notified of a dismissal.