

NORTHLAND COMMUNITY
AND
TECHNICAL COLLEGE

STUDENT
WORK STUDY
HANDBOOK



INTRODUCTION

This information is a brief statement of the rights and responsibilities which relate to student employment through the work study program at Northland Community & Technical College. Your 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 study award. These include:

- 1) **DRESS CODE** - Dress appearance should be appropriate for the work study position held. You must represent your department in a professional manner.
- 2) **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.
- 3) **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 the college. The knowledge and training you receive from your job are also a direct reflection of the effort you put into your work. You are required to treat all school records and other data in a confidential manner. A breach of confidentiality may be grounds for dismissal.
- 4) **CONTRACT OBLIGATIONS** - The length of your work study contract may vary. Your supervisor will indicate the approximate length of your employment. The work study award indicated on your revised award letter represents the approximate amount that you can earn. Your earnings will be monitored and your award may be increased or

decreased under certain circumstances. Even though the Financial Aid Office is keeping track of the number of hours you have worked, you also need to be aware of the number you have been working. (Or when you get a message on your timesheet that you have used a large percentage of your authorization, you need to stop at the Financial Aid Office to find out how many hours you have left to work.) The Financial Aid Office does not guarantee that you will earn the full amount of your work study award. Class attendance is a requirement for work study. You are to work **ONLY** when you are **NOT** scheduled for classes. Abuse of this can cause immediate cancellation of work study aid. You must be registered for at least 6 credits each semester.

*****Your allocation is for entire year however you are limited to earn half of the allocation fall term and the other half spring term.

- 5) **CONTRACT TERMINATION** - Contracts may be terminated during the year for the following reasons: a) You have earned the maximum amount permitted by your work study 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 Financial Aid Office of your decision. You are expected to give a two-week notice unless other arrangements have been made with your supervisor. The Financial Aid Office does not assume the responsibility of replacing with aid any unearned portion of your work study contract. c) If your job performance is not satisfactory, your supervisor, after discussing the situation with you, may wish to terminate your employment. d) Other reasons. The Financial Aid Office on campus does not assume responsibility to re-instate students who quit or are terminated from their jobs.
- 6) **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.
- 7) **SATISFACTORY PROGRESS** - Since work study employment is financial aid, you are required to meet satisfactory progress requirements as defined in the student handbook.

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. Students can expect an approximate two-week delay for their first payroll check. Before you can be paid, you must have completed and returned to the Financial Aid Office the following items:

- 1) Student Employment Contract - **students must have the contract signed by their supervisor.**
- 2) W-4 Form
- 3) Employment Eligibility Verification (Form I-9)
- 4) Child Support Obligations Statement, if applicable.
- 5) Reciprocity Exemption Form (for North Dakota, Wisconsin, and Michigan residents who work in Minnesota)

TIMESHEETS

Timesheets are to be completed according to the following instructions:

- 1) Record the day of the week and the date of each day worked separately. The starting and ending time **must** be rounded to the nearest **quarter hour**.
- 2) Total each day and enter the number of hours-worked in decimal time. (Example: 2.5 hours and 3.0 hours)
- 3) At the end of the pay period, **total your hours, sign, and date your timesheet in ink.** Your supervisor must also sign and date, in ink, the timesheet. **It is your supervisor's responsibility** to turn in your timesheet to the Financial Aid Office.
- 4) It is your responsibility to see that your timesheet is turned in **on time**. Late timesheets will result in a two-week delay in receiving your paycheck.
- 5) Banking hours is forbidden.
- 6) Duplicate timesheets are available from the Financial Aid Office up to 4:30 the day before they are due.

PAYMENT

Your paycheck will be picked up in the Bookstore at the East Grand Forks Campus and at the Business Office on the Thief River Falls Campus on the date specified on the calendar provided to you by the Financial Aid Office. Hourly rate of pay is \$7.50. If you would like direct deposit of your paycheck please visit with the Business Office.

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 Northland Community & Technical College. Therefore, you carry a special responsibility to perform well.

SUMMER EMPLOYMENT

A limited number of jobs are available. Your eligibility for summer employment is based on your financial need for the upcoming year and your job qualifications. You must be registered or a returning half-time student at Northland Community & Technical College for the following fall term. Hours may be limited to twenty (20) hours per week, with a maximum of 40 hours per pay period. **If you are starting at the beginning of the summer semester, you will not be paid until after July 1 when the year's funding begins.**

COMMUNITY SERVICE

A limited number of community service jobs are available. Check with the Financial Aid Office about these opportunities.

IF YOU HAVE QUESTIONS CONCERNING THE POLICIES OR ANY ASPECT OF STUDENT EMPLOYMENT, PLEASE CONTACT THE FINANCIAL AID OFFICE.