

Federal Work Study Employer Guide



****INTRODUCTION****

The Federal College Work Study Program is a federally funded Financial Aid program which provides employment opportunities for students who need money to meet educational expenses. Work Study is awarded as part of the student's overall Financial Aid package and is based upon financial need.

Certain stipulations exist regarding the type of employment a student can accept. Positions are generally limited to those offered by public or private non-profit organizations. Federal College Work Study funds cannot be used to pay for work which is religious, political, or which is performed for the benefit of a private individual. Because of this, a student can be paid for general office work, but cannot be paid for typing a dissertation or assisting with private consultation. Students cannot be hired to replace regular employees and all hiring practices must comply with existing civil rights regulations.

****HIRING****

The process of hiring a student through the Federal College Work Study Program begins with you, the potential employer, assessing your needs. Once you have determined the number of students that you will require, fill out an application, have it authorized by your Department Head or Division Chairperson, and return it to the Office of Student Financial Services by the corresponding deadline. These applications are supplied by the Office of Student Financial Services prior to each specific work period. To participate in the **summer program**, your application should be in by the **last week of March**; for the **academic year**, applications **have to be in the Office of Student Financial Services by the 2nd week of April**. Late applications **will not** be considered until all approved applications have been filled.

After the deadline has passed, the Office of Student Financial Services will review all requests for student workers, allotting the number of positions based upon the overall needs of the University, as well as available funding. Each site is then notified by letter of the number of students that they are authorized to hire. Students will only be allowed to accept positions which have been authorized in advance by the Office of Student Financial Services.

Due to the fluctuation in the number of Work Study participants, it is a common occurrence for the Office of Student Financial Services to reduce requests for workers. Work sites which have been reduced, will be considered for additional employees as students become available. Occasionally, the Office of Student Financial Services will assign a student employee in lieu of a position which was not authorized for direct hire. If you have concerns or questions, please contact Danielle Pelkey at (207) 768-9513. A written appeal for reconsideration may be submitted directly to the Office of Student Financial Services.

Each returning student who has successfully held a Work Study position at this campus and has been awarded Work Study for the upcoming period will be provided a list of all approved positions. It will then be the responsibility of the student to apply for a position, while the supervisor has the responsibility of hiring his/her staff. Students who have been awarded Work Study, and who are eligible to interview, will have a Student Employment Authorization (SEA) Form in their possession. This form is the official notice of eligibility to participate in the program. ***No student can begin employment until after this authorization has been properly completed and all other paperwork is returned to the Office of Student Financial Services.*** The Office of Student Financial Services reserves the right for final approval.

Incoming freshmen, transfers, and returning students who have never participated in Federal College Work Study, will be offered opportunities in entry level positions here at the University. These positions will be based upon the skills of the student, and the needs of the University as determined by the Office of Student Financial Services. Students who have not successfully completed their entry level position will also be considered for employment based upon the needs of the institution. ***As a supervisor, it is your job to interview and hire the right student; the Office of Student Financial Services will only screen potential student workers. If you do not feel the student is qualified for your position, please tell***

them to return to the Office of Student Financial Services to be reassigned to another placement.

**** Job Titles, Pay Levels & Increases ****

Wage rates are determined by the skills that are necessary to perform the job. All positions at the University of Maine at Presque Isle are evaluated based upon specific criteria and fall into one of five levels. You will find a brief description of pay levels and corresponding wage rates below. The Office of Student Financial Services reserves the right to determine which pay level a job title will be assigned.

Level I Pay Rate: \$11.00

Employee performs routine or repetitious duties. In some cases specific knowledge and skill is required to perform assigned duties. Routine supervision of the employee is required.

Level II Pay Rate: \$11.25

The duties include some proficiency in an area(s) that requires advanced knowledge or experience. This proficiency is acquired from a significant period of work or educational experience. The employee requires moderate supervision and training.

Level III Pay Rate: \$11.50

Duties require proficiency in areas demanding advanced knowledge, ability and skill. The employee requires minimal direct supervision and uses independent judgment.

Level IV Pay Rate: \$11.75

Duties require expertise in areas demanding highly advanced knowledge, ability and skill. The employee requires no supervision and very often supervises other employees.

Level V Pay Rate: \$14.00

Duties require expertise in areas demanding highly advanced knowledge, ability, skill and experience. The employee requires no supervision and very often supervises other employees.

****Level V positions require prior approval from the Office of Student Financial Services. If you wish to hire a student for a position that falls in the Level V category you must contact the Office of Student Financial Services before you hire the employee.**

Completion of the Work Study evaluation forms by the supervisors at year end is crucial in determining wage increases.

Questions regarding pay levels should be directed to the Office of Student Financial Services.

**** PAYROLL ****

Student payroll is processed on a bi-weekly schedule. The workweek begins on Sunday and ends on Saturday, with two weeks in each payroll period. Supervisors are responsible for making sure that all time which is submitted for payment was actually worked. As an employee of the University of Maine at Presque Isle, you are responsible for approving your student employees' time on MaineStreet. You may access this site at <https://www.mainestreet.maine.edu>. If you are having problems accessing MaineStreet, please contact Computer Services at (207) 768-9626.

For **off-campus employers**, you are responsible for signing off on the computer generated time sheet which will be provided by your student employee. The signed time sheets must then be sent via mail, fax (207) 768-9509 or delivered by the student to the Office of Student Financial Services by the last approval date of each pay period.

The student time entry system at the University of Maine at Presque Isle, allows for the recording of time in "clock time sequence" as recommended by the Department of Education. The PeopleSoft Time and Labor System refers to this method of time recording as Punch Time Entry and consists of recording the

students start and ending times as appropriate. The student's time entry record will need to be available the first day of work, so please make sure you, the supervisor, and the student complete and return to the Office of Student Financial Services, all of the necessary requirements for their employment. **Students cannot begin working until all employment requirements are satisfied.**

For every 6 hours worked by a student, they are entitled to a ½ hour break. The time entry should reflect the break period by recording the in and out time before and after the breaks. Time is automatically rounded to the nearest quarter hour.

Please make sure that your student employees get in the habit of submitting their time worked daily. Student employees should *never* input their time prior to having worked it. As a supervisor you need to approve this time *weekly*. It is not recommended that you wait until the end of the pay period to approve time – by doing so, you run the risk of looking back at dates that the student had entered in two weeks before (which in turn will take more time). It is your responsibility as the employer to make sure that the approving of your students is complete and accurate by the scheduled deadline. If you do not approve your student's time in the appropriate timeframe, the student will have a delay in his/her pay for an entire pay period.

**** MONITORING ****

In order to comply with the statues and regulations governing federal aid programs, it is necessary to monitor your student employee's earnings. Each student who is awarded Work Study will have a limited amount of money available to earn each program period, (Fall, Spring, and Summer semesters). This limit will be stipulated in the student's award notice and the Student Employment Authorization Form. If a student exceeds his/her allotment your departmental account will automatically be charged for the amount over the limit. For **off-campus** employers, your agency will be billed for the amount worked over the Work Study limit.

In order to assist you in monitoring student employee's earnings, a printout is generated after every payroll is processed. This report indicates the amount of money available as of the last payroll. This does not take into consideration the hours that the student has worked since that time. This delay is caused by payroll processing and is unavoidable. You may want to develop your own method of monitoring. **Please be aware that if you allow your student employees to work**

in excess of their allotment, your department will bear liability for all earnings over their award.

During the academic year, when classes are in session, students **cannot work over 20 hours per week**. If students work during a vacation or are participants in the Summer Program, they can work a **maximum of 40 hours** per week. Supervisors who allow students to work in excess of these limits are responsible for their wages.

****SUPERVISION****

It is the responsibility of all supervisors to provide adequate supervision and training to student employees. Many of our students have had little to no formal work experience; therefore, the positions that they hold while attending this University could have a large impact in determining if they will be hired after graduation. It is in the students' best interest that they be provided with a realistic view of life in the working world. Students should be made aware that as supervisors you will enforce all guidelines and that you will take action on any infraction.

Supervisors are asked to work closely with their student employees, taking into consideration that students' classes when arranging their work schedule. Federal regulations require the monitoring of students' schedules to ensure that your student employees will not be working at times they should be in classes. A regular work schedule should be established and adhered to. All expectations regarding performance, job, and work schedule should be discussed thoroughly with your student workers prior to the start of employment.

There are certain policies that are generic throughout the Work Study Program and should be reinforced with your student employees. These include, but not limited to:

1. If the student is scheduled to work, they need to be there
2. Be punctual for all scheduled work hours
3. Dress appropriately
4. Be thorough and efficient

5. If the student employee is ill, he/she needs to call and inform you before his/her scheduled time
6. Student employees are representatives of the University, so they need to act accordingly
7. Students should never be scheduled to work when they should be in class
8. There should be no cell phone use (talking, searching online, playing games, texting, etc.)
9. No use of MP3 player or I-Pod
10. Work Study does not mean study while they work. Student employees should not be spending their whole time at work completing homework/studying. Their main reason for being placed in your work location is to assist with completing tasks

If a student employee is performing in such a manner that requires disciplinary action, please notify the Office of Student Financial Services **immediately**. As a supervisor, you should enforce all guidelines and take appropriate action when your employees are not performing as expected. This includes terminating employees. The policy for terminating student employees is as follows: Students are allowed **ONE** written warning. If after the warning, the student continues his/her substandard performance, terminate the employment arrangement. The Office of Student Financial Services will make every effort to locate a replacement employee for you. **If you issue a warning to one of your employees, please document it using the Federal Work Study Written Warning Form and send a copy to the Office of Student Financial Services.**

Immediate termination can occur when falsifying time, sharing confidential information to others, and/or severe action including fighting, threatening, etc.

Work Study is a learning opportunity for the student, as well as a limited resource for the University. ***If you cannot or will not provide adequate supervision and enough work for the student to do, your work site will not be considered for future placements.***

If a student employee is injured on the job, please notify the Office of Student Financial Services immediately.

****TRANSFERS****

Students will be allowed to transfer from one site to another only if the original supervisor is in complete agreement. Supervisors should be aware that if you allow your student employees to transfer, there is no guarantee that you will receive another student employee. Student employees who request a transfer should complete a Job Transfer Authorization by having it signed by their current supervisor and potentially new supervisor and then submit it for final approval to the Office of Student Financial Services. Transfers should not be used as a disciplinary tool. If a student is performing in a manner that requires disciplinary action, please do not transfer in order to avoid responsibilities as a supervisor.

Students may be allowed to work additional work sites only if their original site does not allow them the opportunity to earn all of their allotment. Individuals interested in an additional site should contact the Office of Student Financial Services prior to making arrangements with other supervisors.

Requests for transfer will not be considered until after the first Monday in October.

If you have questions regarding student employment, please contact the Office of Student Financial Services, located on the top floor of Preble Hall, or by calling Danielle Pelkey at (207) 768-9513.