

LINCOLN UNIVERSITY

Student Employment Handbook:

Students & Supervisors



Office of Student Employment
1570 Baltimore Pike
103 Lincoln Hall
MSC 142, PO Box 179
Lincoln University, PA 19352-0999
Office: (610) 932-8300 x3591
Fax: (610) 932.1298
[Http://www.lincoln.edu/financialaid/
studentemployment.html](http://www.lincoln.edu/financialaid/studentemployment.html)

Introduction

The Office of Student Employment assists new and current students with securing work-study employment by posting available positions on the Lincoln University website.

The term “work-study” does not mean completing academic assignments while at work. The program is designed to provide employment to help students finance their education.

The Student Employment Handbook outlines policies & procedures designed to explain the guidelines that students and supervisors must adhere to while participating in the Federal Work Study (FWS) & Institutional Work Aid (IWA) programs. Law and regulation require some of the procedures, while others are policies necessary for the successful operation of the programs.

This Handbook provides necessary information to both the student employee and supervisor regarding all aspects of the Federal Work Study (FWS) and Institutional Work Aid (IWA) programs. Any questions, concerns, or further clarification needed regarding the work-study programs should be directed to the Student Employment Coordinator.

What is Federal Work Study (FWS)?

The Federal Work Study (FWS) program is administered by the University to assist students who have demonstrated financial need in offsetting the cost of their educational expenses. Funding for the FWS program is provided by the Federal government.

Eligibility consideration for FWS requires that interested students complete the Free Application for Federal Student Aid (FAFSA) by the priority deadline date set by the University’s Office of Financial Aid. Typically, the deadline for new students is May 1st and April 5th for returning students. For additional information, contact the Office of Financial Aid at (800) 561-2606.

For each year that a student is interested in FWS, he/she must reapply using the FAFSA. Applying for FWS does not guarantee that a student will be awarded. As the need varies for each student each year, and funds are limited, a student may not be eligible every year of enrollment.

It is important to note that once a student has been awarded FWS for a specific semester, the student has 30 days from the official class start date of the awarded semester to secure employment. Otherwise, the FWS funds will be withdrawn.

What is Institutional Work Aid (IWA)?

The Institutional Work Aid (IWA) program assists students financially through employment. However, IWA is not based upon financial need, nor does it require completion of the FAFSA to be eligible. Funding for IWA is provided by the University through departmental allocations.

Students interested in employment through IWA must inquire with the various University departments. However, not all departments offer IWA employment.

How to Acquire Employment

Students will need to review the available positions posted on the University website, <http://www.lincoln.edu/financialaid/studentemployment.html>. Then the student is responsible for contacting the supervisor listed to schedule an interview. With both the FWS and IWA programs, students choose which jobs they want to apply for and supervisors choose which students they want to hire.

Once an interview has been scheduled, please note the date, time, location, name of the person with whom you will be meeting, any required documents, and a contact name and phone number in case you are unable to attend the scheduled interview. In preparation for the interview, please bring the following items:

- Financial Aid Award Letter
- Copy of your class schedule
- Available work schedule

- Resume (optional, but recommended)
- Student Employment Referral Card

During the interview, students & employers should discuss job duties pertaining to the position, days and hours needed to work, as well as the educational and professional development opportunities available.

Once a student accepts a job, the student must contact visit the Office of Student Employment, with completed Student Employment Referral Card, to complete the required employment documents:

1. Job application
2. New Hire form
3. W-4
4. I-9 (two forms of ID required)
5. FWS or IWA agreement
6. FWS or IWA Work Authorization
7. Confidentiality Agreement
8. Student Employee Time Card Issuance

Starting Employment

You and your supervisor should create a mutually agreeable work schedule. It is advised to consider the following:

students awarded IWA cannot begin work until approved by the Office of Student Employment;

- students awarded FWS cannot, under any circumstances, continue to work after their authorized period of employment or after depletion of their FWS award;
- the student’s FWS or IWA award amount & hourly wage;
- students cannot work during scheduled courses; and
- students may work a maximum of 20 hours per week during school.



Student Employee Code of Conduct

Absenteeism: If you are unable to report to work as scheduled, you must notify your supervisor no later than 30 minutes after your scheduled start time.

Tardiness: If you are late for work, you must notify your supervisor no later than 30 minutes after your scheduled start time.

Attire: As an employee of the University, you are expected to exhibit an appropriate style of dress when you report to work each day. Check with your supervisor about the dress code for your department.

Confidentiality: You must act in a professional manner in dealing with confidential University records & other information, which comes to you by virtue of your work.

Appropriate Behavior: It is expected that students conduct themselves in a courteous and professional manner when interacting with other departmental Faculty & Staff, students and visitors to the office.

Telephone Etiquette: All calls should be answered promptly and courteously. Check with your supervisor for a specific greeting to be used.

Telephone Usage: All telephone calls are to be restricted to University business purposes only unless prior approval is given by a supervisor.

Computer Usage: Use of computers and all its components (internet, e-mail, etc.) is restricted to University business purposes only.

Time Clock: You are expected to clock-in each time you report to work & clock-out each time

Resignations/Suspensions/ Terminations

While a student may discontinue employment at any time without penalty, a minimum two weeks notice in writing is requested when resigning from any **FWS** or **IWA** work-study program. **FWS** and **IWA** jobs should be treated as any other job.

Students may be suspended or terminated from the **FWS** and/or the **IWA** work-study programs until the next academic year for the following:

- × *Involuntary termination from two (2) positions*
- × *Abuse or falsification of time clock system*
- × *Failure to complete and/or update the FWS/IWA application process*
- × *Failure to report to hiring department within 2 days of scheduled start date.*
- × *Violations of confidentiality*
- × *Unacceptable office conduct*
- × *Theft, excessive tardiness or absences*
- × *Working under the influence of drugs or alcohol*
- × *Falsification of hours worked*
- × *Forgery of supervisor's signature (this is also a federal offense).*
- × *Filing for unemployment compensation.*

Rights & Responsibilities

Each **FWS** & **IWA** student has the right to:

- information regarding their award amount, rate of pay, work hours each week and general **FWS** and/or **IWA** policies;
- job description and requirements;
- a clearly defined work schedule;
- adequate training to perform assigned tasks;
- a safe, clean & professional working environment;
- supervision & direction from University staff;
- instructions for recording hours worked, payroll procedures and payroll calendar; and
- become familiar with information provided regarding the terms of the **FWS** or **IWA** award and policies.

FWS & **IWA** students have the responsibility to:

- understand the specific job responsibilities.
- adhere to stated procedures of the work-study program.
- recording hours worked and YTD earnings.
- performing assigned tasks.

Supervisors have the responsibility to:

- ensure that hiring **FWS/IWA** students will not result in the displacement of permanent staff or impairment of existing contracts.
- pay students for hours worked.
- monitor students hours and YTD earnings.
- submit a complete and accurate job description.
- comply with all **FWS & IWA** regulations and federal/state/local labor laws.
- provide proper working conditions.

The Office of Student Employment has the responsibility to:

- advise & assist employers & students regarding policies and procedures of the work-study program.
- determine student eligibility & authorize such students to work.
- monitor student earnings and departmental allocations.
- notify students and supervisors of approved award amount & any changes.
- termination of students who become ineligible.

Earnings/Payment

All **FWS** & **IWA** earnings are FICA exempt, but are also subject to all applicable federal, state, and local taxes. Earnings are paid directly to the student.

FWS students:

- All earnings are based on an hourly wage
- No overtime may be paid to **FWS** students
- Unearned **FWS** from one semester **will not** be carried forward to another semester, nor be made up by other sources of financial aid.
- Earnings from the work study program are not eligible for unemployment compensation.

The student payday is the 3rd Thursday in each month. The pay date is schedule may be viewed on the Office of Student Employment web page. Hours worked for the current month are paid the following month. For example, hours worked in January are paid the 3rd Thursday in February.

Paychecks may be retrieved at the Cashiers Desk located in Vail Hall. A student ID, Student Employee Timecard or other photo ID will be required to receive a paycheck.

Frequently Asked Questions

How do I get the same job as last year? Students seeking rehire in a department must contact that department. Previous employment with a department does not guarantee that the department will rehire you. If a department agrees to rehire you, completion of a new Work Authorization form is required.

How do I get a different job this semester/year? Students do not have to return to the same job worked the previous semester/year. Locate a position of interest from the websiteweb page then contact that supervisor. Again, the necessary paperwork will need to be completed.

Can I change jobs during a semester?

Students may attempt to change positions at any time, but we encourage students to retain their positions for at least one semester. If a new position is obtained, the student will be required to:

1. provide written 2 weeks notice to current supervisor;
2. complete a Department Evaluation form; and
3. begin new position the 1st week of the following month.

Am I entitled to unemployment upon termination or completion of my assignment? NO, based upon the federal guidelines for the work study program.

