



Student Employment Manual

PURDUE
UNIVERSITY
CALUMET

Coordinated by The Office of Career Services

Purdue University Calumet

SUL-349

2200 169th Street Hammond, IN 46323-2094

219-989-2529

email: fiordeli@calumet.purdue.edu

<http://www.calumet.purdue.edu/studentemployment/employmentforms.html>

Lorraine Fiordelisi – Career Services
Coordinator/Student Employment

Students with Federal Work Study

Federal Work-Study Program: A History

The **Federal Work-Study (FWS)** program was originally authorized by the Economic Opportunity Act of 1964. It was originally intended to provide part-time employment for students from low-income families. The program became a student financial aid program when the Higher Education Amendments of 1968, transferred and incorporated the statutory for the program into the Higher Education Act of 1965, as amended. As such, it is a federal "Title IV" aid program. The program is currently authorized under Part C, Title IV, of the Higher Education Act of 1965, as amended by the Education Amendments of 1968, 1972, 1976, 1980, 1992, and 1998.

Employment under FWS must be reasonably available, to the extent of available funds, to all eligible students in the institution in need thereof. Also, equivalent employment offered or arranged by the institution must be reasonably available to all students in the institution who desire such employment. The institution must provide assurances that employment made available from FWS funds must, to the maximum extent practicable, complement and reinforce the educational program or vocational goals of each student receiving assistance under the FWS program.

A Student Employee with Federal Work-Study: A definition

A student employee is a part-time employee currently enrolled at Purdue University Calumet with the primary goal of achieving a degree. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of an academic program. Student employment status is at will, and is generally expected to last at least a semester in length (barring illness, unsatisfactory grades, schedule changes, emergency situation, performance issues, suspension or other agreements made with their supervisors).

A student employee with a Federal Work Study award is able to have their wages subsidized through the FWS Program. Federal funds contribute 70% of the student's wages and require the employer to pay only the remaining 30%. This employer incentive allows more work opportunity to work-study eligible students. *The maximum number of hours a student employee should work without jeopardizing his/her academic progress is unique to each student and should be determined by the student and supervisor (s).*

All hourly paid student jobs are temporary and thus, not eligible to participate in the University staff benefits program.

Students employed within the Federal Work-Study Program:

1. Do not accrue sick leave/vacation
2. Do not receive pay for holidays
3. Only compensated for hours worked
4. Covered under Worker's Compensation for job related injuries

ELIGIBILITY

To be eligible to receive a Federal Work-Study award, a student must have their FASA on file at the Department of Education by **March 10th** each academic year.

Summer FWS is awarded separately. You must fill out an application, which is available **ONLY after you have registered for classes**. You must go to PUC's Office of Financial Aid to fill out the paperwork.

Student must also show financial need as determined by federal regulations and PUC's Office of Financial Aid.

Student must be enrolled in at least **6 credit hours** for Fall or Spring semester.
Student must be enrolled in at least **3 credit hours** for Summer semester.

Student must be making satisfactory academic progress as determined by the Office of Financial Aid. Failure to do so will result in being placed on Financial Aid Probation. [Not the same as Academic Probation.] While on Financial Aid Probation, students are still eligible to receive financial aid for a limited time.

Awarding of FWS

If you are awarded FWS, you will be notified by letter. This notification comes in the form of the Financial Aid Award Notification (FAN) letter. On it will be listed your FA package awards. If FWS is not on it, you have not been awarded for the year. However, you can request to be re-evaluated for FWS especially, if you have a department who wants to hire you as a FWS worker.

The FWS program was designed to help students gain part-time employment opportunities within their course of study, career plans or in community service.

If you are having little success in obtaining a job three to four weeks after the semester begins, please contact the FWS Coordinator by stopping by SUL 349, or by calling (219) 989-2529. The FWS Coordinator can help guide you to the department that would be a good fit for you, and who is looking to hire FWS students. Many of the departments continue to hire throughout the semester.

Community Service Placement

FWS jobs are normally on-campus but there are a few placements off-campus. Off-campus jobs will always be at a non-profit organization or a public agency, and the work performed **must** be in the public interest. Some of the agencies that hire are as follows:

BASIC FEDERAL WORK STUDY STUDENT EMPLOYEE GUIDELINES

1. **GPA standards for Academic Progress** are determined by the Office of Financial Aid, as a requirement for eligibility. Students who fail to complete the minimum number of credit hours with passing grades/ making good academic progress will be placed on **Financial Aid Probation** for the following academic year. (Not the same as Academic Probation.) While on Financial Aid Probation, students are still eligible to receive financial aid. [*See Office of Financial Aid Satisfactory Academic Progress Policy Document*].
2. **Award changes:** Keep your hiring department supervisor aware of any changes in your FWS award. You should be notified by Financial Aid when/if this occurs. It is your responsibility to keep up with your FWS award. Be very aware of application deadlines. If you do not understand your awarding paperwork, please feel free to drop by to see the FWS Coordinator for assistance or guidance in understanding it. Please bring all paperwork with you.
3. Your Federal Work Study Award can be cancelled for the following reasons:
 - a. **Failure to respond** to a request for an interview by a FWS Supervisor.
 - b. **Failure to show up** for a scheduled interview with a FWS Supervisor.
 - c. **Failure to show up or contact** your FWS Supervisor for two consecutive days of scheduled work hours.
 - d. **Failure to give two weeks notice** to your FWS Supervisor before you plan to leave your current FWS position.
 - e. See grounds for Disciplinary Action.

WHAT HAPPENS ONCE YOU HAVE EARNED YOUR FULL AWARDED AMOUNT?

Sometimes, a student will earn the full amount of money awarded to them for the semester BEFORE the semester has ended. In this case, there are two options. The department may do one of two things:

1. The department may lay you off for the rest of the semester
- OR**
2. The department may continue by employing you and paying your wages 100% from their departmental funds.

CONFIDENTIALITY

Your Confidentiality

The status of student's financial aid award is to be kept strictly confidentiality. This means your employing department **CANNOT** reveal your "**financial aid status**". Your department also may not disclose you as "federal work study" to those employees outside of the federal work-study program, other PUC student, and /or to anyone outside of this university. It is your right to disclose this information, if you want to...otherwise DON'T!

For example:

Inappropriate disclosure:

" This is Harrison Ford, a federal work-study student employee in our department."

Appropriate disclosure:

This is Harrison Ford, a student employee in our department."

Our Confidentiality

In keeping with the policy of the University and in compliance with the Family Educational Rights to Privacy Act (FERPA) of 1974, information about the students within a department, the files of those students, and any other information about a department, other than publicly available information is to be protected and not discussed with any person outside of the department. This includes but is not limited to fellow students that are not also employed by that department, as well as the general public. **Disclosure of or use of confidential information for any reason is grounds for immediate dismissal!**

For All Students Regardless of FWS Status

How Do I Get a Job On Campus?

Visit The Center for Career and Leadership Development in SUL 349 to pick up a form to start your free account with CareerTrax. Once your account is activated, you will receive an e-mail instructing you how to proceed.

What is CareerTrax?

It is our e-recruiting tool that enables you to search for jobs, upload your resume, and apply directly to jobs on-campus.

What kind of jobs can I get on-campus? Click on "Employers" and then click on "Employer Search", and type in "Student Employment Office at Purdue Calumet" to find:

- Federal Work Study
- Non-Federal Work Study
- Temporary Positions
- Project Employment

You can find CareerTrax at www.calumet.purdue.edu/ccld/employment

Once you have obtained a job on campus, you will fill out the work rules with your supervisor, as well as other hiring documentation. **Please see a copy of the work rules included at the end of this manual.**

Student Responsibilities

1. The SUCCESS of your on campus employment will be determined by YOU.
2. The **ATTITUDE** with which you perform your job is just as important as the completion of the task itself.
3. The establishment of a good working relationship with your supervisor is your responsibility and will result only from a collective effort.
4. Your hiring department is depending on you. Continued tardiness or failure to notify your office whenever you cannot report for work can be sufficient grounds for termination of your employment.
5. Avoid making appointments that will conflict with your working hours. If you cannot avoid doing so, please notify your supervisor as far in advance as possible.
6. Information regarding individual students or staff members that you may come into contact with during the course of your work is considered to be confidential and may not be released without your supervisor's specific approval.
7. Personal phone calls **AND** visiting with friends is **highly discouraged** and may be made only with your supervisor's specific permission.

8. **Ask questions** whenever you do not understand the instructions given to you; make sure you understand what is expected of you.
9. Keep track of the total hours you have worked. Federal Work-Study students are not allowed to work beyond the total amount of their award. You are responsible for keeping track of your hours worked and award balance.
10. Students who do not have federal work study awards may be employed if they are enrolled for at least three credit hours during the academic year.
11. Your **placement** with a department **can be terminated** when the following occurs:
 - ⇒ Misrepresenting your self on your application or other hiring materials
 - ⇒ Poor performance
 - ⇒ Failure to work scheduled hours
 - ⇒ Lack of available funding

Harassment of any kind/ breach of any university policies or procedures (see Disciplinary policies or procedures)

Responsibilities of Supervisors

Your supervisor has the responsibility to give you, the student, some training on the office policies and procedures. This training may be delegated to another student worker, but should still include the atmosphere in which you are allowed to ask questions and seek the overall advice of your supervisor. Some of the other responsibilities of your supervisor include the following:

1. Posting all student employment vacancies with the Student Employment Office.
2. Assigning and supervising student's work and monitors performance.
3. Maintaining a safe work environment and providing all necessary training, equipment, and materials to perform the requirements of the student's work assignment.
4. Monitoring the student's work hours to ensure that their students do not work more than their allocated budget and/or work-study award during the academic year and summer sessions.
5. Approving time card for payment and forwards to appropriate business office.
6. Maintaining department's records for the student's employment.
7. Notifying Student Employment and appropriate business office of any change in employment status: such as wage rate, termination, and/or resignation.
8. Completing the Placement Form and forwarding to FWS Coordinator, prior to the student's starting date if employing a FWS student.

Taxes Withheld

Social Security: wages earned while enrolled in school during the academic year or summer sessions may be exempt from FICA (Social Security and Medicare) withhold.

Federal and State Tax Withholding: All earnings from the University are subject to federal and state tax withholding.

Disciplinary Procedures:

We recommend that supervisors follow the following guidelines when dealing with disciplinary issues:

1. Give the students a verbal warning, stating exactly what the unacceptable behavior is and what needs to be done to correct the problem. We recommend that you document the conversation.
2. The second time there is problem [it does not need to be the same issue] give the student a written warning with the same format as the verbal warning.

3. The third time there is a problem, the department is free to terminate the student's employment with that department.

Grounds for disciplinary action include, but are not limited to:

- ⇒ Tardiness
- ⇒ Absenteeism
- ⇒ Reluctance or failure to meet job requirements as listed in the job description
- ⇒ Use of the telephone for personal calls without supervisor approval
- ⇒ Visiting with friends during working hours without supervisor approval
- ⇒ Playing on the internet

There are situations, which require more severe and immediate action. Grounds for immediate dismissal include, but are not limited to:

- ⇒ Lying on time sheets
- ⇒ Theft
- ⇒ Being at work under the influence of alcohol and/or illegal substances
- ⇒ Use of University equipment or supplies for personal gain
- ⇒ Disclosure or use of confidential information for any reason
- ⇒ Harassing behavior of any kind towards anyone including but not limited to your Supervisor, co-workers or other University Staff, faculty, students, and community members.

For further information regarding student conduct, please refer to the Purdue University Calumet's Student Handbook. If you do not have a current copy of the PUC's Student Handbook, please download one from the Internet by going to <http://www.calumet.purdue.edu/stuserv/>

It is the responsibility of the Supervisor and student to make themselves aware of these policies and procedures.

Evaluations:

Supervisors and student employees are strongly encouraged to discuss job performance and goals on an informal, day- to- day basis. Formal performance evaluations are usually conducted at the end of each semester.

- a. Performance evaluations provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize the strengths, and discuss positive, purposeful approaches for meeting goals.
- b. Performance is expected. Performance will be evaluated. Your supervisor and co-workers may someday be a source of letters or reference. Remember that poor performance will result in termination.

Terminations

1. It is up to the discretion of the supervisor if the student's job will carry over into the following semester, the summer sessions, and/or the next academic year.
2. See the Disciplinary Issues section for further information.

Conflict Resolution:

We believe that most situations can be handled within departments between student and supervisor. In cases, in which a student is uncomfortable talking with the immediate supervisor, alternatives are listed below.

1. When department structure allows, the issue should be discussed with the person one step above the student's supervisor. A student should go through the department hierarchy before taking the problem outside the department.
2. When a student does not have a hierarchy of people to talk with, or when that group of people has been exhausted without a resolution to the issue, the student should make an appointment with Student Employment to discuss the issue with the Coordinator. The Coordinator will act as a mediator between the student and the supervisor to resolve the conflict.

Resignation

If a student finds it necessary to leave a campus job, we encourage a two week notice be given to the immediate supervisor, which will be contingent on the needs of their supervisor and department.

Leaving a FWS position without giving any notice to the immediate supervisor will result in termination of your FWS position, instead of being marked as a 'resignation'. Any future FWS positions will not be possible until the student attends at least one personal meeting with the FWS coordinator.

Studying

Departments are **NOT** required to allow you to study while at work. If you have done all of the work that you can possibly do and still have time before you are scheduled to conclude your work time, you may ask permission from your supervisor to study. **IF YOUR SUPERVISOR SAYS "NO" THAT IS HIS OR HER RIGHT!** Do not push the issue and do not boldly pull out your books and start studying anyway! **THESE ACTIONS ARE GROUNDS FOR IMMEDIATE DISMISAL!** Please respect the supervisor's right to say no.

Student Employment Work Rules

There are many reasons to seek a job on campus:

- To earn money
- To gain valuable experience for your future career
- To build your resume
- To prepare you for the working world after graduation

The Student Employment Office not only helps you secure on-campus employment, but tries to fit your work with your field of study. By doing this, we try to see that your employment and your education compliment each other. It will also help you to establish good work habits that will serve you well beyond graduation. We view on-campus employment as the beginning steps in a life-long career, and to ensure success in that career, it is important that we prepare you with the tools and work ethic that you will need after graduation.

Employers today are seeking the skills you are obtaining through your coursework and eventual degree, but they are also seeking a less tangible aspect in an employee – someone who knows how to work – not how to do the job, but how to “work”, how to be a good employee. The following Student Employment Work Rules will help to guide you in being a good employee for Purdue University Calumet. Your work here will be something you can include in your resume, use as a reference, and show that you are able to balance work and school. On-campus jobs are real jobs, they pay real money, and they should be taken seriously. For these reasons, the following Work Rules have been established. If you should have any questions about these Work Rules, please speak with the Student Employment Coordinator.

General Guidelines

The departmental supervisor will review work expectations and guidelines that are specific to the department. However there are general Work Rules that you will need to follow in any department you may work in:

- In most cases, you will only be allowed to work a maximum of 27 hours each week. Students with a 3.0 G.P.A., or higher, may be considered for more hours. The number of classes you are currently taking without any drops may also be taken into consideration. Your work hours may have to be decreased if they are having a negative impact on your education.
- There are many levels of positions on campus. Some will require a different level of dress or training than others. The Student Employment Coordinator and your direct supervisor will determine what dress and training are necessary for you based upon the job and your experience.
- Be sure to ask questions if you are unsure about any job duties.
- Report to work on time and work your scheduled hours, which should be determined prior to each new semester, with your supervisor.

- Dress according to the recommendations of your supervisor. Individual departments may specify dress guidelines specific to their department and your job. In general, dirty, torn, or offensive clothing will not be allowed (offensive in wording or graphics on clothing, or clothing that is too tight, revealing, etc. – not appropriate for most professional environments).
- If you find you are given confidential information about the university, faculty, staff, or students, do not release this information to anyone without your supervisor's permission. Breach of this clause will be cause for immediate termination.
- Discuss your work performance with your supervisor, and ask for copies of any written reviews.
- Provide sufficient notice to your supervisor and the Student Employment Coordinator (preferably two weeks) if you decide to leave your job for any reason. Try to speak with your supervisor and/or the Student Employment Coordinator prior to making this decision to try and resolve the problem.

Attendance, Illness, and Time Off

- Your supervisor will establish standards for attendance and occasional variations in your work schedule.
- When planning medical treatment, consult with your supervisor and make a reasonable effort to schedule the leave so as not to disrupt the University's operations. If the sick leave is foreseeable, give your supervisor as much advance notice of the need for leave as is practical under the circumstances, use the below guideline as a reference. If the sick leave is not foreseeable, you, or another person on your behalf, must notify your supervisor no later than one hour after the scheduled start of the workday, unless instructed otherwise by your supervisor. If an employee fails to satisfy the foregoing notice requirements, an employee may be disciplined, up to and including termination.
- You do not earn pay when you are ill or on vacation. You are paid only for hours you actually work.
- Requests for preplanned unpaid time off need to be made to your supervisor in the following timeframe:
 - 1 Day = 1 week notice
 - 2 Days= 2 weeks notice
 - 3 Days = 3 weeks notice
 - 4/5 Days= 1 month notice
- Unplanned time off will be granted at the discretion of your supervisor.
- If you are absent due to illness for more than three (3) consecutively scheduled work days, you may be asked to bring in a doctor's release.

Training

- There are some departments on campus where high levels of customer service skills are required. You may be asked to attend customer service training prior to or during your employment with one of these departments. This training is to ensure that our student

staff knows what is expected of them in their positions, and to give them work skills that can be used in positions well after graduation.

- You will be notified by your supervisor if there are job appropriate trainings that you will need to attend.
- Failure to follow training guidelines (for example – failure to properly use personal protective equipment (PPE)) may result in work reprimand.

Other

- Theft or destruction of Purdue University Calumet property or supplies will result in a full legal investigation up to and including prosecution and termination.
- Please discuss any policies and procedures that are unique to your new department with your supervisor (such as studying on the job).

I understand and agree to abide by the above work rules:

Student **Employee** Signature - Date

I have explained the above work rules to this student:

Supervisor Signature - Department - Date

4/04 – C. Taylor
Student Employment Coordinator