

# **Washington & Lee University**

## **Procedure Manual for Campus Based Employment**

**(Federal and Institutional Work-study)**

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## **OVERVIEW OF THE CAMPUS BASED EMPLOYMENT PROGRAM**

The **Campus Based Employment Program** is in fact two separate work programs, **Institutional Work-study** (IWS) and **Federal Work-study** (FWS). The goal of work study is to provide part time employment to enrolled students who are receiving some form of financial assistance (merit or need-based). Students designated as Federal Work-study (FWS) receive 75% of their funds from the Federal government and must have eligible financial need. Students designated as Institutional Work-study (IWS) receive 100% of their funds from Washington & Lee University and must currently be receiving some form of financial assistance.

Employment under the **Campus Based Employment Program** benefits students in several ways:

- Provides funds to pay for education and personal expenses.
- Helps the student to feel a connection to the University.
- Improves time management skills.
- Provides future job reference and resume material.

The term **Work-Study** does NOT mean students receive jobs where they may have time to study at their place of employment.

## **EMPLOYMENT CONDITIONS AND LIMITATIONS**

- The Washington & Lee University Financial Aid office determines student eligibility for all WS awards. In assigning an FWS job, a school must consider the student's financial need and the amount of other assistance available to the student. A student's need places a limit on the total FWS earnings permissible but has no bearing on his or her wage rate.
- WS jobs must be reasonably available to all eligible students at the school.
- At least 7% of FWS allocations must be used to employ students in community service jobs.
- Work-Study must be governed by any applicable federal, state, or local law.
- The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under WS must be paid for all hours worked.

## **AWARDS**

Upper-class and first-year students are usually awarded \$2,000 in work-study funds for the academic year. Student employees may not earn more than the total Work-Study award listed on their financial aid award letter. The award limit is also available on-line. Employment ends when the student reaches the earnings level. It is the responsibility of the supervisor to track earning levels and limit work hours when appropriate.

Students working over the award level cannot be funded by the Financial Aid Office. In this case, there are two options:

- The department may discontinue employing the student. Please be aware that any student over the earning limit still should be paid for funds not covered by Financial Aid.
- The department may continue employing the student paying 100% of their wages through departmental funds.

## **JOB DESCRIPTION**

Supervisors are responsible for maintaining detailed job descriptions for any and all Work-Study positions in their area. The supervisor should review the job description with each student employee to be sure that the student understands the supervisor's expectations. Work-Study jobs should complement and reinforce each recipient's educational program or career goals. The Financial Aid Office stores and lists all job descriptions for each Work-Study position on the Campus Employment web site.

## **SCHEDULE**

While most students are scheduled for 5-10 hours per week, work schedules may be flexible throughout the academic year to accommodate departmental needs and student academic and extracurricular schedules.

The supervisor and the student should arrange a working schedule which is mutually acceptable. Students are expected to work all of the agreed upon hours throughout the academic year and will be expected to discuss any deviations from their schedule with their supervisor in advance.

Work-study students are eligible to work during the official school term. They are not eligible before the term begins, or after the term ends. Students are allowed to work during official breaks during the Fall, Winter, and Spring semesters. Students are not allowed to work during the Christmas break.

Changes in Work-Study assignments during the academic year are not made once a student has been assigned to a department, unless the student's academic schedule is in direct conflict with his or her work schedule.

## **WAGE RATE**

Work-Study students must be paid at least the federal minimum wage (\$7.25 as of July 2009). Also, the pay must meet the requirements of the state or local law. Current base pay rate is \$8.00. No student will be paid for hours not worked.

- It is not acceptable to base the wage rate on any other factor not related to the student's skills or job description.
- FWS students performing jobs comparable to non-FWS employees cannot receive a lower rate of pay.

## **WORKING TWO CONCURRENT WORK-STUDY POSITIONS**

Students are limited to one Work-Study position each academic year.

## **ATTENDANCE AND ATTIRE**

Requirements for attire and attendance are determined at the discretion of the department.

## **WARNING AND TERMINATIONS**

Washington & Lee University invests a significant amount of funds to the Campus Based Employment Program. Students who are not dependable or unwilling to meet the demands of their position waste significant University financial resources. Work-Study students are expected to arrive at work promptly, complete their duties competently, and work all scheduled hours. At the same time, student employees should expect well defined and meaningful work responsibilities.

Student employees who fail to perform are subject to dismissal. It is expected that the student will receive prior notification before the problem reaches that point, i.e., discussion of problems and performance, written warnings, etc. Student employees should also be able to discuss work problems with their supervisors, e.g., underutilization, scheduling conflicts, etc., and work out mutually agreeable solutions. Recommendations for addressing performance issues:

- Give the student a verbal warning, stating exactly what the unacceptable behavior was, and what needs to be done to correct the problem.
- The second time there is a problem; give the student a written warning.
- If the problem is not resolved at this point the department should feel free to terminate the student's employment or contact FA for additional options.

The FA Office is not the arbitrator for student/supervisor disputes; however, we are available to both supervisors and students for consultation on difficulties encountered in the work place.

## **REPORTING HOURS AND PAYMENT**

Students must provide their supervisors with an accurate record of the hours they work each day. Hours must be verified by the supervisor.

All time records are to be entered on-line on the Work Study time sheet. Students should keep accurate records and store hours after each day of work. At the end of each month students and supervisors must electronically verify the accuracy of the hours recorded and submit the verified report. The supervisor is responsible for making sure these time sheets are accurate, and signed by both the student and the supervisor. Student is responsible for submission of the signed timesheets on-line at the end of each pay period.

Due dates for each pay period are listed on-line. Please review this schedule with student employees. Time sheets not signed and submitted by the designated day and time will be held until the next pay period. Un-submitted pay periods remain open for one month, after which the student cannot receive payment through the Work Study program and must be paid through departmental funds.

Paychecks are issued to students once a month through the Business Office. No pay advances will be given.

## **COMMUNITY SERVICE**

Work-Study students are encouraged to pursue employment that is community service related. Community service positions contribute to the improvement in the quality of life for area residents by helping solve particular problems related to their needs. Community Service opportunities are listed on the CBE web site.

## **SAFETY INFORMATION AND TRAINING**

Students who work in areas that contain any types of hazardous materials must be provided with proper safety equipment and training.

## **NONDISCRIMINATION/HARASSMENT**

Washington & Lee University does not discriminate on the basis of race, color, religion, national, or ethnic origin, sex, sexual orientation, age, disability, veteran's status, or genetic information in its educational programs and activities, admissions, and with regard to employment.

In addition, harassment on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or for any other unlawful reason is a violation of W&L policy and is prohibited by both state and federal law.

## **SUPERVISOR RESPONSIBILITIES**

If no individual is willing to accept the responsibilities of supervisor within a department/area, then no Work-Study students can be assigned to that area.

### **The Supervisor is expected to:**

- Verify that all students assigned to work in their area have completed Human Resource and Financial Aid paperwork before allowing student to work.
- Provide students with training on the office policies and procedures.
- Monitor student's work hours to ensure that their students do not work more than their limit of earnings.
- Monitor and verify student timesheets for accuracy.
- Agree to use the on-line system for time sheets and roster maintenance.
- Participate in any required training regarding work-study regulations or on-line system.
- Monitor and update on-line system as needed.
- Complete all responsibilities by indicated deadlines.
- Keep job description up to date and accurate.
- Read, and agree to follow all regulations and guidance as illustrated in the WS manual.
- Monitor student rosters and inform FA office when students are no longer participating in the program.
- Assume responsibility for all aspects of the WS program within department/area.

## **STUDENT RESPONSIBILITIES**

A Work-Study student is expected to hold his/her academic progress as the number one priority. It is understood that students are at Washington and Lee University to be educated and not for the sole purpose of part-time employment. However, Work-Study can be an education in itself, and students who choose to work in the Work-Study program are expected to perform in a professional and reliable manner.

### **The Student is expected to:**

- Provide the employer with a schedule of the hours and days the student is available for work.
- Accurately report the hours worked, and submit timesheets to the supervisor by the due date each month.
- Maintain his/her accepted work schedule and inform the employer in a timely and appropriate manner of his/her inability to maintain this schedule.
- Seek permission from the supervisor to be excused from regularly scheduled work hours.
- Follow and maintain confidentiality with regards to any information revealed during his/her employment. A student employee may be required to sign a Confidentiality Agreement.

## WORK STUDY DOCUMENTATION

Information regarding the Work Study program is available on-line on the Financial Aid website under Campus Employment. Links are provided for: Required Human resources Documents; Direct Deposit form; Campus Employment Job Descriptions; and Campus Employment Policy Manual.

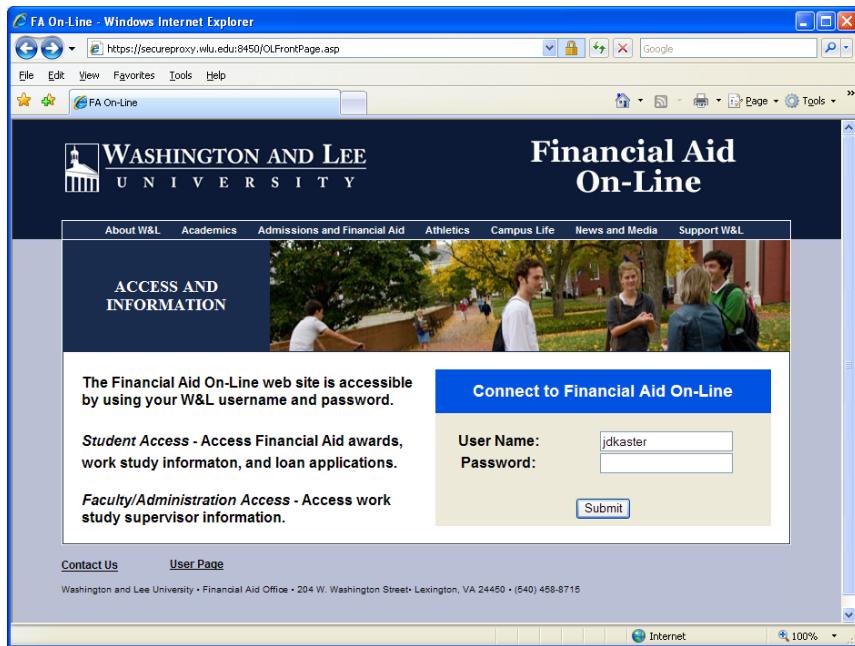


The screenshot shows a Windows Internet Explorer window with the following details:

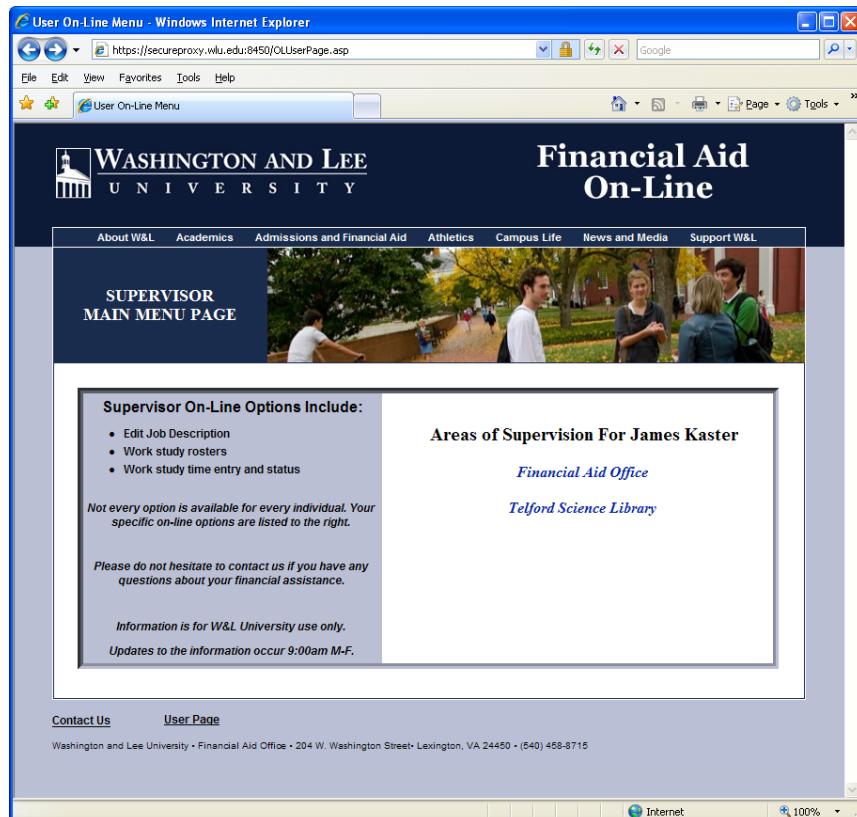
- Title Bar:** Campus Employment :: Washington and Lee University - Windows Internet Explorer
- Address Bar:** http://www.wlu.edu/x4564.xml
- Menu Bar:** File, Edit, View, Favorites, Tools, Help
- Toolbar:** Links, ElementK, Helpdesk, Library, Pandora Radio
- Page Title:** Campus Employment :: Washington and Lee University
- Header:** WASHINGTON AND LEE UNIVERSITY
- Header Links:** Calendar, Directory, Webmail, Libraries and Technology, Offices and Services, Search, Go, Prospective Students, Current Students, Alumni, Parents, Faculty and Staff, Visitors
- Navigation Bar:** About W&L, Academics, Admissions and Financial Aid, Athletics, Campus Life, News and Media, Support W&L
- Left Sidebar (Financial Aid):** Prospective Undergraduates, Current Undergraduates, Law Students, Parents, Aid Status On-Line, Loan Information, Campus Employment (selected), Required Forms, Types of Aid, Frequently Asked Questions, Forms, Contact Us, Policy, - QUICKLINKS - (dropdown menu with Go button)
- Content Area:** Home > Financial Aid > Campus Employment. The main content is titled "CAMPUS EMPLOYMENT". It discusses the comprehensive campus employment program available to any student who is currently receiving some form of financial assistance. It mentions that students may request positions in academic, administrative, or athletic offices. Federal work study recipients are eligible to work off-campus with community service organizations. For further information on the Campus Employment program please see the Campus Employment Handbook.
- Footer:** Prospective Students, Current Students, Faculty and Staff, Alumni, Parents, Visitors, Media, Mission Statement, Contact Us, Privacy Policy, About this Site, Washington and Lee University • Lexington, VA 24450 • (540) 458-8400

## ON-LINE TIME SHEETS

### Login and Access Screen:



### Main User Options Screen:



## Student Roster Screen:

Work Study Student Roster - Windows Internet Explorer

https://secureproxy.wlu.edu:8450/OLSupRoster.asp?ID=77741642

File Edit View Favorites Tools Help

Work Study Student Roster

WASHINGTON AND LEE UNIVERSITY

Financial Aid On-Line

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WORK STUDY STUDENT ROSTER



**Financial Aid Office**

Name	Clas	Award	Earned	Remaining	Time Sheet
Student Worker	12	\$900	\$0.00	\$900.00	
Student Worker	12	\$900	\$0.00	\$900.00	
Westfoot, Frank W	11	\$1800	\$685.00	\$1115.00	

Contact Us User Page

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Done Internet 100%

## Edit Page:

Department Edit Page - Windows Internet Explorer  
https://financialaidapps.wlu.edu:443/OLSupEdt.asp?ID=77741642

File Edit View Favorites Tools Help Links ElementX Helpdesk Library Pandora Radio

Department Edit Page

**WASHINGTON AND LEE UNIVERSITY**

**Financial Aid On-Line**

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**WORK STUDY EDIT PAGE**

**Brief Area Title:** Financial Aid Office  
**Full Title:** Financial Aid Office  
**Supervisor:** Miranda Edwards  
**Co-Supervisor(s):** Martha Rowsey / James Kaster

**Responsibilities required with this position:**  
Assist with filing, data entry, typing, preparation of forms, processing requests for information, answering telephones, and miscellaneous office tasks. High volume of data and paperwork involved.

**Skills required for this position:**  
Must be organized and attentive to details. Courteous telephone voice and skills required. Computer experience desirable. Requires the ability to work on a variety of projects simultaneously.

**2009-10 Update**

**Number of students you request for academic year 2009-10:**

**List specific students you wish to add to your roster (if any):**

**Comments:**

**Submit**

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## Job Opportunities:

WS EMPLOYMENT OPPORTUNITIES - Windows Internet Explorer  
http://financialaidapps.wlu.edu/WSPositions.asp

File Edit View Favorites Tools Help Links ElementX Helpdesk Library Pandora Radio

WS EMPLOYMENT OPPORTUNITIES

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**WORK STUDY EMPLOYMENT OPPORTUNITIES**

Campus-based employment opportunities are available to W&L students in Academic departments, Administrative offices, Athletics, and Community Service Organizations. Click on any of the following job opportunities to read the position description.

**ACADEMIC**

- Art
- Biology
- East Asian Languages/Literature
- Engineering Research
- English
- Environmental Studies
- ESOL
- Geology
- German and Russian
- History
- International Education
- Journalism
- Journalism (Knight)
- Leadership Development
- Lefest
- Music
- Office of Multicultural Affairs
- Office of the President
- Philosophy/Religion/Sociology
- Physics & Engineering
- Psychology
- Romanian Languages
- Shepherd Program
- Special Programs
- Summer Scholars
- Teacher Ed/Society & the Prof
- Telford Science Library
- Theater Department
- University Library Cross Serv
- University Library Reference
- University Library Special Col
- University Library Tech Servic
- Washington Term
- Williams School Dean's Office
- Williams School of Commerce

**ADMINISTRATION**

- Admissions
- Alumni Office
- Booster of the Year Office
- Business Office
- Campus Recreation
- Career Services
- Catering
- Communications
- Copying Center
- Corps & Friends
- Dean of First-Year Studies
- Dean of Students Office
- Development
- Dining Services
- Elrod Commons
- Environmental Management
- Facilities Management
- Finance
- General Counsel Office
- Human Resources
- Info. Technology Services
- Institutional Effectiveness
- Lee Chapel
- Lee Family Digital Archives
- Lee House
- Mail Services
- Morris House
- Public Relations
- Reeves Center
- Shenandoah
- Student Activities
- Student Health & Counseling
- University Publications
- University Registrar
- University Store
- Web Communications
- WLUR Radio

**ATHLETICS**

- Aquatics/Lifeguarding
- Athletics Trainer
- Dudhossos Tennis Center
- Fitness Center
- Football
- Men's Cross Country
- Men's Lacrosse
- Sports Information
- Volleyball

**CAMPUS EMPLOYMENT POSITION**

**Department:** Financial Aid Office

**Supervisor(s):** Miranda Edwards / Martha Rowsey / James Kaster

**Primary Responsibilities:** Assist with filing, data entry, typing, preparation of forms, processing request for information, answering telephones, and miscellaneous office tasks. High volume of data and paperwork involved.

**Preferred Skills/Experience:** Must be organized and attentive to details. Courteous telephone voice and skills required. Computer experience desirable. Requires the ability to work on a variety of projects simultaneously.

## Open Time Sheet:

Work Study Time Sheet - Windows Internet Explorer

File Edit View Favorites Tools Help

Work Study Time Sheet

WASHINGTON AND LEE UNIVERSITY

Financial Aid On-Line

WORK STUDY TIME SHEET

Financial Aid Office

Supervisor: James Kaster

Name: Frank Westfoot  
Due Date: 10/3/2008  
Pay Date: 10/10/2008

Awarded Amount: \$1800.00  
YTD Earnings: \$585.00  
Remaining Funds: \$1115.00

Submitted by Student: NO  
Supervisor Approved: NO

**Supervisor Verification:**  
Checking this box represents your electronic signature and your verification of student hours at the end of pay period.

Previous      **SEPTEMBER 2008**      Next

SAT	SUN	MON	TUE	WED	THU	FRI
				4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Submit

Last Saved on: 8/11/2008 10:42:00 AM

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## Closed Time Sheet:

Work Study Time Sheet - Windows Internet Explorer

File Edit View Favorites Tools Help

Work Study Time Sheet

WASHINGTON AND LEE UNIVERSITY

Financial Aid On-Line

WORK STUDY TIME SHEET

Financial Aid Office

Supervisor: James Kaster

Name: Frank Westfoot  
Due Date: 10/31/2008  
Pay Date: 11/7/2008

Awarded Amount: \$1800.00  
YTD Earnings: \$585.00  
Remaining Funds: \$1115.00

Submitted by Student: NO  
Supervisor Approved: NO

This pay period is not open for time entry.

Last Saved on: 8/11/2008 10:13:11 AM

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