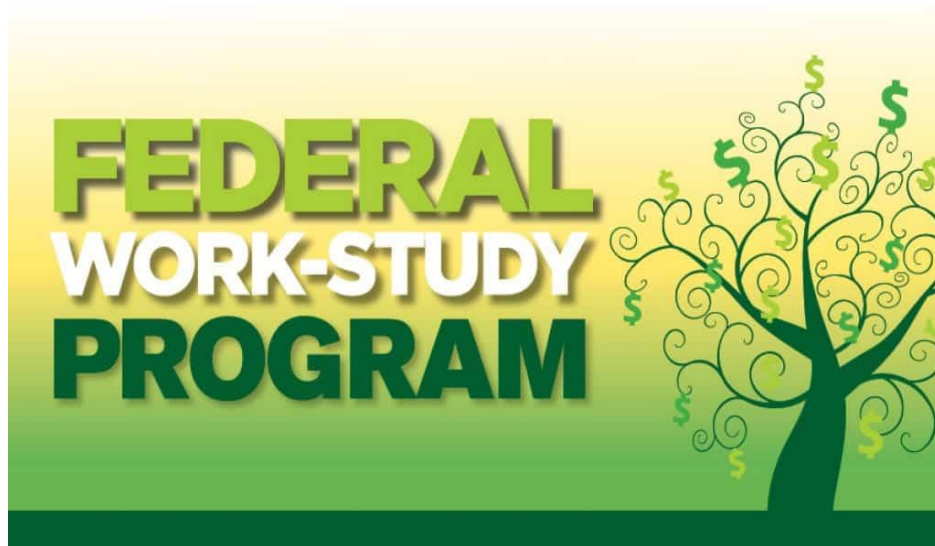


Federal Work Study Program Student Handbook

Cincinnati State Technical and Community College





Office of Financial Aid

Cincinnati State Technical and Community College
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Cincinnati, Ohio 45223-2690
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Dear FWS Student:

Congratulations on your employment with Cincinnati State Technical and Community College in the Federal Work Study Program. You have joined a team of over 100 Federal Work Study students who have the opportunity to make a difference every day by providing efficient, effective and quality services while ensuring excellence at all levels.

In order to have a successful work environment, it is essential for you to have a clear understanding of your rights, responsibilities, and the policies that govern the workplace. *The CSTCC FWS Handbook* along with your departments Policy and Procedures and your Work Performance Standards provide you with the framework for success. It is important that you become familiar with the information in this handbook, so please review it carefully.

This handbook is intended to address details about employment with the FWS Program at Cincinnati State Technical and Community College. The CSTCC Federal Work Study Program is faced with many challenges as we move into the future with ongoing changes to the college and student body.

The Office of Financial Aid and other departments support the efforts of all FWS students. It is because of your commitment, professionalism and hard work that we will be able to meet these challenges. We wish you success in your new position and hope you will enjoy a long and rewarding year with the FWS Program at Cincinnati State Technical and Community College.

Michael Tjiong

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Federal Work Study Coordinator, Office of Financial Aid

Cincinnati State Technical and Community College

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Work Study Handbook for Employed Federal Work Study Students

SCHEDULES

- 1) Students must be enrolled in at least **6 credit hours** to maintain eligibility (HEA Sec. 428(b)(1)(A), 34 CFR 668.2(b)). *If at any time the student falls below 6 credit hours they must cease employment immediately.*
- 2) Students must be meeting **Satisfactory Academic Progress** in order to maintain employment.
- 3) All student workers will set up a schedule with their supervisor at the beginning of each semester.
- 4) Students cannot change the schedule without first consulting with their supervisor
- 5) All changes in the schedule will be posted by the supervisor
- 6) Work schedules will be set up to accommodate the students' class schedule, but will otherwise be at the convenience of and for the needs of the particular work area. Supervisors will schedule students when needed and only enough people to meet the needs so that idle time can be kept to a minimum.
- 7) Students are expected to work their schedule through the end of the semester, including finals week.
- 8) At the discretion of the supervisor, students may be required to work between semesters.

ABSENCES

- 1) When unable to report for a scheduled shift, **all students are required to call their department and speak with their supervisor, if available, or with another staff member. Do not leave a message with another student.**
- 2) At the discretion of the supervisor, frequent absences can result in termination from the FWS Program.
- 3) At the discretion of the supervisor, unreported absences can result in termination from the FWS Program.
- 4) Students showing up to work to report that they will not be in can result in termination from the FWS Program.

TARDINESS

- 1) Students are expected to report on time for all assigned shifts.
- 2) Students must notify their supervisor, if at all possible, or speak with another staff member in the office when running late for work. **Do not leave a message with another student.**
- 3) Excessive tardiness may result in termination.

BREAKS

- 1) Students scheduled to work four (4), but no more than six (6) hours MAY take a paid 15 minute break. (29 CFR 785.18)
- 2) Students scheduled to work six (6), but no more than eight (8) hours MUST take an unpaid 30 minute lunch. (29 CFR 785.19)
- 3) Breaks should not come at the beginning or at the end of your shift.
- 4) Breaks should not be taken in the work area. You must be back in 15 minutes for paid breaks and 30 minutes for unpaid lunch.
- 5) Students who do not work a shift of four (4) consecutive hours are not entitled to a break.
- 6) You should always get the approval of your supervisor before you take a break.

- 7) Supervisors may allow students to snack in the office only. This is at the discretion of the supervisor. Lunch should be taken before or after working hours if less than six (6) consecutive hours.

SUPERVISORS

- 1) All work areas will have a primary supervisor responsible for hiring students, arranging schedules, and training.
- 2) Students should be aware that any office staff member should be considered as a supervisor and students are expected to follow directions given by **any** staff member. Make sure that your primary supervisor is aware of what you are doing if it takes you away from your specific job duty.
- 3) An inability to accept supervision may result in termination.

TRAINING

- 1) Each student will be required to learn the basic functions and skills needed to hold his/her position.
- 2) Primary supervisors will arrange training for each student and establish training requirements.
- 3) Students should not train other students unless specifically directed to do so by their supervisor.

FALSIFYING TIME

- 1) Falsifying time sheets consist of the following breach of agreement:
 - a) Students not recording or taking an unpaid lunch break if working six (6) up to eight (8) hours.
 - b) Students working over 8 hours in 1 day.
 - c) **Students are NOT allowed to work during class time. Regardless if class is cancelled.**
 - d) Students working over 40 hours during any pay period, unless approved by FWS coordinator.
 - e) Students working over 50 hours during the semester break pay period.
 - f) Students must stay in the Designated Work Area/Department while on the clock
- 2) The OFA will not tolerate falsification of time sheets.
 - a) It is the supervisors' responsibility to ensure that student workers complete their timesheet(s) accurately.
- 3) FWS funds will only pay students up to 40 hours per pay period during regular class session. Up to 50 hours per pay period during the semester break, unless you receive approval from the FWS Coordinator. Any additional hours must come out of the departmental budget.
- 4) It is the students' responsibility to make sure completed time sheets are in the Office of Financial Aid on time. Time sheets are due by 4:30pm on Fridays that includes Paper Time Sheets & Surge Time. This includes students working off main campus. **Time sheets that are submitted late will not be processed until the following pay period. No exceptions.**

FWS AWARD

- 1) Cincinnati State current rate of pay is \$8.55/hour.
- 2) Student awards are estimated.
- 3) Students cannot work more than amount awarded.
- 4) Students cannot work over the maximum allowed hours to reach the estimated award.
- 5) Student will not receive a raise to make up for the funds not used.
- 6) Students may hold one position at a time unless also working as a Student Ambassador.

PAYROLL

1) Federal Work Study Time sheets (**Offsite Federal Work Study Student ONLY**):

- a. On the Cincinnati State website. You may access it here
<http://www.cincinnati-state.edu/admission-financial-aid/financial-aid-scholarships/financial-aid-scholarships/work-study>
 - i. Time sheets must be completed for the entire pay period before 4:30 p.m. on Friday (EXCEPT DURING HOLIDAY WEEKS, MAY BE DUE EARLIER) of payroll week.
 - ii. Falsification of time sheets can result in termination.
 - iii. Time sheets are considered complete when:
 - All dates the student worked are listed ,
 - The appropriate times the student worked are listed (be sure the dates are correct as overlapping dates will be called into question delaying the student paycheck or causing the student to lose their FWS eligibility),
 - Weekend and holiday hours listed are initialed by supervisor
 - Students complete Student ID number is indicated on the time sheet,
 - Pay period dates are listed
 - Both student and supervisor signatures are present (If you cannot verify all of the hours on the time sheet, please do not sign it.)
 - Since students are prorating time sheets through Thursday and/or Friday before time sheets are turned in, any missed hours for those days must be made up without further pay.
 - Time sheets for College Work-Study students must be error free or they will not be accepted and no check will be issued until the next pay period ends. DO NOT COMPLETE IN RED OR PINK INK or PENCIL.
 - Falsification of time sheets can result in termination.

b. Surge Time – ALL Federal Work Study **Onsite Students must use Surge Time**

- You will use your Surge Card to Swipe In & Out at the following Swipe Machines
 - Swipe Machines Main Building Locations:
 1. Welcome Center
 2. Outside Mail Room
 - Swipe Machines Health Building Location:
 1. Room 312
 - Swipe Machines ATLC Building Location:
 1. Inside the Office of Financial Aid & Registration
- Surge Time Entries must be submitted by 5:00pm, Friday
 - Except for students who work Saturday & Sunday

- 2) Each student is expected to swipe in and out for each shift.

- 3) Students are paid on a bi-weekly basis using the same pay schedule as college employees. Time sheets are available on the website under Work Study.
- 4) Supervisors will determine if students will be allowed to make up other missed hours. As a general rule, missed hours may NOT be made up.
- 5) **Paychecks will be mailed unless you choose to enroll in Direct Deposit.**
- 6) In the event a Federal Work Study student receives any unearned Federal Work Study funds due to college error, the Federal Work Study student is liable and must payback or return all unearned funds by either returning the check, out-of-pocket expense, or by working the Federal Work Study position towards the unearned balance: balance must be settled before receiving another Federal Work Study paycheck.

TELEPHONES AND MESSAGES

- 1) **Telephones are for College business only, no personal calls are allowed without permission. Long distance calls and/or directory assistance calls are not allowed under any circumstances!**
- 2) Student workers must not allow other students to use the telephone.

USE OF COLLEGE EQUIPMENT AND FACILITIES

- 1) Students are not allowed to use staff photocopiers for personal copying.
- 2) Students are not allowed to use staff computers or offices for personal purposes.

COMMUNICATION

- 1) Student workers are expected to openly communicate with each other and with the office staff. This is important to ensure smooth operation of the office.
- 2) **Student workers have access to confidential information, i.e. the student database, social security numbers, student Id's etc., information of this type is not to be shared with anyone. Doing so may result in immediate termination.**

RE-HIRING OF STUDENT WORKERS

- 1) No student is ever guaranteed a spot for the next semester. Supervisors reserve the right not to re-hire students if their performance has been unsatisfactory, or if requested hours do not coincide with needed coverage hours.
- 2) **Students returning to the same position for a new school year must also complete a re-hire packet for the new school year before working. Students who have neglected to do so will not be paid from the FWS budget.**

CONDUCT

- 1) Student workers are expected to conduct themselves in a professional manner while at work.
- 2) Student workers **cannot** bring their children to work with them.
- 3) Friends are not to loiter in the area where you are working.
- 4) Unprofessional behavior may result in immediate termination.

DRESS CODE

- 1) Appropriate dress is required. Items to avoid: Tops with obscene, sexually suggestive, profane graphics or messages; revealing clothing including short shorts, short skirts, short dresses and leggings (without covering); clothing with inappropriate tears, rips, slits or stains; hats, caps, and other head gear.
- 2) Supervisors may require additional standards. Supervisors may require student workers to leave the office if their attire is inappropriate.

- 3) Shoes must be worn at all times.

TERMINATION

The following situations could result in immediate termination:

- 1) Violation of SAP Policy for grades and/or pace.
- 2) Enrollment below 6 credit hours.
- 3) Repeated unsatisfactory performance.
- 4) Excessive absences during any given semester.
- 5) Excessive tardiness during any given semester.
- 6) Inability to accept direction from office staff.
- 7) Falsifying time sheets or other records.
- 8) Unprofessional behavior.
- 9) Theft of college or personal property.
- 10) Intentional damage to college or personal property.
- 11) Unauthorized dissemination of confidential information.
- 12) Failure to abide by these or supervisors' specific expectations.
- 13) Violations of the Student Code of Conduct as outlined in Article III