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Purpose:

The goal of the Student Employment program at Immaculata University is to provide an opportunity to students to earn money for tuition and other educationally related expenses; in addition to gaining essential skills and valuable work experience. Student Employment supplements, rather than provides, departmental functions and staff. Student workers are not permitted to replace or displace staff employees or positions. No student worker should be solely responsible for any function in an office. There must be a supervisor present at all times to delegate tasks.

Affirmative Action Statement:

Immaculata University is committed to compliance with all applicable laws regarding nondiscrimination. Work Study opportunities at Immaculata are equal to all persons regardless of race, gender, age, religion, ethnicity, disability, or sexual orientation. Immaculata University adopts the policy of Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, and Executive Order 11246, as amended by E.O. 11375 as found on the EEOC website (http://www.eeoc.gov/eeoc/history/35th/thelaw/.)

Questions regarding information presented herein or any questions regarding the Work Study processes, policies, or procedure, should be directed to the Work Study Coordinator, Jennifer Callahan jcallahan5@immaculata.edu.

Types of Student Employment:

There are two types of Work Study a student may be eligible for; Federal Work Study and Immaculata University funded Student Employment.

Federal Work Study:
Federal Work Study is a Title IV Federal Aid Program. It is governed by federal regulations and university policies. Funding for Federal Work Study is allocated annually based on student financial need.

**Immaculata University Funded Student Employment:**

The Immaculata University funded Student Employment program is a university sponsored, student aid program. This Student Employment program is for students interested in part-time jobs on campus that may not be eligible for Federal work study. Immaculata University work study can also be offered for positions that are available through our student employment program, but are not eligible for Federal Funding. Immaculata University funded student employment is not based on financial need.

**Eligibility for Work Study:**

**To Be Eligible for Student Employment**

1. Student **must** complete a Free Application for Federal Student Aid (FAFSA).
2. Student **must** complete all necessary Financial Aid requirements.
3. Student **must** have a Cumulative GPA of at least 2.0.
4. Student **must** be enrolled Full-Time.
5. Student **must** not exceed the maximum aid allowed by the Department of Education.
6. CLL and Graduate students **must** be eligible for Federal Work Study.

*International Students do NOT have to complete a FAFSA, as they are ineligible for Federal Work Study Monies. They may, however, be eligible for Immaculata University Student Employment*
How to Hire a Student Worker:

*Please take the following steps when anticipating the employment of student workers:*

1. Supervisor must e-mail jcallahan5@immacualata.edu, or fax (484.395.0068) a letter of intent for a new job to be created to the Work Study Coordinator, Jennifer Callahan, if the position has not been previously created. Letter should include a general description of duties, hours, and number of students the supervisor intends to hire. If job has been previously created, the job will be filed with the Work Study Coordinator and will be posted online at [http://www.immaculata.edu/FinAid/student_employment](http://www.immaculata.edu/FinAid/student_employment), and on the Work Study board in the rotunda in Villa Maria (terrace level).

2. Supervisor should contact Career Development to secure a spot for the student employment fair held each fall. This is an excellent opportunity for supervisors to meet with students, hold on-the-spot interviews, and meet their student employment needs.

3. Once you have secured employees for your positions, they will need to meet with the Work Study Coordinator to determine eligibility and receive a time card. If they have never worked on campus, they will need to fill out a work study packet. If they have worked on campus previously, they will only need to complete the student employment request form (documents posted online at [http://www.immaculata.edu/FinAid/student_employment](http://www.immaculata.edu/FinAid/student_employment) and e-mailed each spring to the supervisor directly). This form will need to be completed by both the supervisor as well as the student. Make sure that all necessary paperwork is done PRIOR to beginning employment. If you do not have a timecard for a student in hand, they are NOT permitted to work. Please also keep in mind that a student who worked for you last year will not automatically be able to do so again this year. Students tend to be eligible for the same financial aid programs from year to year, but this is not always the case. Students must apply for and receive a new work study award yearly. The financial aid award year begins with
the first day of summer semester and ends the last day of the spring semester each year. All students must be re-hired to begin working again starting the following summer semester of their current employment, even if they are returning to the job they were working in the proceeding award year.

4. Scheduling of a student worker is done by the supervisor. Students are not authorized to work during their scheduled class hours. The total number of hours a work study student is eligible to work may not exceed 20 hours per week. The number of hours a student is eligible for will be provided for the supervisor upon employment. On average, a work study student is eligible for 8-11 hours per week, although based on financial need this number may decrease or increase when applicable. Keep track of all students’ earnings so that they do not exceed their maximum awards.

5. Supervising for a student worker is done by the person who signs the student employment request. Both the supervisor and the student should have a clear understanding about how records of time worked will be recorded. It is primarily the supervisor’s responsibility to make sure that time-keeping records are accurate and submitted for payment each period. Timecards must be retained by the supervisor. At the end of each month, timecards must be reviewed by both the supervisor and students, signed by each, and submitted to payroll for processing. Timecards must be in by the 3\textsuperscript{rd} of the month.

6. Training:
   It is required that all institutional and federal work study students should receive training within the first month of their employment. No student should begin working without an understanding of their duties. Failure to train will result in the prohibition of work study students in your office.

How to Obtain a Job:

It is the student’s responsibility to secure a work study position. The information below is here to aid you in your search.

1. Search online for jobs at:
   http://www.immaculata.edu/FinAid/student_employment
2. Check the Work Study board located in the rotunda in Villa Maria (terrace level).
3. Contact your program directly to inquire about work study positions.
4. Attend the Work Study Fair in the fall semester to meet with potential employers. *Remember those resumes.*

**I Found a Job, Now What?**

Once a job is secured, you will need to make an appointment with the Work Study Coordinator by visiting the Financial Aid Office, dialing 484-323-3028, or by emailing finaid@immaculata.edu. If this is your first time working for the University, you will need to bring the student employment packet with you, and the appropriate identification (explained in packet). If you have worked on campus within a year prior, you will only need the student employment request form. Both the packet and the request form can be obtained by visiting http://www.immaculata.edu/FinAid/student_employment, from your prospective employer, or by visiting the Financial Aid office.

*Please note that in the fall semester, the Work Study Coordinator experiences extremely heavy traffic. An appointment must be made in advance. Please sign up as early as possible*

**How do I get paid?**

If this is the first time you have worked on campus, your first payment will occur approximately sixty days after you have begun working, and will be paid on the first of the month. After this initial payment, you will receive a paycheck every month. For example if you begin working on September 1st, your first paycheck will be November 1st; this payment will be for your September 1-30th timecard. After this initial 60 day wait, you will receive a paycheck once a month. Each paycheck is for the total hours worked in the month prior. Direct deposit is offered for the convenience of our students. The direct deposit form is included in the work study packet each student receives. If you need an additional copy, you may obtain one from the office of Student Accounts in Villa Maria West. Students must pick up their paychecks and paystubs from the Student Accounts office.
located on the terrace level of Villa Maria West each month. Their hours are 8:30am-4pm Monday-Friday.

*If your address changes, you must notify the Student Accounts office immediately*

**Dress Code**

Student Employees are expected to present a neat and clean appearance at all times. Clothing should be appropriate for the area in which the student is working. Dress code is at the discretion of the supervisor.

**Confidentiality**

In some positions, students may be assigned a position that includes access to confidential records. All students are required to sign a confidentiality agreement before they begin employment. By signing this, student workers agree to protect the privacy of student records and documents.

**Responsibilities of the Student Worker**

1. Notify the supervisor in advance when applicable if you anticipate that you will be unable to work. Keep supervisors informed well ahead of time if you have intentions not to work during a particular semester or break.
2. Follow all departmental and University rules concerning safety and confidentiality while on the job. Students should be particularly alert to any unsafe practices and report them immediately to their supervisor, or the Work Study Coordinator, Jennifer Callahan.
3. Fill out your time card accurately each shift. Pay attention to days and times; you are not allowed to work during a scheduled class time. Make sure your timecard is signed at the end of the month, so that payroll can process your paycheck.
Separation of employment

Termination can occur for the following reasons:

1. Student has resigned for the position
2. Student never showed up to the assigned job
3. Termination due to job performance
4. Student graduated
5. Position was seasonal

When a student or a supervisor decides to terminate a position, the Student Employment Termination Form must be utilized. For students, this is real life experience, preparing them with the tools to use later in life. All students should strive to give their employers at least two weeks of notice; however there are a variety of reasons that this may not be possible. As supervisors, this form is detrimental to the flow of the work study office, and must be utilized. With the Student Employment Termination Form, we are able to keep track of departments who may have openings for other work study students.

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