



2021-2022
STUDENT EMPLOYMENT HANDBOOK

INTRODUCTION

This handbook outlines the rights and responsibilities related to student employment through the work study program at Minnesota State Community and Technical College. Your student job can be an asset to you and, in addition to the financial benefits, can provide valuable work experience, technical and social skills, and 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 in the student employment handbook. You also agree to accept the obligations that go along with your work award. These include:

1. **DRESS CODE** – Your attire should be appropriate for the work study position you hold. You must represent your department in a professional manner. This can include but isn't limited to hair neatly groomed and styled, no low-cut or revealing tops, no low-cut jeans, sweatpants, shorts or Bermuda shorts, and no short skirts. If you have any questions about appropriate dress for your department, please ask your supervisor.
2. **ATTENDANCE** – You are expected to be reliable and punctual. Ask your supervisor about your department's policy regarding absences. Notify your supervisor in advance if you must be absent from your job. Unexcused absences will jeopardize your job and future work study employment. **Students are not to skip class in order to work. Your hours will be scheduled around your class times.**
3. **PERFORMANCE** – A good attitude and spirit of cooperation are essential for a successful work experience. The quality of your work and your job responsibilities 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 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. Class attendance is a requirement for work study. You are to work ONLY when you are NOT scheduled for classes. You must be registered for at least 6 credits each semester.

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 contract. b) If you decide your job is causing conflicts and you want to quit. It is your responsibility to notify your supervisor and the campus 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 central Financial Aid office does not assume responsibility to replace the unearned portion of your work contract with any with other aid. c) If your job performance is not satisfactory, your supervisor may wish to terminate your employment after discussing the situation with you. d) Other reasons such as dress code violations, etc. The Financial Aid office on your campus does not assume responsibility to reinstate 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. If you are unable to resolve the problem, contact the office of Financial Aid on your campus, and financial aid staff may be able to help you resolve the problem.

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. **A student may not exceed 10 hours per week.** Actual hours worked are determined by the student's financial aid budget and may vary. 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 submitted the following items to the campus financial aid office:

1. Work Study Assignment/Contract Sheet
2. W-4
3. Employment Eligibility Verification (I-9) with a copy of supporting documents
4. Payroll Authorization Form
5. Reciprocity Exemption (for North Dakota and Michigan residents who work in Minnesota)
6. Confidentiality Agreement

TIME SHEETS

Time sheets 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. (For example, 15 minutes = .25, 30 minutes = .50 and 45 minutes = .75.)
3. At the end of the pay period, **total your hours** and sign your time sheet in ink. Your supervisor must also sign the time sheet. **It is your and your supervisor's responsibility** to make sure the time sheet is completed in full and submitted by the noon deadline.
4. **Late time sheets will result in a two-week delay in receiving your paycheck.**

PAYMENT

Students who have signed up for direct deposit will have their paychecks deposited in their accounts on the date they are issued. Students who have not signed up for direct deposit will have their checks mailed to the address on file with the college.

OFF-CAMPUS EMPLOYMENT

A limited number of jobs are available with various non-profit employers in the area. Off-campus employers regard students as representatives of M State, so work study students have a special responsibility to perform well.

SUMMER EMPLOYMENT

A limited number of summer 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 a new or returning half-time student at M State for the following term. Hours may be limited to 10 hours per week with a maximum of 20 hours per pay period.

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