



2018-2019

FEDERAL

WORK-STUDY  
GUIDE

## **FEDERAL WORK-STUDY CONDUCT AND WORK RULES**

To ensure orderly operations and provide the best possible work environment, Thomas College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the work place. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

Theft or inappropriate removal or possession of property

Falsification of timekeeping records

Working under the influence of alcohol or illegal drugs

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment

Fighting or threatening violence in the work place

Boisterous or disruptive activity in the work place

Negligence or improper conduct leading to damage of employer owned or customer owned property

Insubordination or other disrespectful conduct

Violation of safety or health rules

Smoking in prohibited areas

Sexual or other unlawful or unwelcome harassment

Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place

Excessive absenteeism or any absences without notice

Violation of personnel files

Unsatisfactory performance or conduct

## **HIRING POLICIES AND PROCEDURES**

To be considered eligible for Federal Work-Study, a student must file the Free Application for Federal Student Aid (FAFSA) and complete the financial aid process. The student must demonstrate financial need in order to receive Federal Work-Study funds. The Federal Work-Study funds are part of the student's financial aid award.

The Federal Work-Study amount on the student's award is the maximum amount the student can earn during the academic year.

The Student Financial Services Office (SFS) determines Federal Work-Study eligibility. If eligible, the student will be given an Eligibility Form signed by a member of the SFS Office. The student may then apply for any position posted on the bulletin board, located across from the SFS Office, by seeking out the supervisor and requesting an interview. The supervisor will then set up an interview with the applicant. If hired, the supervisor

must sign Section 2 of the Eligibility Form. The student will then sign Section 3 and return the completed form to the SFS Office. The student and supervisor will then receive written confirmation stating the number of hours available to the student.

New students will be awarded work-study on their Financial Aid Award based on need and priority filing date. Work-study awarded in the Financial Aid Award does not guarantee new students a work-study position. All returning upperclassmen must secure a position for the following year prior to the end of April. Students can apply for open positions beginning the first day of school.

Changing positions or voluntary termination is allowed; however, prior notice of a minimum of one week to the supervisor must be given as a common courtesy. Because of the demand for work-study jobs and limited federal funding, only one position per person is allowed. However, if after two weeks of advertising a position it cannot be filled, the SFS Office **may** approve two positions for a student provided s/he is eligible.

Supervisors will be sent a letter from the SFS Office in February requesting their Federal Work-Study needs for the summer and upcoming academic year. The Financial Aid Committee will determine Federal Work-Study positions based on funding available. Approval of positions will be sent to the supervisors in late February or early March.

Summer positions will be approved in March. The number of positions and pay rate will be determined by the amount of available funding. To apply for a summer position, the student must meet the eligibility requirements and follow the procedure as stated previously.

## **WORKERS' COMPENSATION**

Thomas College provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor and Human Resources (ext.240 or hr@thomas.edu) immediately. No matter how minor an on- the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

If a work related injury occurs after hours and requires immediate attention you should contact public safety for assistance and to file an incident report. If the injury is severe you should seek treatment at one of the local emergency rooms: 1) Inland Hospital, 200 Kennedy Memorial Drive, Waterville 2) Thayer Hospital, 149 North Street, Waterville. The Office of Human Resources should be contacted within 24 hours and notified of the specifics of the injury.

Neither Thomas College nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Thomas College. In addition, you may not be eligible for workers' compensation benefits if you are found to be negligent or performing duties that are not within the scope of your job description.

## **EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Thomas College will be based on merit, qualifications, abilities, and federal financial need. Thomas College does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national

origin, age disability, or any other characteristic protected by law.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Thomas College has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of their immediate supervisor or the Affirmative Action Officer. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **USE OF PHONE AND MAIL SYSTEMS**

Personal use of telephones for long-distance and toll calls is not permitted. Employees should practice discretion when using company telephones to make local personal calls and will be required to reimburse Thomas College for any charges resulting from their personal use of the telephone.

The use of Thomas College paid postage for personal correspondence is not permitted.

## **COMMUNITY SERVICE**

As a requirement of the National and Community Service Act, beginning with the 1994/95 academic year, a limited number of Federal Work-Study positions will be available in community service organizations. These positions are located off campus. Pay rates and hours will be determined on a case-by-case basis. If you are interested in one of these positions or would like more details, please contact the SFS Office.

## **TERMINATION OF FEDERAL WORK-STUDY POSITION**

### **Suspension**

If performance or behavior on the job is unsatisfactory, the supervisor must first discuss the situation with the student. If improvement is not sufficient, the supervisor may then give a written notice\* stating the issues and a time period in which to improve. If performance or behavior continues to be unsatisfactory, the supervisor may consider suspension. The SFS Office and the Federal Work-Study supervisor will determine suspension. Suspension will be for one semester and all parties will be notified in writing upon completion of the suspended period. The Federal Work-Study student can be reinstated in a Federal Work-Study position provided one is available, by following the application process again. The Federal Work-Study student is expected to perform satisfactorily as determined by the Director of Student Financial Services and the Federal Work-Study supervisor.

### **Termination**

After suspension, if a student's work is again less than satisfactory, written notice from the supervisor is to be provided to the student and to the SFS Office indicating the date and reasons of termination from the Federal Work-Study Program at Thomas College. If a student fails to show up for work without proper notification, the supervisor can terminate the position without warning.

## Grievance Procedure

If a student believes treatment during the employment period or a termination was unfair and the problem cannot be resolved with the immediate supervisor, the student should consult the SFS Office within three days of the incident. Appeal of their complaint may be made to the Financial Aid Review Board.

\*Written notices are available in the SFS Office. Copies of warning letters will be kept on file in the SFS Office.

The college maintains a progressive discipline procedure to ensure a fair method of disciplining employees. The progressive discipline system is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide them an opportunity to correct any problems. Normally, progressive discipline involves verbal counseling, and one or more written warnings, before an employee is terminated. However, exceptions or deviations from the normal procedure may occur whenever the college deems that circumstances warrant that one or more steps in the process be skipped.

Accordingly, circumstances may sometimes warrant immediate termination. It should be remembered that employment is at the mutual consent of the employee and the college. Accordingly, either the employee or the college can terminate the employment relationship at will.

## NON-DISCLOSURE AND CONFIDENTIALITY

The protection of confidential business information and student records is vital to the interests and the success of Thomas College. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Student Records
- Unauthorized student information
- Financial information
- Marketing strategies
- Pending projects and proposals
- Technological data

Any work-study student who improperly uses or discloses student records or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information. Employees may be required to sign a confidentiality statement. This is at the discretion of the supervisor.

**The Work-Study student shall not disclose any information outside of their work environment except in the course of conducting business within their stated job.**

## **MONITORING HOURS USED**

In order to comply with the statutes and regulations governing Federal Aid Programs, it is necessary to monitor your earnings. Each student who is awarded Work-Study will have a maximum number of hours that can be worked for the year. If a student goes over their maximum amount of hours, the pay will come out of the department's budget NOT from the federal work-study funds.

To assist employers and employees in tracking how many hours they have worked and how many hours they have available, Appendix B of your Federal Work-Study guide provides you with a work-study time register. You should fill this form out every time you pass in a time card so you can keep track of your hours. **THIS IS THE RESPONSIBILITY OF THE STUDENT AND THE SUPERVISOR.**

## **PAYROLL**

Student payroll is processed on a biweekly schedule, which is outlined in Appendix A--Time Card Schedule, in the back of your Federal Work-Study Guide. Time cards are available in the SFS Office and should be turned in no later than noon on the due date. You may also "punch in and out" through your account using a computer. It is the supervisor's responsibility to make sure that these time cards are in promptly. Remember even though it is the supervisor's responsibility, ultimately you are the ones to be affected if time cards are late; so remind your supervisors if necessary. It is also your responsibility as the employee to make sure the card is complete and ready for your supervisor's computation and signature. If the card is submitted missing any information, it will be returned to your supervisor. This may delay your paycheck for an entire pay period. For those students working Community Service Jobs, paychecks may be held if the proper signature is not on the timecard.

If you wish to directly credit your work-study funds to your tuition account, you must complete a payroll authorization form in the SFS Office.

To complete your time card electronically:

1. Go to the Thomas College internal web page  
[www.thomas.edu/intranet](http://www.thomas.edu/intranet)
2. Choose the time clock system

Appendix A Time Card Schedule

**TIME CARD SCHEDULE**  
**2018-2019**

| <u>Time Card Due</u><br>(Mon. by 9:00 am) | <u>Period Covered</u>       | <u>Paychecks Ready</u><br>(Wednesday) |
|---|-----------------------------|---------------------------------------|
| <b>2018</b>                               |                             |                                       |
| July 9                                    | June 24 – July 7            | July 11                               |
| July 23                                   | July 8 – July 21            | July 25                               |
| August 6                                  | July 22 – August 4          | August 8                              |
| August 20                                 | August 5 – August 18        | August 22                             |
| <b>August 31</b>                          | August 19 – September 1     | September 5                           |
| September 17                              | September 2 – September 15  | September 19                          |
| October 1                                 | September 16 – September 29 | October 3                             |
| October 15                                | September 30 – October 13   | October 17                            |
| October 29                                | October 14 – October 27     | October 31                            |
| <b>November 9</b>                         | October 28 – November 10    | November 14                           |
| November 26                               | November 11 – November 24   | November 28                           |
| December 10                               | November 25 – December 8    | December 12                           |
| <b>December 21</b>                        | December 9 – December 22    | December 26                           |

|                    |                          |             |
|--------------------|--------------------------|-------------|
| <b>2019</b>        |                          |             |
| January 7          | December 23 – January 5  | January 9   |
| <b>January 18</b>  | January 6 – January 19   | January 23  |
| February 4         | January 20 – February 2  | February 6  |
| <b>February 15</b> | February 3 – February 16 | February 20 |
| March 4            | February 17 – March 2    | March 6     |
| March 18           | March 3 – March 16       | March 20    |
| April 1            | March 17 – March 30      | April 3     |
| April 15           | March 31 – April 13      | April 17    |
| April 29           | April 14 – April 27      | May 1       |
| May 13             | April 28 – May 11        | May 15      |
| <b>May 24</b>      | May 12 – May 25          | May 29      |
| June 10            | May 26 – June 8          | June 12     |
| June 24            | June 9 – June 22         | June 26     |

**Work-study checks can be cashed in Student Financial Services!**

