

# **Minnesota West Community & Technical College**

**2023 - 2024**

## **STUDENT WORK STUDY EMPLOYEE HANDBOOK**

## INTRODUCTION

This information is a brief statement of the rights and responsibilities which relate to student employment through the work study program at Minnesota West Community and Technical College. Your student work study job can be an asset to you, and it can offer more than monetary gain. In addition to providing valuable work experience, your job can help you develop technical and social skills and give you an awareness of your abilities and interests.

## JOB RESPONSIBILITIES

Your signature on the work study contract indicates that you agree to abide by the policies listed on the contract and those listed in this information. You also agree to accept the obligations that go along with your work award. These include:

- 1) **ATTENDANCE** - You are expected to be reliable and punctual in attendance. Find out from your supervisor the department's policy regarding absences. Notify your supervisor in advance if it is necessary for you to be absent from your job. Unexcused absences will jeopardize your job and future work study employment.
- 2) **PERFORMANCE** - A good attitude and spirit of cooperation is essential to a successful work experience. The quality of your work and the responsibilities you carry are important to your employer and Minnesota West. The knowledge and training you receive from your job are also a direct reflection of the effort you put into your work.
- 3) **CONTRACT OBLIGATIONS** - The length of your work contract may vary. Your supervisor will indicate the approximate length of your employment. The work award indicated on your revised award letter represents the approximate amount you can earn. Your earnings will be monitored and your award may be increased or decreased under certain circumstances. The Financial Aid Office does not guarantee that you will earn the full amount of your work award. Whether or not you earn your entire work award depends on your willingness and availability to work. **You are to work ONLY when you are NOT scheduled for classes. Maximum hours are no more than 8 hours per day and no more than 20 hours per week during the fall and spring terms. During the summer sessions, contact the Resource Specialist on your campus to determine the number of hours you may work. If you are not attending the winter break session, you may increase your hours during that time up to 29 hours per week. This is at the discretion of your supervisor.**
- 4) **CONTRACT TERMINATION** - Contracts may be terminated during the year for the following reasons: (a) You have earned the maximum amount permitted by your work contract. (b) If you decide your job is causing conflicts, you may want to quit. It is your responsibility to notify your supervisor and the Resource Specialist on your campus of this. You are expected to give a two-week notice unless other arrangements have been made with your supervisor. The College Financial Aid Office does not assume responsibility to replace with other aid any unearned portion of your work contract. (c) If your job performance is not satisfactory, your supervisor, after discussing the situation with you, may wish to terminate your employment. (d) Your position requires driving a College owned or leased vehicle or other equipment requiring an acceptable driving record and your driver's license becomes suspended, revoked, cancelled, restricted or expired. The Financial Aid Office does not assume responsibility to reinstate students who quit or are terminated from their jobs.

- 5) **RESOLVING PROBLEMS** - If you are having problems with your job, (such as work schedule, job expectations, not getting enough hours to earn your total award, etc.) please discuss them with your supervisor. If you are unable to resolve the problem, contact the Resource Specialist on your campus.
- 6) **SATISFACTORY PROGRESS** - Since work study employment is financial aid, you are required to meet satisfactory progress requirements as defined in the student handbook.
- 7) **DRIVER'S LICENSE RECORD CHECK** – If the work study position requires or includes driving a college owned or leased vehicle or other equipment requiring a driver's license, your acceptance into the position will be contingent on having an acceptable driving record. You will be required to complete a Vehicle Use Agreement. If, after being determined an acceptable driver, your driver's license is suspended, revoked, cancelled, restricted or expired, you must immediately report that information to the designated campus official. Students will not be eligible to re-apply to drive a system vehicle until the license is restored or otherwise unrestricted.

## **PAYROLL PROCEDURES**

Students receive an hour's pay for an hour's work and cannot be compensated for sick days, vacation days, or holidays. Students will be paid every two weeks on the same schedule as all Minnesota State employees. A schedule is attached. Before you can be paid, you must have completed and returned to the Resource Specialist on your campus the following items:

- 1) Student Work Study Employment Contract - students must have the contract signed by the supervisor.
- 2) W-4 Form.
- 3) Employment Eligibility Verification (Form I-9).

## **TIME SHEETS**

Electronic Time sheets will be accessed through your Student e-Services Account, under Student Employment. ETimesheets are to be completed according to the following instructions:

- 1) Select the date of each day worked and input time worked.
- 2) At the end of the pay period, review your hours for accuracy and submit your e-timesheet for your supervisor to approve. You must submit your timesheet on time so your supervisor can approve your timesheet. **It is the SUPERVISOR'S responsibility** to approve your timesheet in a timely manner. You cannot be paid unless this process is followed.
- 3) It is your responsibility to see that your supervisor turns your time sheet in **ON TIME**. A schedule is included. Late time sheets will result in a two-week delay in receiving your paycheck. **Any time sheet submitted after the semester it is applicable for will not be honored and the student will not be paid.**

## **PAYMENT**

Payment for your work will be made according to the schedule. The Resource Specialist on your campus will inform you as to where you pick up your paychecks.

### **STUDENT WORK STUDY EMPLOYEES**

Under no circumstances can Minnesota West Community and Technical College student work study employees work, or average 29 or more hours per week.

### **OFF-CAMPUS EMPLOYMENT**

A limited number of jobs are available with various non-profit employers in the area. Off-campus employers view students as a representative of Minnesota West; therefore, you carry a special responsibility to perform well.

### **SUMMER EMPLOYMENT**

A limited number of jobs are available. Your eligibility for summer employment is determined by the College Financial Aid Office based on your financial need for the coming year and your job qualifications. You must be a returning student enrolled for at least half-time or a new student registered for at least half-time. New students are not eligible for work study until July 1<sup>st</sup> if they are not enrolled in summer session. Students who are attending summer session, but are not registered for fall classes (graduating after summer session) are only eligible for work study during the session they are attending.

### **COMMUNITY SERVICE**

A limited number of community service jobs are available. Ask the Resource Specialist on your campus about these opportunities.

### **STATEMENT OF DRESS**

At Minnesota West Community & Technical College, we are very proud of our image as a high-quality education institution in both the local communities and the larger academic community. Our image is formed, in part by the impression work study students make on students and the public. Personal appearance is a factor in creating an impression. Changes in fashion and differences in job assignments make it difficult to create specific guidelines; therefore, we ask that work study students help us maintain our positive public image by making clothing choices that are appropriate to their work environment.

**IF YOU HAVE QUESTIONS CONCERNING THESE POLICIES OR ANY ASPECT OF STUDENT WORK STUDY EMPLOYMENT, PLEASE CONTACT THE RESOURCE SPECIALIST ON YOUR CAMPUS.**