

# 2019-2020

Roseman University of Health Sciences

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## Work-Study Employment Handbook

*For Students and Site Supervisors*

The Work-Study Employment Handbook outlines Roseman University's employment policies and procedures for all work-study employees and their site supervisors. Any questions regarding the contents of this document can be directed to the Financial Aid Office.

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## Introduction to Work-Study

### **Introduction**

The Federal Work-Study (FWS) Program provides part-time employment for students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service and work related to the student's course of study. This handbook contains information about the employment policies and practices of the FWS Program. We expect each employer and employee to read this handbook carefully, as it is a valuable reference for understanding your job and how the FWS Program operates.

### **Compliance**

Since the FWS Program is federally funded, compliance with the program's regulations is essential for continuation. ***Compliance is the responsibility of all members of the on-campus and off-campus community, so it is important to become familiar with the requirements listed herein.*** It takes everyone's cooperation and understanding to develop and carry out a successful FWS Program. Failure to comply with all federal regulations could result in the loss or reduction of federal financial aid funds provided to Roseman University and loss of Off-Campus Employer participation.

## Eligibility

### **Employer Eligibility**

In order to be considered for participation in the FWS (FWS) Program at Roseman University of Health Sciences, interested off-campus agencies must complete and review the Information for Agency/Organization Participation Form, an Off-Campus Agreement. These forms can be found on the financial aid website at <http://www.roseman.edu/students/financial-aid/federal-work-study/information-for-employers/>. Roseman University will provide a mandatory Memorandum of Understanding for all agencies to review and sign prior to participation.

Employers are not allowed to employ students or have positions posted until an Agreement has been signed. The *Work-Study Agreement* may be terminated at any time by the Institution or the Agency upon written notice to the other party.

### **Student Eligibility**

A student becomes eligible for FWS by completing the FAFSA (Free Application for Federal Student Aid) and demonstrating financial need.

### **FWS Award**

If you qualify for the FWS Program an award letter reflecting this will be sent to you. Occasionally, changes in policies, regulations, and financial need may cause a student's financial aid award to be adjusted or reduced. In an effort to prevent an over-award situation, which may result from this change, the Work-Study Award may also have to be adjusted accordingly. In the event of any changes, you will be notified by the Financial Aid Office.

### **FWS Award Period**

The award period is the period during which students may earn their FWS award. Students may not begin their work-study job before the start of the award period or continue to work after the award period ends. Students may not work while they are withdrawn from school.

## Applicant Placement

Jobs will be posted within 48 hours of the employer notifying the Financial Aid Office. The student must complete the FWS Eligibility Verification Form and Student Application and submit them to the Financial Aid Office. Applications will be forwarded to the employer, who will schedule an interview with the student. Once an interview has been conducted, the employer will decide whether the student is the best candidate for the position. The student should be notified no later than three (3) business days following the completion of all interviews, regarding the status of their employment application. If the student is hired, the student will receive a new hire packet from the Financial Aid Office to be completed prior to beginning work. The Financial Aid Office will notify the student once Human Resources has completed all necessary paperwork to begin employment; this process generally takes 2-3 weeks to complete once the new hire packet has been received by the Financial Aid Office. Off-campus employers may have additional requirements before the student's actual start date.

## Becoming Employed

### **Student Job Search**

Jobs are sent via email to students enrolled in the positions preferred program. For more information regarding positions of interest students should contact the Financial Aid Office. Interviews will be arranged directly between the employer and the student.

Once employment is confirmed with a work-study employer, students must complete the following documents for each department.

#### ***Human Resources Documents:***

- Student Confidentiality Agreement
- W- 4 Form
- Employee Info/Emergency Contact
- Direct Deposit Form (if desired)
- EEO Form
- Students must complete the I-9 form in-person with the HR Office on the first authorized day of employment
  - Students must present original identification documents at the same time

#### ***Employer Specific Documents:***

- The Financial Aid Office will inform you of any additional requirements

## Pay & Performance

### Wages

Wages are commensurate with skill level. Students employed under the FWS Program are never paid on a salary, commission or fee basis (this includes variable pay rates of any kind). They are paid on an hourly basis for *time spent on the job or during orientation/training periods*.

#### **Employees are not eligible to receive FWS funds for hours worked:**

- in excess of the student's FWS award;
- prior to the start or after the end of the Award Period;
- beyond 25 hours per week\*

\*or the maximum hours communicated by the Financial Aid Office

#### **Also, FWS funds can never be used by the employer to:**

1. Provide benefits such as sick leave, vacation or holiday pay because FWS students are not eligible for benefits;
2. Pay the employer's contribution to Social Security, Worker's Compensation, retirement or any other welfare or insurance programs.

A department may, at its discretion, choose to pay the employee within the minimum/maximum range. However, according to Federal College Work-Study Guidelines a student's pay must be appropriate and reasonable. Therefore, if an employer feels a position merits a higher pay than the Roseman University's FWS maximum they must submit a detailed job description along with the requested pay rate to the Financial Aid Office. Since a student must travel for employment to off-campus agencies, the wage is usually elevated above the documented wage. Off-Campus employers are encouraged to hire students at a fair wage that is commensurate with their job duties. The Financial Aid Office will deny any wage that does not appear to meet that requirement. At least two (2) weeks must be allowed to research this request for a higher pay rate.

### **Work Hours Per Week**

Total work hours per week are contingent upon the amount awarded. A student may not work in excess of twenty-five (25) hours per week in any week, even during break periods.

**NOTE:** Work-Study hours are also limited by the amount of the award. If the student exceeds the amount of award, participation in the program will not be permitted during the remainder of the year.

### **Work Schedule**

Prior to employment, the supervisor and the student will determine an agreeable work schedule. It is the responsibility of the employee to notify the supervisor if he/she is unable to meet the agreed upon work schedule. This notification must be made prior to the intended absence or as soon as possible if the absence was unexpected. If the student has academic problems during the term that may affect his/her work schedule, the student must notify his/her supervisor so hours may be changed or arranged accordingly. It is ultimately the supervisor who establishes the work schedule and determines any changes.

### **Pay Periods/Timesheets**

Each student employee will complete a Roseman FWS Timesheet meeting the following criteria:

- Timesheets should be completed on a daily basis.
- Times (i.e. in/out) must be rounded to the nearest quarter hour (i.e., 1:00, 1:15, 1:30, 1:45, etc.).
- Times must be entered on timesheet in 12hr time (i.e., NOT military time).
- Rest periods do not have to be entered on the timesheet.
- Meal breaks must be entered on the timesheet and a 30-minute meal break **MUST** be taken if total hours worked are more than 6 on any given day.
- In order to ensure accuracy of wages, the information entered on the timesheet must be legible.
- Timesheets must be signed by the employee and submitted to the supervisor for approval.
- In order to ensure, timely payment of wages, all established deadlines must be met.
- Falsification of timesheets can lead to disciplinary action up to, and including, termination.

All pay periods for Work-Study employees are bi-weekly. Each paycheck will reflect hours worked the preceding two weeks. The student should sign in when reporting to work and sign out upon leaving. Timesheets should be placed where it is monitored. FWS students are to be supervised at all times.

A payroll calendar identifying the pay periods, timesheet due dates and pay days is posted on the intranet under Human Resources. If the student employee fails to turn the timesheets in on time, they will be given a warning. If the student employee continues to do so, they will be subject to disciplinary action up to, and including, termination.

Timesheets are due to the Financial Aid Office no later than 10 a.m. on alternate Mondays.

It is imperative that the Timesheets are submitted to the Financial Aid Office in a timely manner. *The supervisor should routinely review the accuracy of the timesheet.*

Paychecks are released in the Bursar's office on alternate Fridays. Students must have identification in order to pick-up a paycheck.

### **Rest Periods**

For every four (4) consecutive hours of work, the employee is permitted to take a rest period, not to exceed ten (10) minutes. These rest periods are to be taken away from the work area and are scheduled and controlled by the supervisor to ensure office continuity. A student that works more than 6 consecutive hours **MUST** take an unpaid lunch break of at least 30 minutes.

### **Employee Benefits**

Work-Study employees do not earn vacation, sick leave or holiday pay due to the irregular nature of employment. Work-Study Program employees are not eligible to apply for a leave of absence.

### **Dress Code**

The Work-Study Program does not establish a dress code for student employees. However, depending upon where the student is employed, a dress code may be required. The employer should review dress code requirements with Work-Study employees prior to hiring.

### **Pay Changes**

The employing department must initiate all pay changes. These requests must be written via a Work-Study Merit Increase Document and Work-Study Program Performance Evaluation Form. Increases in pay are considered on MERIT and MUST be justified in writing. The increment is not to exceed 10% of the hourly rate. Raises should not be requested until the student has been continuously employed by the department a minimum of four (4) months, has proven capable of the required skills, or has shown significant ability to understand the department's required technology. Merit increments are contingent upon student's FWS allotment balance and the student's job-related experience. All pay changes are contingent upon available funding, the student's remaining award, and the Director or Assistant Director's approval. The pay increase shall not be implemented until the Merit Increment has been approved.

## Transfers & Terminations

### **Transfers**

Student employees may transfer jobs if there is a justifiable reason for doing so and only if there is an available FWS position in the desired department/location, whether the change is the choice of the employer or the student employee. If a student is able to secure a position more related to his/her chosen profession and/or interest, the current job situation should be evaluated carefully before a final decision is made to request a transfer. Transfers are completed only after a student interviews with the Financial Aid Office. A student must TERMINATE his/her present position prior to receiving a referral to another job. The terminating department is to complete and return a termination notice to the Financial Aid Office. Once the completed document is submitted, the student may receive another Work-Study Verification Form to a subsequent job. Students will not be permitted to transfer a position until they have fulfilled the obligation of informing their current employer/site of their intent to leave their employment. The student's earnings from the prior position will be deducted from the original FWS award amount.

### **Terminations**

There are three (3) broad categories under which a student may be terminated: (1) the student may be terminated by the Work-Study Program, (2) the student may voluntarily terminate employment, or (3) the employer may initiate an involuntary termination. In all cases, employee problems are to be handled following Human Resources policy. If serious misconduct is the reason for dismissal, the student will be barred from receiving FWS awards in the future.

### **Types of Termination**

The Work-Study Program terminates a student who has earned enough to meet his/her financial need for the academic year. A student may also be terminated if no longer enrolled in school; if satisfactory academic progress is not maintained in the course of study; or if the minimum course load is not maintained. Both student and employing department will receive notification in writing of termination when initiated by the Financial Aid Office. Reason for termination and the effective date will be given. Once a department has been notified that a student is no longer eligible to continue employment, they will not be reimbursed for any hours worked beyond the notification.

#### **Voluntary Termination:**

The student will be terminated upon request. Such a request should be presented to the supervisor two (2) weeks prior to the effective date. It is preferable for the request to be in written form.

**Involuntary Termination:**

Involuntary termination results when the employee, (a) does not perform in a satisfactory manner, (b) has committed a minor offense, (c) has committed a major offense such as theft, insubordination, gross misconduct, etc., (d) has excessive unexplained absences, (e) walking off the job, or (f) after an absence without permission or notice (i.e., no-call, no-show), except when an emergency situation precluded giving such a notice.

A student involuntarily terminated has the option to pursue the issue with the Financial Aid Office and Human Resources.

The recommended method for terminating a student includes: (a) written warning to the student with a copy submitted to the Financial Aid Office, (b) termination of the student with written notification sent to the Financial Aid Office, and (c) filing of the Work-Study Program Performance Evaluation with termination notice to the Financial Aid Office.

Excessive absenteeism (whether scheduled or unscheduled), chronic tardiness, and/or repeated absences without timely notification to your supervisor are grounds for disciplinary action, up to and including termination.

If you are absent for three consecutive days without properly notifying your supervisor, it is assumed that you have voluntarily abandoned your position. You will be removed from the payroll.

The written warning is suggested in order to give the student employee an opportunity to be aware of and correct inadequacies. A reasonable time period of two (2) weeks is considered appropriate between the written warning and final termination.

All termination requests are to be accompanied by a Termination Notice and a Performance Evaluation. These documents are to be forwarded to Roseman's Financial Aid Office. All students who are terminated involuntarily will be counseled by the Financial Aid Office before another FWS position is given.

**Approval of Terminations:**

To protect both the employee and the University, disciplinary involuntary termination of a student employee is reviewed and approved by the Financial Aid Office in consultation with Human Resources.

## Responsibilities

### **Program Responsibilities**

Every effort will be made to assist the student in obtaining part-time employment, however employment is not guaranteed. Information and counseling will be provided to students and supervisors who have questions or concerns regarding FWS employment. Procedures and policies will be clarified upon request, and alternatives discussed. It is the student's responsibility to go the financial aid website to download the Work-Study Handbook.

The Financial Aid Office will provide an update if a student is near his or her maximum award amount. **However, the student and the supervisor are responsible for keeping an accurate account of the student's earnings to date.**

### **Student Employees**

The student is expected to earn the entire FWS award. However, earning the amount awarded **cannot be guaranteed**, as the student's work schedule and rate of pay may not permit the student to earn his/her entire award. Any funds unearned at the end of the award period will be forfeited. The student should consider the amount of their award when applying for positions. The award is the total gross dollar amount a student may earn during the award period. The student and supervisor share responsibility for keeping track of the student's monthly earnings in order to avoid an over-award situation. The Financial Aid Office will periodically review past and projected earnings and, if the student is not on track to earn their full award, their award may be reduced and reallocated to other students.

It is the student's responsibility to complete and sign the Timesheet each pay period. In turn, the supervisor signs it verifying that all information is correct.

The student is to meet his/her work schedule and be on time. Each student is expected to perform his/her work assignments in a satisfactory manner. Students may not "fill in" for another student at work. It is the student's responsibility to notify the supervisor in sufficient time if he/she is to be absent. Each employee is responsible for the accuracy of the time reported as worked.

### **Supervisors**

It is essential that the supervisor clearly explain the performance expectation to each student employee and provide sufficient opportunity for questions and clarification if needed. If the student is not performing in a satisfactory manner, the supervisor needs to contact the Financial Aid Office.

The supervisor is also responsible for the accuracy of hours reported on the Timesheet. Each employer should establish a procedure for recording time worked daily, for obtaining student and supervisor signatures, and for ensuring that the Timesheets are sent to Financial Aid on alternate Mondays.

The supervisor is expected to develop a work schedule with the student employee that will allow reasonable earnings of the Work-Study award.

**NOTE:** *Any time sheet not correctly certified by the appropriate supervisor may result in the employing department being required to pay the 75% federal share at a later date based upon audit findings.*

At the end of each term of employment, the supervisor will complete a Work-Study Program Employment Evaluation on each student employee and discuss the evaluation with the student. Upon completion, this form will be submitted to the Financial Aid Office for inclusion in the student's financial aid file and a copy will be submitted to the student.

All employee related problems should be discussed directly with the student involved and the Financial Aid Office.

### **Recordkeeping**

*According to federal guidelines the University is ultimately responsible for making sure that payment for work performed is properly documented and that each student's work is properly supervised.*

### **Responsibility of other Units**

Roseman's Accounting Unit will be responsible for distributing W2's to each student.

The Roseman Payroll Unit receives original copies of the Work-Study Timesheets, these are considered official University records for audit purposes; therefore, all copies must be retained by the department and kept readily accessible for at least five (5) years.

## Work-Study Students Rights & Responsibilities

- Students should report to work on time, notify the supervisor when they will be late or absent, and dress appropriately for the work location (dress code should be discussed during the interview).
- When asking for time off, students should consider the employer's needs as well as their own.
- In addition, some WS positions may require access to confidential information--abuse or misuse of such authorization is grounds for termination!
- Students cannot earn more than the Work-Study award as listed on the Financial Aid Award Letter.
- It is the student's and employer's responsibility to monitor earnings to be sure they do not exceed the award amount.
- If a problem develops on the job, the first point of contact should be the supervisor.
- If the problem cannot be resolved, the student should contact the Financial Aid Office.
- There is no guarantee that the Work-Study award can be replaced with another type of aid or that the student can secure another FWS position.
- Students agree to abide by the regulations and policies as outlined in the Work-Study Handbook.
- Failure to follow these policies and regulations may result in the cancellation of their FWS award and the loss of their Work-Study position.
- Acceptance of a position through Work-Study implies a commitment to the employer for at least one term.

## Emergencies & Incident Reporting

### Accident/Incident Reporting Procedures for FWS Student Employees

Your safety and welfare while working at your FWS (FWS) position is a primary concern for the University. The law requires that the University, as your employer, provide insurance in order for you to receive treatment if you are injured or become ill as a result of your employment.

Therefore, it is important that you make yourself familiar with reporting procedures should you be involved in an incident while at your work study job.

The reporting procedures are outlined below:

1. Follow the reporting protocol as directed by the FWS employer.
1. 2. If medical treatment is required;
2. go to [www.travelers.com/claims](http://www.travelers.com/claims), click on 'Claim Center' and then click 'Workers Comp Support' and then 'Find a Network Medical Provider'.
3. If it is a medical emergency, call 911 or have someone take you to the nearest emergency room. Be sure to inform the service provider that this is a work-related injury.
  - a. If medical treatment is received, you must provide a written release from the treating physician to Roseman University's Office of Human Resources when you are able to return to your regular duties.
  - b. If you are unable to return to work immediately or will have physical restrictions requiring temporary light duty, a doctor's note will be required clearly stating the limitations and expected return to full duty.
4. As soon as reasonably possible (at least within 24 hours after the accident), complete one of the following: Nevada employees – Notice of Injury or Occupational Disease or Utah employees – Worker's Compensation Employer's First Report of Injury or Illness. The on-site supervisor will also be responsible for completing a section of the form. These forms can be found on the Student Portal under FWS or <http://www.roseman.edu/financial-aid/fws-for-employers/forms-for-employers>. The completed report can be e-mailed to [hroffice@roseman.edu](mailto:hroffice@roseman.edu) or faxed to Roseman Human Resources at 702-968-1616.
5. Verbal notification must also be made directly to Roseman University Human Resources. Contact:

**Monday – Friday from 8 a.m. to 5 p.m. PST**

Saralyn Barnes at 702-968-1611

**Evenings, Weekends, Holidays, and Campus Closures**

Saralyn Barnes at 801-200-1105

**IMPORTANT NOTE** – If you are involved with other types of serious issues while on the job, such as harassment (sexual or otherwise), discrimination, or retaliation, go directly to step 4 above.

Then complete the Incident Report Form found at <http://www.roseman.edu/students/financial-aid/federal-work-study/information-for-fws-students/>. If you are an employer please proceed to <http://www.roseman.edu/students/financial-aid/federal-work-study/information-for-employers/>.