

Work Study Program Overview

Supervisor Handbook

Rowan University provides several part-time work programs for our students. First, the federal financial aid program, commonly known as Federal Work-Study (FWS). The second program is an institutionally supported program we call Institutional Work-Study (IWS). Finally, a student can also be hired as an hourly employee on a part-time temporary status. This category applies when a department has a surplus in grant or budget funds. Each year more than 1,700 students participate in these programs.

These Work-Study Programs are designed to help both students and the departments who employ them. Students in need of financial assistance are given the opportunity to earn part of their educational expenses. The programs provide an opportunity for students to gain skills and knowledge that may aid them after graduation.

General Rules

1. Work schedule is limited to 20 hours per week while classes are in session and 32 hours per week when school is not in session.
2. IWS is available to full-time students only.
3. The student must be in good academic standing.
 - a. It is the responsibility of the supervisor to make sure that the student is in good academic standing.
4. All documents must be in before the student can be placed on payroll.
5. Students may **not** start work until their first time sheet has been provided to them.
6. ALL students MUST have brief orientation covering the topics in the New Student Employee Orientation book.

Supervisor Responsibilities

A successful employment experience requires the cooperation and effort of both the supervisor and student.

Supervisors or employers are expected to:

- Ensure that students complete all necessary payroll paperwork (I9's and W4's and proof of social security number) and that new student employees attend required orientation sessions, conducted by the Office of Human Resources.
- Initiate all salary adjustments.

- Provide complete and clear explanation of the following:
 - The work structure of the department or agency.
 - The specific duties assigned to the student employee(s).
 - The work schedule (i.e., starting and closing times, lunch and work breaks).
 - Procedure for tracking and recording hours worked.
- Designate a specific person as the student employee supervisor.
- Discuss any questions, concerns or misunderstandings that might arise.
- Provide proper job training and knowledge to student employees.

Federal Work-Study Program Eligibility:

The Federal Work-Study program is available to students who have been awarded work-study as part of their financial aid package. It is given to students with financial need on a first come first served basis.

Institutional Work-Study Program Eligibility:

The Institutional Work-Study (IWS) program is available to all students whether or not they are eligible for financial aid. It is possible for students to work both the FWS and IWS programs during the course of the academic year. If students are eligible for Federal Work Study funds, they must earn the FWS funds first.

New Student Employee Orientation

The NSEO book can be found on the Human Resource webpage:
http://www.rowan.edu/hr/Training/Rowan_Respect_Student_Workers.pdf.

An overview of this document should be provided by the supervisor. The “Acknowledgement of Receipt of Training Documents” page located on page 89, must be signed off by the student and sent to the Office of Human Resources. This policy is mandated by the State of New Jersey.

Job Placement

A current inventory of available jobs is maintained on the Internet at: <http://www.rowan.edu/workstudy>. Students are expected to conduct a job search until they find a position in a department, office or in an off-campus community service site. We recommend that students identify a job that interests them and then contact the designated person to schedule an interview.

Required Paperwork

In order to be placed on the payroll system, “first-time” student workers must complete an “Employment Eligibility Verification” (I9 form). They need to show two forms of identification to the Supervisor or Human Resources

whoever is verifying the form. The **FIRST** form establishes identity: a photocopy of your driver's license, U.S. passport, ID card issued by federal, state or local government agency, college I.D. with photograph or selective service card. The **SECOND** form establishes employment eligibility such as a social security card. Students must present proof of legal name and social security number. Acceptable documents include a social security card, W-2 from a previous employer or pay stub with legal name and social security number. Students are also required to complete the form and "Employee's Withholding Allowance Certificate" (Form W-4). These forms can be downloaded from the HR web page. If a student took a leave of absence for more than two years, a new I-9 must be completed.

Foreign Students

Individuals in a variety of non-immigrant statuses may legally work in the United States. Some require an Employment Authorization card (EAD), while others do not.

Individuals with F-1 (student) visas may work on campus. They must have a social security card with the notation "valid for employment only with INS authorization". However, they **do not** require an EAD or other specific authorizing documents for on-campus employment. They must present a valid rowan University I-20 along with the social security card.

Please direct inquiries regarding eligibility documents to International Students Services, Savitz Hall, and (856)256-4238.

Length of Employment

The Work Study Program operates year round. The length of employment is determined by the award/allocation, the needs of your employer and the student's own schedule.

Payment Procedure

Students may start working only after they have received a time sheet. Students must sign in and out each work day. Total hours worked each day must be entered on the time sheet.

The payroll period is two weeks. The pay period begins on a Saturday and closes two weeks later on a Friday. Students and supervisors are required to complete the time sheet every pay cycle. Supervisors are responsible for checking the time sheet for accuracy. Departments or offices submit time sheets directly to the University's Payroll Office by noon on the Monday following the close of a pay period. The Payroll Office will not issue a paycheck if timesheet is not properly authorized and not received on time. Generally, students receive their paycheck directly from their supervisor. However, students have the option of having their check sent to their mailing address or have their check direct deposited to their bank account.

Please Note: Work-Study earnings (FWS or IWS) are not credited on the semester bill.

Change of Address

Students who change their address with the university after starting a student work position must also contact the University's Payroll Office in Bole Hall to have their address changed in the payroll system. It is important to maintain an accurate address, as the IRS Form W-2 is mailed to the address noted on the withholding statement.

Student Responsibilities

Confidentiality

Confidentiality and privacy are highly valued at Rowan. We maintain academic, financial and other information about our students and employees. This information is guarded by a system of internal controls that allows access only to those with legitimate business reasons and disclosure only in accordance with the law. As a student worker, you may be privy to information, whether from our databases, paperwork that may come your way, or information that is freely provided to you by a fellow student because of your position as a student worker, etc. As a condition of your employment, you must maintain all such information strictly confidential. Divulging information about a student or employee and or his/her family is a violation of the conditions of your employment here at Rowan and will be treated in the most serious way. In fact, it is grounds for immediate dismissal and it may disqualify you from ever holding a job as a student worker. Students, employees and their families have certain rights, protected by law, to access information. In order to insure that pertinent law and university policy are strictly adhered to, any requests for information, even requests from law enforcement officials, are to be handled by supervisory staff who, have been trained in the law and practices of the University.

Additional responsibilities:

- Report to work on time.
- Notify the supervisor when an absence or lateness will occur.
- Wear appropriate attire for the job.
- Observe University policy.
- Perform all duties in a competent manner.

Holidays and Lunch Periods

Students are paid only for hours worked. Therefore, students do not receive any paid holidays and like all employees are not paid for their lunch break.

Absences

Students must notify their supervisor in advance when they plan to be absent from work. In an emergency situation, they should notify their supervisor by telephone no later than the normal reporting time. Repeated and /or unreported absences are sufficient reason to terminate employment.

Unemployment Compensation

Under current laws, student workers are not eligible to receive unemployment compensation after their employment ends. Students filing for unemployment compensation on the basis of having worked at Rowan University under the Student Employment Program will have such claims rejected by the Human Resources Office of the University.

Student Work-Related Injury on Campus

Should a student incur a work-related injury on the job, it must be reported at once to their immediate supervisor and to the Student Health Center located in Linden Hall. If medical treatment is required:

- **The student is to report to the Student Health Center for evaluation, treatment or referral. All referrals should be made by the Health Center.**
- A Workers Compensation Claims Report must be completed in the Student Health Center.
- If treatment in a hospital emergency room is necessary, the student employee must obtain an Emergency Room sheet/note from the examining physician giving a diagnosis and the date the employee may return to work. Return to work is not permitted before the documented date.
- The Emergency Room Sheet/note is to be presented to the Student Health Center, which will present copies to the Human Resources Office and the department in which the student is employed.
- Upon receipt of the Emergency Room sheet/note by the Student Health Center, the student will be provided with an appointment for a physician's visit for institutional approval to return to work.
- The student should submit, to the Human Resources Office, any bills or receipts of medical expenses which have been paid. The student's claim reports will be submitted to the State of New Jersey so that their medical expenses can be paid.

Grievance Procedure

Most disagreements can and should be resolved through informal discussions. If a matter cannot be resolved, the student and immediate supervisor must hold a special conference to discuss the matter.

If the matter cannot be resolved through an informal process, the student

may bring this before a grievance committee. The committee consists of a student designated by the Work Study Program and a member of the staff. Prior to the grievance hearing, the student must file a written complaint detailing the problem.

Termination Policy

A student may be terminated from their position for the following reasons:

- Three or more repeated, unreported absences from work
- Failure to assume the assigned responsibilities of the job description.
- Insubordination
- Breach of confidentiality
- Failure to meet the standards of Satisfactory Academic Progress.
- Others as may be determined by the student's supervisor

Termination from FWS/IWS Program:

A student may be immediately terminated from the program for the duration of the academic year for the following reasons: Termination forms are located on the Human Resources web page.

- Use of alcohol and /or drugs on the job.
- Theft or fraud.
- Disclosing confidential information.
- Threatening a supervisor.
- Withdrawal from Rowan University.
- Failure to meet eligibility criteria such as failure to maintain satisfactory academic progress.

Summer Employment for Federal Work-Study

To work from the end of the academic year to June 30, student must have been awarded Federal Work Study for the academic year and have remaining funds.

To be eligible to work from July 01 to August 31 without being registered for summer credits, a student awarded Federal Work Study for the upcoming academic year, **must be registered for the fall semester**, can earn that award during the Summer session. (Note: a student using this option will have all earnings deducted from the upcoming academic year award).

Summer Employment for Institutional Work Study

- The student must be returning for the upcoming academic year and be registered full time or finishing up their degree or certification during the summer
- The student must be in good academic standing according to

University policy

- The student must not be under denial of services

Pay Schedule & Policy

Jobs are classified into levels. The more complex the job, the higher the level assigned to it. The level of a job is determined by the work-study supervisor based on the demands of the position. Starting rates are based on levels as reflected by the table below.

Pay Scale effective October 01, 2006

	Level 1	Level 2	Level 3	Level 4
Step 1	\$7.25	\$8.00	\$8.75	\$9.50
Step 2	\$7.50	\$8.25	\$9.00	\$9.75
Step 3	\$7.75	\$8.50	\$9.25	\$10.00
Step 4	\$8.00	\$8.75	\$9.50	\$10.25
Step 5	\$8.25	\$9.00	\$9.75	\$10.50
Step 6	\$8.50	\$9.25	\$10.25	\$10.75
Step 7	\$8.75	\$9.50	\$10.50	\$11.00

Type of Positions

The positions are divided into four levels. The criteria and examples for each level are as follows:

Level I - \$7.25 to start

Duties include routine work which requires little or no prior knowledge or experience. Duties are also characterized by little or no independent judgment or decision-making.

Job titles include:

- Admissions Ambassador
- Athletic Assistant
- Bookstore Clerk
- Child Care Aide
- Clerical Assistant
- Copier Operator
- Host/Hostess (Receptionist)
- Library Aid
- Mail room Assistant
- Office Helper

Level II - \$8.00 to start

Duties are moderately difficult and may require some work experience, training, and/or completion of certain coursework.

Job titles include:

- Box Office Assistant
- Crisis Line Telephone Worker
- Grounds Keeper
- Laboratory Assistant
- Library Assistant
- Parking Lot Ticket Writer
- Parking Lot Attendant
- Projectionist
- Secretary Assistant

Level III - \$8.75 to start

Duties include some complex tasks. Individuals perform certain paraprofessional and/or technical tasks with little supervision or training.

Job titles include:

- Computer Lab Monitor
- Pros
- Research Assistant
- Repairer
- Trade Assistant

Level IV - 9.50 to Start:

Duties include considerable proficiency in an area that requires specialized knowledge or experience. The qualifications are usually acquired from a significant period of work or educational experience. This level requires very little supervision.

Job titles include:

- Computer Lab Supervisor
- Computer Tech
- Laboratory Supervisor
- Lifeguard
- Peer Counselor
- Peer Tutor
- Photographer
- Staff Artist/Designer
- Stage Technician/craft
- Program Assistant
- Writer

Department's that require a different hourly rate than listed, must submit a job description and justification for any deviation. The request will be reviewed by Human Resources and department will be notified of the decision as quickly as possible.

When a student worker moves from a lower-level job to a higher level job, the rate of pay will be at the next level at the salary closest to the rate the student made at the previous job, but not less than his/her current pay. If a student moves to a lower level job, the rate at the new job will be the rate at the lower level at the same step the student has attained. Thus, if a level four step 3 moves to a level two the new rate will be \$9.00 (level 2 at step3).

Steps

A department may request to Human Resources any student's pay adjustments, including step increases. Normally student workers earn step increases after they have worked one academic year and return to work to the same department the following year. Additionally, individual departments may establish their own procedures for earning steps as students demonstrate added skills. Rate change request forms are located on the Human Resources web page.