



# **STUDENT WORK-STUDY HANDBOOK**

## **PURPOSE**

The purpose of the student work-study program is twofold: (1) it provides an opportunity for work experience; and (2) it provides students a funding opportunity for educational expenses.

The purpose of this handbook is to provide student employment policies and procedures for Concordia University Texas (CTX) student workers and supervisors. As an employee of CTX, student workers also must comply with the guidelines as outlined in the current CTX *Employee Handbook*. All student employees are expected to read and comply with the policies and procedures in both documents. If there are questions regarding interpretation of policy or procedures, please contact your supervisor or Human Resources.

## **NON-DISCRIMINATION**

All students who are applying for employment at Concordia University Texas are guaranteed equality of employment opportunity under state and federal law. Essentially, this means that the University will not illegally discriminate against any employee or applicant on the basis of race, color, religion, gender, age, national origin, citizenship status, and disability, or past, present or future status in the uniformed services of the United States in accordance with applicable federal laws.

## **ELIGIBILITY**

As a CTX student your employment is *not* automatic. Because there are limited funds and job openings, not all students may be able to find a job. You must possess the qualifications that meet requirements for specific jobs on campus. You must also be willing and able to complete certain forms and be able to provide documentation that shows you are authorized to work in the United States. This handbook explains the rules that govern your employment and outlines the steps you need to take in order to be hired by Concordia University Texas.

All students seeking employment through the work-study program must complete a Free Application for Federal Student Aid (FAFSA) for each academic year they are interested in working. It is recommended that the student submit a FAFSA on or before May 1, which is the priority deadline.

To be eligible for student employment, an undergraduate student must be enrolled in a minimum of 12 hours each semester and a graduate student must be enrolled in at least six hours each semester. A student is limited to **a maximum of 19 hours of work per week total on campus work hours (not per job)**, except during academic breaks and holiday periods, with supervisor approval. It is the *student's* responsibility to manage his or her work hours to ensure they do not exceed this limitation. If too many hours are being worked, the University may require the working hours to be reduced on one or both jobs to comply with the maximum total hour requirement. Student workers are expected to notify their supervisors if they hold more than one paid campus job and let them know how many hours they are available to work so as to not exceed the weekly hour limit.

### **FIRST-TIME CTX EMPLOYMENT HIRING AND PAYROLL FORMS**

A first-time CTX student worker is defined as a student that has never worked in a paid position on the CTX campus. *Prior to the start of work*, all first-time CTX employment student employees must receive a packet of forms, policies and instructions from the Human Resources Department, Office D-225.

ALL forms and set up must be completed and returned to that office within three (3) days of the date of hire. Under no circumstances may a student begin an employment assignment prior to submitting these completed forms to the office of the Student Job Coordinator. In addition, the supervisor and the student must receive e-mail approval (via CTX e-mail) from the HR department before the student may begin employment. The HR department will review all paperwork for completeness and notify the student via CTX e-mail if there are issues to be resolved. It is each student's responsibility to turn in complete paperwork and set up W-4 and direct deposit in a timely manner and to check e-mail for updates as to his or her work status. NO WORK may be done until this e-mail is received from the Human Resource Department granting approval to work.

Work-study income is subject to federal income tax, and, as noted above, each student is required to complete the Form W-4 instructions when hired. At the beginning of each calendar year, student employees will receive a Form W-2, Wage and Tax Statement, reporting their earnings from the previous year.

## **PAYROLL AND PAY RATE**

Pay dates are semi-monthly on the 15<sup>th</sup> and the last working day of the month. Student workers are generally paid hourly. Timesheets should be completed online on a daily basis. Hours are recorded from the 1<sup>st</sup> day of the month through the 15<sup>th</sup> day of each month and from the 16<sup>th</sup> day of the month to the last working day of each month.

Student workers are to submit their timesheets for online approval by their supervisor's established deadline. The supervisor must meet the published payroll deadline. Students who have not completed a timesheet by their supervisor's internal due date will be paid the next pay period. Please refer to the Web Time Entry instructions or your supervisor for further information regarding timesheet submission. Failure to submit time worked for approval in a timely manner is a performance issue and may result in disciplinary action. Student workers must submit time as worked. Online access permits these actions from any location 24/7.

The pay rate for student employment is determined according to the University's approved pay scale. Each position is assigned to a standard classification by the HR department after a review of the job description. Student employees who are new to the position begin at the minimum of the classification range.

Pay raises are awarded at the beginning of the fall semester only. Students must have worked a minimum of two consecutive semesters (does not include summer classes) in the same position to be eligible for a \$ .50 wage increase up to the maximum hourly wage for the job class. In other words, if a student begins a position at the beginning of the spring 2020 semester and resumes the same position through fall 2020, s/he will have worked two consecutive semesters in the same position, regardless of whether work was performed over the summer. However, the \$ .50 increase will not go into effect until fall 2021 and every fall thereafter in which the student remains in the same position. Students who change positions will start at the minimum hourly wage for that new position which may or may not equal or exceed their former salary. Increases and eligibility are tracked and approved by Human Resources.

## RAISE ELIGIBILITY

Semesters Worked	Raise
Fall 2020 and Spring 2021	Fall 2021
Summer 2020, Fall 2020, Spring 2021	Fall 2021
<i>Partial</i> Fall 2020 and Spring 2021	Fall 2022
Summer 2020 and Fall 2020	Ineligible
Fall 2020 and Fall 2021	Ineligible
Fall 2020 ( <i>Job A</i> ) and Spring 2021 ( <i>Job B</i> )	Ineligible

## STUDENT RESPONSIBILITIES

A work-study position is a “real job” and should be treated as such. Student responsibilities include:

- Submit required forms and timesheets for Human Resources, Payroll and Financial Aid (if applicable) on a timely basis.
- Observe confidentiality when dealing with institutional data, including student records.
- Treat all faculty, staff and students with respect and Christ-like characteristics in keeping with the CTX mission.
- Follow not only the University policies and procedures, but those specific to your assignment and/or department.
- Schedule classes and work so as not to conflict.
- Maintain academic eligibility.
- Maintain an accurate time sheet that follows established policies and procedures.
- Give your supervisor advance notices for absences per their requested method.
- Dress appropriately.
- Limit personal calls and/or visits during scheduled working hours so as not to interfere with the work assignment.
- Secure supervisor approval for breaks taken during scheduled work hours.

## SUPERVISOR RESPONSIBILITIES

Work-study supervisors must be full-time employees of CTX. Responsibilities include:

- Clearly identify the requirements of the position and document the job description.

- Interview student worker candidates to determine suitability for the job duties.
- Notify students interviewed for positions but not selected in a timely manner so that they can apply for other positions.
- Verify that required employment forms have been approved by HR prior to assigning work.
- Approve and submit required forms on a timely basis, including timesheets.
- Before assigning work, review with the student worker:
  1. Job description, including duties and responsibilities and performance expectations
  2. Work schedule
  3. Work policies and procedures; including departmental
- Regularly review the performance of the student and take appropriate action to enhance the employment experience, guide toward improvement, or take other supervisory action.
- Monitor student earnings in order to avoid exceeding budgetary and financial aid allocations.
- Verify student employee compliance with requirements of this handbook.

## **TERMINATIONS**

If student employees do not perform their duties satisfactorily and need to be terminated, the supervisor must talk with Human Resources prior to terminating the student. Documentation of the concerns should be kept for the student's personnel file. It is the student's responsibility to complete his or her timesheet up through the last day worked and submit it in a timely fashion. MyInfo is accessible for a year after termination. The final pay check will be processed on the next pay cycle and direct deposited.

## **QUESTIONS OR CLARIFICATIONS**

For questions or clarifications regarding any of the information contained in this handbook contact Human Resources.