



**WEST VIRGINIA WESLEYAN  
COLLEGE**

**Student  
Employment  
Handbook**

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### **For additional information please contact:**

Financial Aid  
304-473-8080  
[Fin\\_plan@wvwc.edu](mailto:Fin_plan@wvwc.edu)

The Financial Aid Office believes that student employment can play an integral part of a student's college experience, encouraging professional development and exposure to real-world situations that can be applied to enhance the connection between the academic classroom and outside world – these practical learning experiences can be applied to any field of study and enhance the Wesleyan learning experience.

## **Introduction**

Welcome to the Student Employment Handbook! This employment guide will serve as a resource for College Department and Community Agencies, which have been approved to employ West Virginia Wesleyan College students through the Student Employment program based upon previous approval. Use this handbook as questions arise concerning the employment of West Virginia Wesleyan College students in your department or organization. This handbook was designed to make sure that your experience as our Partner is a positive one.

## **About Student Employment**

Federal Work-Study (FWS) jobs may be on or off-campus. Off-campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest. Off-campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible. Also, the College must use at least 7% of its FWS allocation to employ students in community service jobs with at least one FWS student employed as a reading tutor for children in a reading tutoring project or performing family literacy activities in a family literacy project. (Federal Student Aid Handbook)

## **Guiding Principles of the WVWC Student Employment Program**

- Emphasis on career development and enhancement of job skills resulting in an improved work experience for both students and staff
- Responsibility lies with the students to initiate and follow through with the student employment process
- Creation of more meaningful and strategic work to meet the needs of West Virginia Wesleyan College or surrounding communities
- Accountability vested in employment processes via improved training, supervision, and performance evaluation
- Timely budget control by department and agencies
- Priority needs established by the departments and agencies
- Hiring decisions by supervisors
- Discipline and termination options to departments and agencies
- Improved supervisory training
- Separation of duties between making awards, hiring and payroll processing
- Compliance with student employment guidelines and wage and hour laws

## Student Eligibility

A federal work-study award is determined by need-based aid eligibility. Returning federal work-study students are re-awarded, if possible, in subsequent years. Initially, a number of new students are assigned a federal work-study award based on need and interest in the program.

Work-Study students must maintain at least a 2.0 GPA each semester. This is reviewed at the end of each spring semester to determine continued eligibility the subsequent year. Appeal consideration is up to the Financial Aid Office.

**ALL** awarded students, **even returning students**, must first meet with the Financial Aid Office. At that point, the student will receive a BLUE ELIGIBILITY CONFIRMATION FORM. This form signifies eligibility and award amount.

**The BLUE FORM must be presented to the supervisor before hiring and must be returned to the Financial Aid Office with proper signature prior to the start of any work. Please note, if a student has not completed the following forms: I-9, W-4, and WV Resident/Non-resident Tax Form, they **CANNOT** begin work.** If you have questions regarding a student's award and/or eligibility, please direct students or questions to the Financial Aid Office.

*Note: Eligibility for off-campus employment in community service positions is limited to students who receive Federal Work-study as part of the financial aid package.*

**Off-campus supervisors should contact the Financial Aid Office (304-473-8080) to check a student's work-study status before hiring any student for off-campus work.**

## Filling an Open Position

### Position Advertisement

It is the responsibility of the department supervisor to post any and all available job opportunities on the student employment website at <http://www.wvwc.edu/current-students/student-employment> Supervisors must submit a complete job description. All students will be directed to this website for employment opportunities.

### What to do when a position has been filled

**Once a position has been filled, it is the supervisor's responsibility to remove the job listing from the student employment website.** This will help streamline the employment process for students by eliminating filled positions. If you do not remove a filled position from the website, you will receive unwanted applications and inquiries.

### Hiring

Supervisors are responsible for the entire hiring process. The following suggestions are recommended for making the hiring process consistent for all potential employees:

- A job description must be on file
- Conduct all interviews for the same position in an identical manner
- Notify all applicants of hiring decisions
- Sign the BLUE FORM which states students award eligibility, make a copy for your records, and return it to the Financial Aid Office promptly
- The supervisor should make sure that the new employee has submitted all of his or her paperwork before allowing the student to begin work

# Paperwork Necessary for Employment

**Before a student can start employment** he or she must complete all appropriate eligibility & withholding forms. Failure to complete all documentation will result in employment and paycheck delays. Listed below are all forms required in order to enter job assignments in the computer system. These forms must be obtained, completed, and submitted to the Financial Aid Office located on the 1<sup>st</sup> floor of the Welcome Center.

## Student's Responsibility

- **Federal Form I-9: Employment Eligibility Verification.** The student must complete, sign, and date Section 1. Student must provide full name, permanent home address, date of birth, social security number, and citizenship status. In addition, the student must provide documentation to verify employment eligibility. Generally accepted documents include, but are not limited to the following: a U.S. Passport or Card, a State Issued ID/Driver's License plus a certified birth certificate or a State Issued ID/Driver's License plus an original Social Security Card. All documents must be current and unexpired. All documents must be physically presented to the Financial Aid Office in order to complete the form.
- **Federal W-4 Form: Employee's Withholding Allowance Certificate.** Students must complete name, social security number, permanent home address, marital status, and number of allowances. This form must be signed and dated by the student at the time of completion.
- **Form WV/IT-104: West Virginia Employee's Withholding Exemption Certificate.** WV Residents and Non-residents must complete name, social security number, permanent home address, marital status, and number of allowances. If the student is not a WV resident, but is from Kentucky, Maryland, Ohio, Pennsylvania, or Virginia, the student may be eligible to be exempt from WV state withholdings. The student should complete the appropriate form.
- **Blue Form: Eligibility Confirmation Form.** Students obtain a BLUE FORM from the Financial Aid Office when all paperwork is accurate and complete. The student cannot begin work unless a signed the BLUE FORM is on file at the Financial Aid Office. The Financial Aid Office determines award eligibility and will issue a BLUE FORM to the student when appropriate.

## Student Employment Timesheet Information

Students are encouraged to obtain timesheets from their supervisor. The Financial Aid Office (FAO) will provide timesheets to supervisors for students to track hours worked. The supervisor should make a copy of the completed timesheet for record keeping purposes. If you have questions when filling out the student timesheet, please contact the FAO. Students must submit all completed timesheets to the Payroll Office or the Drop Box (located outside of the Student Accounts Office) by 4:30 pm on the first business day of each month. **Failure to do so will result in paychecks being delayed until the following payroll.**

**Students must complete the proper timesheets:**

**COLLEGE** timesheets will be printed on **Orange** paper

**FEDERAL** timesheets will be printed on **Green** paper

# Policies and Procedures of Employment

## Equal Opportunity Employment

West Virginia Wesleyan College is an equal opportunity for employer. It is the policy of the College to create a favorable work environment in which all employees regardless of race, color, national origin, sex, sexual orientation, age, disability, or religious affiliation. If a West Virginia Wesleyan College student employee experiences or witness any apparent incidence behavior, harassment or discrimination, they may discuss their concerns with the Financial Aid Office.

## Expectations

Students should be shown the same respect and consideration as other employees. As a student employment supervisor, it is important to remember that work-study students are students first. A student's job is not likely to be their primary focus. Expectations should be discussed in a frank and open manner to ensure that both parties are in understanding.

## Benefits

Students are exempt from Social Security tax during academic years in which the student is enrolled full time and attending class. Students must pay Social Security taxes during any summer employment. Student employees are not eligible for holiday pay, sick pay, unemployment benefits, or vacation pay.

## Job Safety

All employers and employees have a responsibility to promote safety in the workplace.

## Termination

When termination of a student employee is a necessary measure, it is recommended that the employer do the following:

1. Verbal Warning- 1st occurrence such as tardiness, unwarranted absences or failure to complete tasks
2. Written Warning- 2<sup>nd</sup> occurrence
3. Termination- 3<sup>rd</sup> occurrence

A student can be terminated without warning for any of the following situations or at discretion of their direct supervisor:

1. A student is discovered working while a regularly scheduled class is in session
2. A student is discovered in violation of time reporting procedures
3. A student is discovered altering his/her time record or that of another student

When termination by the employer occurs, a report must be filed with the Financial Aid Office, which includes an effective date of termination and reason for termination. Students who have been terminated will not be permitted to work for the remainder of the award year unless reinstated by the same supervisor.

## Supervisor Responsibilities

- Maintain records of student employment money used
- Attend orientation for all supervisors and ongoing trainings
- Promptly request blank timesheets from the Financial Aid Office before running out
- Make sure that the student turns their timesheet into the Payroll Office, on time, every month
- Use a Log Book to keep track of student employee work hours
- Establish clearly defined work schedules that are compatible with students' academic schedule
- Define acceptable and appropriate dress codes, cell phone usage policy, notification of absences protocol, etc.
- Provide adequate training to allow the student employee to perform job duties in a satisfactory manner
- Be available on a regular basis for ongoing support and supervision of student employees
- Monitor student employee attendance and work habits
- Ensure that student workers are aware of all laws governing the right of privacy and confidentiality. It is recommended that each agency develop a confidentiality policy to be signed by student employees and placed in his/her employee file within the department of employment
- Please notify the Financial Aid Office of all changes in student employment including terminations, immediately
- During time of employment with a Community Agency, students may not use their FWS award at any other off-campus sites or on-campus office



## Student Responsibilities

- Remember that you are a representative of West Virginia Wesleyan College
- Dress appropriately for work, clothing should be neat and clean. No bare midriffs, short skirts or shorts, faded/worn jeans or sweat pants
- Report to work on time and inform the supervisor if you know that you will not be able to report to work on time
- Work time is not social time for texting or talking on your cell phone. It is not the time to read and/or do homework. Please create good work habits!
- Be sure to call in when you are ill, and give notice of any scheduling conflicts
- Work time is not time to read or to do your homework, create good work habits
- Maintain strict confidentiality regarding workplace issues and information including but not limited to:
  - Discussion of workplace issues with anyone outside the workplace
  - Releasing or sharing information about other students
  - Removing files or other materials from the workplace
- Remember you deserve to be treated with respect and dignity - as do your co-workers
- Observe appropriate workplace behaviors and protocol and follow office policies and procedures
- Remember that your job is a privilege, not a right. There are many of students looking for student employment positions
- Plan to call/visit friends on your own time. Work time is not social time
- Take your job seriously – the organization depends on you to perform the tasks you were hired to do
- Take the initiative – offer assistance
- Be sure you understand what is expected of you. Continue to ask about your responsibilities as long as necessary
- Student employees are required to notify their supervisor of any changes in their work-study awards
- Establish good working relationship with the supervisor and co-workers
- Attend Student Employment Program meetings at the beginning of the academic year, if offered
- Submit the proper timesheet to the Payroll Office or Drop Box outside of Student Accounts Office by 4:30 pm on the first business day of each month. **Students who are late submitting their timesheet will not be paid until the following month**

## Frequently Asked Questions

### **What is the work-study program?**

The Student Employment Program provides part-time hourly employment to students attending institutions of higher education who need the earnings to help meet the costs of post-secondary education.

### **How do students become eligible to receive Student Employment?**

Eligibility is determined by the information received from the Free Application for Federal Student Aid (FAFSA). Based on this information and using a formula established by the federal government, the Financial Aid Office determines a student's eligibility.

### **How do students know when they have been awarded Federal Work-Study?**

Federal Work-Study will be listed as such in the student's financial aid award letter which is viewable on web-advisor.

### **Can eligibility change once students are awarded Federal Work-Study?**

Yes, Federal Work-Study is awarded based on the financial information provided at the time a student file is evaluated. If additional information is provided, the award can change and subsequently Federal Work-Study can be changed. If a student's family receives a "revised" award letter, they should check to see if Federal Work-Study is still awarded. If it is not, the student is responsible for notifying his or her supervisor as soon as possible.

### **Will students have earning limitations?**

Work-Study students have a maximum amount that they can earn for the academic year. The most common amount is \$1,000 or \$1,200. When a student earns his or her Federal Work-Study limit, the student can no longer work for a department or community agency.

### **How many hours a week can students work?**

We recommend 4-7 hours per week, but not to exceed 15 hours. However, the student will make that decision. Students should review their class schedules and other school commitments before deciding how many hours they can work.

### **How does a student find a job on campus?**

Job opportunities will be posted on the West Virginia Wesleyan College Job at [www.wvwc.edu/current-students/student-employment](http://www.wvwc.edu/current-students/student-employment). This information can be accessed from any computer. It is the student's responsibility to search and apply for a job. The Financial Aid Office is available for advice on the process.

### **Once a student finds a job, do they need to do anything else?**

Yes, please see the section "Paperwork Necessary for Employment" on Page 6. If the student cannot produce these document(s), he or she **CANNOT** begin work or be paid.

# Criteria for Community Agencies Participating in the Wesleyan Community Service Student Employment Program

*The following criteria will be used to determine whether or not an organization may be part of the Wesleyan Community Service Student Employment Program. This does not guarantee that West Virginia Wesleyan College students will be placed in your agency. Although the Community Site Placement Coordinator works with students to place them in appropriate positions, the recruitment process is primarily up to the individual partner agency.*

1. The organization must be a federal, state or local public agency (these include city or county government offices, public schools, community-owned hospitals, public libraries and community centers) or a private nonprofit organization.
2. Agencies must be based in Upshur County and serve residents of Upshur County.
3. Student employees must provide services that are designed to improve the quality of life for community residents or to solve particular problems related to those residents' needs.
4. Agencies must provide a work environment conducive to student employees that is flexible, provides for open communication and allows the employee to grow professionally and personally from the experience.
5. Agencies must agree that student employees will not participate in proselytizing activities of any kind.
6. Community Agencies in the Community Service Student Employment Program must be committed to West Virginia Wesleyan College's Equal Opportunity Policy. It is the policy of the College to create a favorable work environment in which all employees regardless of race, color, national origin, sex, sexual orientation, age, disability, or religious affiliation. If a West Virginia Wesleyan College student employee experiences or witness any apparent incidence behavior, harassment or discrimination, they may discuss their concerns with the Community Site Placement Coordinator.
7. Each off-campus Community Service Federal Work-Study Agency falls into one of two categories. The first category is for matching awards whereby the agency is responsible for paying 25% of the total student employment wages earned by their student employees. Prior to the start of each semester the agency is responsible for paying 12.5% of the students' work-study wages (\$125 per student per semester). Any funds which were not utilized by the student will be returned to the agency at the end of the fiscal year (June 30<sup>th</sup>).

The second category is a no-match award whereby the agency has no obligation to provide matching funds. This category only applies to placements where eligible students fulfill community service hours through ***educational, service-related activities*** such as tutoring in math, reading, or assistance with homework. The placement sites for the no-match awards are pre-schools and elementary schools only.

## **How to Access Community Service Student Employment Positions**

A community agency supervisor must contact LeeAnn Brown at 304-473-8161 for any questions regarding community service student employment.

Once positions have been allocated, the Agency must submit the following prior to hiring employees:

- Completed Agency Agreement
- 25% Match Payment of Wages (12.5% per semester or \$125 per student), if applicable