



Federal

*Work-Study*

Handbook

## Introduction

You may think that most of your education at Bay de Noc Community College will take place in a classroom or laboratory. However, you will soon discover that the whole campus is a classroom full of learning experiences, and your work-study position here can be one of the best.

The Federal Work-Study Program provides funding for jobs with flexibility to focus on your courses for students with financial need, allowing them to earn money to pay for educational expenses. The programs encourage community service and, when available, work that relates to each student's course of study.

In addition to meeting your financial need, a work-study position can provide you with skills, work habits, and positive attitudes that will help you to be a better student, and prepare you for a full-time job after you complete your studies. You will learn how to:

- Develop interpersonal skills to help you get along with others.
- Finish jobs and assignments that you start.
- Develop positive work habits such as dependability and responsibility.
- Acquire time management skills.
- Build teams and relationships.
- Take pride in your work.
- Understand the importance of the work that you accomplish.

This handbook is written to include information for you, the student, and your supervisor to ensure your work-study experience is positive. Supervisors serve as a role model by establishing a professional work environment. You provide an important service to the college, earn funds to help pay for your educational expenses, and gain valuable work experience.

## **Student Eligibility**

To be considered for the Federal Work-Study Program you must:

1. Be accepted for admission to Bay College in an eligible degree or certificate program.
2. Complete the Free Application for Federal Student Aid (FAFSA) available online at [www.studentaid.gov](http://www.studentaid.gov).
3. Demonstrate financial need.
4. Receive an “Award Offer” email from the Financial Aid Office notifying you of eligibility for the work-study program.
5. Go to [careers.baycollege.edu](http://careers.baycollege.edu) and apply for the positions you are interested in.

To participate in the Work-study Program, you must also:

1. Complete the hire documents provided to you by the Human Resources Department electronically, with the exception of the I-9 Form.
2. Submit the completed forms with a copy of your valid Driver’s License and Social Security card to the Human Resources Office or Financial Aid Office.
3. Be enrolled and attend at least 6 or more credit hours that are required for your major for the semester during which you plan to work.
4. Maintain Financial Aid Satisfactory Academic Progress (SAP) each semester.

Please remember, an award letter offering you work-study does not guarantee you a job.

## **Finding a Work-Study Position**

Work-study job descriptions are kept on file in the Financial Aid Office. Each description is updated annually, so it accurately reflects the current job requirements. The descriptions can be viewed with the online application. Each semester all supervisors are asked to project the number of job openings they anticipate for the coming semester. Positions are available on campus, and to a limited extent, off campus as Community Service Work-Study.

Federal regulations require that work-study employment not displace employees or impair existing service contracts.

The Financial Aid Office reviews your Bay College Work-Study Application to ensure you are eligible to participate, in which you complete online for each position you interested in applying for. The supervisor will contact you to arrange an interview. The supervisor is responsible for hiring the individual(s) they feel will succeed in the position.

## **Once You Are Hired**

Your work-study award determines how many hours you can work. Please contact your supervisor to determine what amount of hours your award allows you to work. Your hours are also determined by the allocation (amount) allotted to the department that has hired you. You

should never work over 20 hours in a one week period. Your supervisor will grant you a 15-minute break if you work a straight four-hour block of time.

You will earn at least the minimum wage, but the college determines your hourly wage. You will be required to complete a timecard provided on myBay every two weeks and submit it to your supervisor for their approval. You may receive your check direct deposit into you requested personal account or you may pick up your paycheck at the Student Account's Office in the Student Services/Besse Center Building every other Thursday between 4:00 and 4:30 p.m. If you do not pick up your paycheck on either Thursday or Friday, it will be mailed to you on the following Monday.

The position you now hold is a **real** job. You should take the responsibilities of the position seriously. Remember, you are learning and practicing some of the most important skills that you will need for the rest of your working life. Expectations of the position will be set by your supervisor.

### **Work-Study Restrictions**

Federal law imposes restrictions on the hiring and job requirements of work-study students. The following regulations, as well as the pledge of non-discrimination, must be strictly adhered to when hiring, compensating, and assigning duties to work-study students:

- Work performed by work-study students must be in the public interest and cannot be for the benefit of personal or private good.
- Students must not be assigned duties that involve any partisan or non-partisan political activities.
- Students must not be involved in the construction, operation, or maintenance or that part of any facility that may be used for sectarian instruction or as a place of religious worship. The particular position to which a work-study student is assigned must not involve in any way the sectarian instruction or religious activities of an organization.
- No supervisor may solicit or permit to be solicited from any student employee: fees, dues or any kind, or compensation of any kind as a condition or prerequisite for the student's employment.
- Students working under the work-study programs are to be paid on an hourly basis. They may not be compensated under a commission or fee arrangement.

### **Nepotism**

Under no circumstances will an employee be placed under the direct supervision or control of the immediate family member (i.e. spouse, son, daughter, parent, grandparent, brother, sister, mother-in-law, father-in-law, or the spouse).

## **Study Time on the Job**

Although primarily a student, a student employee has a commitment and responsibility to Bay College. Student employees are expected to be considerate and reliable. Student employees are not normally permitted by their supervisors to engage in reading, homework, or other personal activities during the hours of employment.

## **Disciplinary Process**

Employment problems may arise between you and your supervisor that may lead to a request for transfer to another department, suspension, or recommendation for dismissal from the position.

Causes for dismissal may include, but are not limited to, the following:

- Failure to report to work for three (3) consecutive workdays without notifying your supervisor.
- Failure to attend a least six (6) credits.
- Falsification of your time sheet record.
- Work performed during scheduled class periods.
- Conviction of a criminal offense.
- Alcohol or drug use while on the job.
- Failure to enroll for classes during the semester of employment.

When difficulties between you and your supervisor arise, every effort should be made to come to a mutual understanding. If the situation cannot be resolved, your supervisor will consult the Bay College “Personnel Policies and Procedures Manual” for further direction.

You may appeal a dismissal. Your appeal must be in writing and filed within three (3) days from the date of dismissal. It should be submitted to the next highest-level supervisor within the department or division. Your appeal will be answered within five (5) days of receipt and will be regarded as the final determination.

## **Non-Discrimination Policy**

It shall be the policy of Bay College Board of Trustees to assure provisions of equal opportunity and equal access in educational acts. These provisions apply in all areas of employment, student services, and instructional programs. Discrimination because of any legally protected status, which includes but is not limited to race, color, religion, creed, gender, national origin, political affiliation, age, height, weight, disability, marital or veteran status, is prohibited.

Questions concerning Title IX of the Education Amendment of 1972, which prohibits discrimination on the basis of sex, should be directed to the Executive Director for Institutional

Advancement, Bay de Noc Community College, 2001 N. Lincoln Road, Escanaba, MI 49829-2511 (906) 786-5802.

Inquiries related to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to the: Director of Human Resources, Bay de Noc Community College, 2001 N. Lincoln Road, Escanaba, MI 49829-2511 (906) 217-4049.

## **Accommodations**

Employees who require accommodations should request them from their supervisor. A request for accommodation should include documentation of the employee's disability from a licensed medical or testing provider. Also included should be a written statement of the accommodation requested. Confidentiality of the employee's disability is to be respected throughout this process. Likewise any type of retaliation against the employee is forbidden.

## **Student Employee Benefits**

### **Wages and Benefits**

Student employees will be paid bi-weekly based on the number of hours worked in a two week period. Tuition, fees, books, supplies and/or housing cannot be charged against work-study earnings. Currently student employees are paid minimum wage.

Student employees are not compensated for sick leave, vacation pay, or holiday pay. Student employees are paid straight time (not time and one-half) for any time worked unless it is over 40 hours in a week. Work-study students may not work in excess of 20 hours a week or incur over-time pay.

### **Deductions**

A student employee's eligibility for FICA and FICA Medicare withholding is based upon credit hour enrollment. If the employee is enrolled in more than six credit hours, he/she is exempt from paying FICA and FICA Medicare while they are attending classes. However, regular deductions will be taken during school break periods.

### **Unemployment Compensation**

Under the terms of the Michigan Employment Security Act, you (and your spouse) are excluded from coverage. Any specific questions related to unemployment compensation should be directed to the Business Office.

### **Worker's Compensation**

Student employees who are injured in the course of their employment may be eligible for Worker's Compensation benefits. If you are injured on the job, your supervisor should immediately obtain and complete an Accident/Incident Report from the Business Office or

Human Resource Office. All questions concerning Worker's Compensation should be directed to the Business Office.

## **Tax Reports**

The W-2 wage and tax statement is an official record of the total amount of wages paid to the employee during a calendar year. It also shows the total federal, state, and Social Security (FICA) taxes withheld. Bay College issues W-2 statements to each employee by January 31 of the year following the end of the tax year.

## **Resignation**

You should notify your supervisor in writing at least two weeks prior to terminating your employment. This is considered a standard business practice.

## **Key Points for You, the Student Employee, to Remember**

### **Treat Your Job Seriously**

Your job is a "real" job. The people you serve all depend upon you to do the very best job you can do every day.

**Be timely:** Show up on time for your job

**Be dependable:** Work the hours you have been assigned, on the days that you are scheduled to work

**Be professional:** Remember to dress appropriately. If you are not sure what appropriate dress is, ask your supervisor. Treat all of your customers with respect. Do not entertain friends during hours you are scheduled to work.

**Be accountable:** Take responsibility for your successes and your failures.

### **Capitalize Learning Opportunities**

The better you know your job, the better you will do as a student employee. If your responsibilities are new to you, do not be afraid to ask for directions or clarification of your supervisor's expectations. If your job duties are not new, take advantage of opportunities to improve your existing skills.

### **Develop Time Management Skills**

It takes less time to do your job accurately and well than it does to fix careless mistakes. Look for ways to do your job more efficiently and then communicate new, time saving ideas to your supervisor.

### **Remember to Listen**

Listening – active listening – is the basis for all service skills. When you are talking to someone in person, respond both verbally and non-verbally. When you are talking to someone on the phone, verbally respond to him or her periodically.

**Always be Courteous**

Being courteous is a skill – practice it every day by smiling, using a pleasant tone of voice, and showing a willingness to do more than is expected from you.

**Observe Standards of Confidentiality**

As a student employee at Bay College you may have access to sensitive records. You will be expected to observe standards of confidentiality. Do not discuss, outside your work, any information that you have access to because of your work.

**Go the Extra Mile**

Whatever your job, hardly a day will go by without presenting an opportunity for you to go the extra mile. Take advantage of these opportunities to expand your learning experience.

**Be Proud**

Take pride in your work, and the knowledge that you provide a real service to others.