

# **I. Introduction**

## **Student Handbook Statement**

These guidelines, policies, and procedures have been developed to meet the needs of student workers and their supervisors. Students entering the work-study program are required to uphold all policies and procedures outlined in this manual. Any questions regarding this handbook should be addressed to the Office of Scholarships and Financial Aid.

## **Types of Student Employment**

### **1. Federal Work-Study (FWS)**

The Federal Work-Study Program is a federally funded form of financial aid which provides employment to eligible students with financial need, helping them to earn money to pay educational expenses. To be considered for FWS, students must complete the FAFSA by the priority deadline. FWS funding is included in financial aid, and as with other types of financial aid, student eligibility is determined by the Office of Scholarships and Financial Aid based on financial need, date of submission, and other parameters.

### **2. Texas College Work-Study (TxCWS)**

The Texas College Work-Study Program is a state-funded work program which works similarly to the Federal Work-Study financial aid above. These funds are extremely limited and are packaged on a first-come, first-served basis.

### **C. Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 is a federal law which requires that (a) a written institutional policy must be established and (b) a statement of adopted procedures covering privacy rights of students must be made available via annual notice in the catalog to currently enrolled students.

Lamar University shall maintain the confidentiality of educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are attending or attended the University. Students in the work-study program may have access to educational and financial records containing personally identifiable information about current and former students, the unauthorized disclosure of which is prohibited by the previously disclosed Act. If it is found that a student has violated FERPA, they will be immediately terminated from their work study position.

# **II. Policies and Procedures for Students**

## **General Guidelines**

The work-study programs are designed to help students meet educational expenses through meaningful employment. Students must be enrolled for 6 or more credit hours to qualify for part-time employment. Jobs vary throughout the university and range from clerical assistance in various departments to working in the library or the rec center. Many students also work for approved, off-campus community service organizations in a variety of capacities.

## **Eligibility**

A student may be eligible for work-study funding if the student meets all the following requirements:

1. Be an admitted student to Lamar University by the priority deadline.
2. Complete a Free Application for Federal Student Aid (FAFSA) by the priority financial aid deadline and indicate our school code: 003581.
3. Demonstrate financial need, based on the institution's cost of attendance (COA) and the expected family contribution (EFC) as determined by the FAFSA data.
4. Complete verification, if selected, by June 1<sup>st</sup> of the summer before the start of the Fall Semester.
5. Be enrolled and maintain enrollment of at least half-time (6 credit hours for undergraduate, 4.5 credit hours for graduate/professional).
6. Meet Satisfactory Academic Progress (<https://www.lamar.edu/financial-aid/resources/academic-standards.html>).
7. For Texas College Work-Study a student must be a Texas resident, and cannot have an athletic scholarship.

### **Finding a Work-Study Job**

All Work-study positions are posted on Lamar University Human Resource website (<https://jobs.lamar.edu/>) for on-campus and off-campus jobs. A student must accept the work-study financial aid offer and register with Lamar University before they can apply for work-study positions. The hiring process for work-study positions is the same for all employees: a student must complete an I-9, a Criminal History Record Investigation will be conducted, and a student must not begin working until all documentation is approved by the Office of Human Resources.

### **Employee Rights and Responsibilities**

A student-employee has the right to:

1. Information regarding their financial aid offer amount, rate of pay, average number of hours per week, and general work-study procedures.
2. Instructions regarding procedures to be followed if the student cannot report for a scheduled work period.
3. A clearly defined work schedule, which accommodates the student's course schedule and academic requirements.
4. Adequate training to perform assigned tasks.
5. A safe, clean, and professional working environment.
6. Supervision and direction from Lamar University faculty or staff or the staff of the off-campus organization.
7. Instructions for recording hours worked, as well as information regarding the University's payroll procedures and payroll calendar.

A student-employee has the responsibility to:

1. Maintain the established work schedule -- If unable to work designated hours, the student-employee must notify the supervisor and mutually arrange a new schedule in accordance with procedures outlined by the hiring department.
2. Be punctual -- If delayed or unable to attend work, the student-employee must immediately contact the supervisor.

3. Notify the supervisor in advance of any absences.
4. Clock in and out daily, following department procedures.
5. Not work during scheduled class times -- Working during class times is only permitted if the class is cancelled or dismissed early with written proof (i.e., email from professor, copy of syllabus).
6. Observe the dress code expected for the work site.
7. Understand the expectations of the individual supervisor.
8. Perform all tasks to the best of his/her ability -- If a student-employee has any questions or problems, they should consult their supervisor.
9. Notify the Office of Scholarships and Financial Aid in the event of an inappropriate work environment.
10. Maintain professionalism and accuracy in all transactions with the public or campus community.
11. Spend time at work participating in work activities -- Student-employees are not allowed to sleep, read, watch streaming, study or do homework while working. If a supervisor allows a student to work on homework, it must be while serving a need of the work site at the same time (i.e., answering the phones, greeting visitors, etc.).
12. Adhere to rules and regulations established for student-employees at the work site.

### Timesheet Guidelines

1. Student-employees are not to work during scheduled class time.
2. Student-employees may work a maximum of 20 hours per week while school is in session.
3. Student-employees may not work more than eight hours per day, on any given day.
4. A minimum 30-minute break is required for students working more than six consecutive hours.
5. Payable time and/or absences must be approved by the supervisor.
6. Students are paid biweekly according to the posted payroll schedule (<https://www.lamar.edu/finance-and-operations/financial-services/payroll/index.html>).

**To input hours worked:**

1. Access the Self-Service Banner system ([https://ssbprod.lamar.edu/btdb/twbkwbis.P\\_WWWLogin](https://ssbprod.lamar.edu/btdb/twbkwbis.P_WWWLogin)).
2. Choose the pay period from the dropdown menu and click the *Time Sheet* button. Once the time sheet box appears, find the correct day and click *Enter Hours*.
3. Input the time in and out per shift and click the *Save* button. Continue to enter hours as needed for each day in the payment period.

**Time sheets must be submitted at the end of each pay period. For submission due dates, reference the Payroll Schedule linked above.**

7. For students employed by off-campus employers:
  - a. Timesheets are due every two weeks please refer to the payroll schedule, AND
  - b. Timesheets must be printed out, signed, and dated by student and supervisor.
  - c. If a student fails to clock in and out, there must be a written explanation and the supervisor must initial the manually entered hours.
  - d. Timesheets must be submitted via email or fax:
    - i. To: [Deborah.guillory@lamar.edu](mailto:Deborah.guillory@lamar.edu)
    - ii. CC: the student-employee

- e. Failure to meet these requirements will result in a delay of pay to the student employee and possible non-renewal of the agreement with the off-campus organization for the following academic year.

Student-employees will only be paid for hours worked. If any student-employee intentionally submits fraudulent time punches or timesheets to their employer, the Office of Scholarships and Financial Aid will terminate student's position.

### **Pay Rates**

Students working at Lamar University on campus or off-campus under the work-study programs are paid \$10.00 per hour.

### **Cancellation**

The Office of Scholarships and Financial Aid may cancel a student's work-study offer if the student:

1. Fails to maintain Satisfactory Academic Progress (<https://www.lamar.edu/financial-aid/resources/academic-standards.html>).
2. Fails to obtain employment within 30 days from the start of the semester.
3. Has received additional aid or scholarships of which the Office of Scholarships and Financial Aid was unaware of at the time the work-study offer was made.
4. Works during scheduled class times.
5. Does not complete required documentation by the prescribed deadlines.

### **Termination**

The work site supervisor may terminate the employment of a work-study employee whose job performance, conduct, and/or dependability is unacceptable according to departmental and work-study standards. The supervisor is responsible for justifying the termination and completing the F3.2 Personnel Action Form. Improper use of university property and falsification of timesheets will result in termination without grounds for appeal.

### **Rehire Procedures**

Student-employees who are seeking to be rehired must be eligible and have been offered work-study funding as a part of their financial aid award.

## **III. Policies and Procedures for Supervisors**

### **Hiring a Work-Study Student-Employee**

1. All employers are required to attend the mandatory work-study training at least once per year. The training is generally held during June and July.
2. All departments are required to post work study positions through Human Resources Office.
  - a. The job posting must contain the following:
    - i. A job description for each position which lists duties and responsibilities, as well as required knowledge and skills,
    - ii. The name and address of the work site,

- iii. The supervisor's name, email, and telephone number.
- iv. Off-campus positions: the community service organization involved.
3. Off-campus Work-Study Agreements will be reviewed by the Office of Scholarships and Financial Aid. If not approved, the off-campus organization will be notified.
4. Once the posting has been approved, all eligible students with work-study eligibility will be able to apply.

### **Interviewing Student-Employees**

Supervisors will be notified when students apply for their positions. After reviewing the students' resumes, the supervisor will contact the applicants to arrange interviews. It benefits both the employer and the potential student-employee to discuss the following during the interview:

- Description of job duties
- Experience and skills needed to perform the job
- Personal conduct and attire expected
- Hours of operation and student's schedule of weekly hours
- Training provided
- Expected date by which a hiring decision will be made and start date

**NOTE:** Employment laws that apply to interviewing regular employees also apply to the interviewing of student-employees.

How to prepare for the interview:

- Write interview questions that are criterion-based, behavior-based, job related, and non-discriminatory.
- Decide whether skills testing will be required.
- Set aside enough time to do an interview of substance that covers all requirements for the student-employee to successfully perform the job.
- Give each candidate a copy of the position description.

Conducting the Interview:

- Make the candidate feel welcome and at ease.
- Give the candidate an overview of how the interview will run.
- Wait for answers and avoid interrupting.
- Review attitude toward previous employment experiences and supervisors, and the expected schedule.
- Determine interests, goals, strengths, and challenges.
- Take notes during interview as needed to make a hiring decision later.

### **Hiring a Student-Employee**

Employers should notify the student of the hiring decision within one to three business days. Complete Personnel Action Form as soon as the student accepts the position. Student-employees are paid by the hour and paychecks are issued through check or direct deposit biweekly. The hourly rate for work study students is \$10.00.

Holidays, weather-related cancellations, and sick days are not to be counted as hours worked. Student-employees are not paid for lunch or break periods. Overtime is not authorized for work-study student-employees. Please remember the following guidelines for a student's eligibility to work:

- Students are not allowed to work during scheduled class time.
- Students must be enrolled at least half-time (6 credit hours for undergraduates, 4.5 credit hours for graduate and professional students) to be eligible for work-study.
- Work-study funding will be cancelled if the student drops below half-time status or withdraws from Lamar University.