**Resignations, Suspensions, Terminations**

Students may be suspended or terminated from the FWS and/or the IWA student employment programs until the next academic year for the following reasons:

- Involuntary termination from two (2) positions
- Abuse or falsification of time clock system
- Failure to complete and/or update the FWS/IWA job application process
- Failure to attend an orientation session and job placement
- Failure to report to hiring department within two (2) days of scheduled start date
- Violation of confidentiality policy
- Unacceptable office conduct
- Theft, excessive tardiness or absences
- Working under the influence of drugs and/or alcohol
- Forgery of supervisor’s signature (this is also a federal offense)

**Earnings and Payments**

All FWS and IWA earnings are FICA exempt, but are also subject to all applicable federal, state, and local taxes. Students will receive a monthly payroll check. Please note the following:

- All earnings are based on an hourly wage.
- Students are not eligible to receive overtime pay, holidays, sick days, or vacation days.
- Students are not eligible for unemployment compensation.
- Students are paid the third Thursday of each month.
- Payroll checks are distributed by the Cashier’s Office located on the lower level of Vail Hall.
- Students may elect to have their check directly deposited into their checking or savings account.

**Student Employee Code of Conduct**

**Absenteeism & Tardiness:** If you are unable to report to work as scheduled or if you will be late for work, you must notify your supervisor no later than 30 minutes after your scheduled start time. Three (3) or more consecutive absences or late arrivals are grounds for termination.

**Dress 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:** It is imperative that you act in a professional manner when dealing with confidential University records and other information that comes to you by virtue of your work. Failure to do so is grounds for termination from the Student Employment Program.

**Appropriate Behavior:** It is expected that you conduct yourself in a courteous and professional manner when interacting with departmental faculty, staff, students, and visitors to the office.

**Telephone Etiquette:** All calls should be answered promptly and courteously. Check with your supervisor for the 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 your supervisor.

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

**Time Clock:** You must clock-in each time you report to work and clock-out each time you depart. Time clock abuse (clocking in when you’re not at work or staying on the clock after you’ve left work) may be grounds for termination from the Student Employment Program.

**Work & Class Schedule:** You must schedule your work hours around your class schedule. You are not permitted to work during the hours you should be in class. Periodic audits will be made to ensure compliance.
Student Employment

Introduction

The Office of Student Services administers the University’s Student Employment Program. This Guide is designed to provide necessary information to student employees and supervisors regarding some of the most important aspects of the Federal Work Study (FWS) and Institutional Work Aid (IWA) Programs.

Any questions or concerns regarding the Student Employment Program should be directed to the Office of Student Services located in 103 Lincoln Hall or refer to http://www.lincoln.edu/studentservices/studentemployment.html.

What is Federal Work Study?

The Federal Work Study (FWS) Program, funded by the Department of Education, assists students who have a demonstrated financial need in securing part-time employment to help offset the cost of their educational expenses. The term “work study” does not mean completing academic assignments while at work.

Students interested in applying and being considered for FWS must complete the Free Application for Federal Student Aid (FAFSA) each and every year by April 1, the priority deadline date set by the Office of Financial Aid.

What is Institutional Work Aid?

The Institutional Work Aid (IWA) Program is not based upon financial need nor does it require completion of the FAFSA to be eligible. The University through departmental allocations provides funding for IWA. Students interested in employment through IWA must inquire with the various University departments that offer IWA employment.

How do I acquire employment?

There are two (2) ways to acquire employment:

1) If you were offered a position prior to or after job placement, have the hiring supervisor provide you with a Student Employee Request form and submit it to the Assistant Director of Student Services. Your Student Employee Contract will be prepared and you can start work on the date assigned; or

2) If you do not know what department or office you would like to work for, during job placement you will have an opportunity to view positions currently available on campus.

You will be provided with a Student Employee Referral form to present to the hiring department you are interested in working. After interviewing with the hiring supervisor, if you are offered the position, you will be provided with your Student Employee Contract and can start work on the date agreed upon by you and your supervisor.

It is important to note that under no circumstances should you start work before you have received your Student Employee Contract. If you do, you may not be compensated for the days and/or hours worked.

What is orientation and job placement?

An orientation session is conducted to provide students awarded federal work study with the current rules and regulations of the program. Job placement is the process held to assist students in securing employment with the department they are interested in working. Orientation and job placement are usually held the week following the beginning of classes and signs are posted throughout campus indicating the dates, times and location.

It is important to note that attendance at orientation and job placement is mandatory in order to retain your federal work study award.

Is there a deadline?

There is a deadline date to secure employment under the Student Employment Program. During the beginning of the fall semester you have 3 weeks to secure employment. If you are awarded FWS at a later date, you have 15 business days after the date you are awarded to secure employment.

How many hours each week can I work?

As per the University guidelines, you can work a maximum of twenty (20) hours per week. However, you should work the hours recommended on your Student Employee Contract so that your employment will last the entire year (fall and spring semesters). Once you reach your maximum award (indicated on your Student Employee Contract) your employment ends and you must stop working.

What is the maximum award?

The maximum award is the highest amount that you can earn each semester. It is based on your eligibility and/or the amount determined by the Office of Financial Aid to be awarded to students based on their classification status. At no point and time must you exceed the amount of your award each semester.

It is important to note that if you do not earn your maximum award in the fall semester it will not be carried over to the spring semester. Also, your award is the amount that you are eligible to receive not the amount you are guaranteed to be paid. Your federal work study award is not a Grant; you must work to earn the money awarded.