

Saint Joseph's College
Federal Work-study Program
Student Handbook

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WORK-STUDY EMPLOYMENT CHECKLIST

1. Attend Financial Aid Work-Study orientation program.
2. Complete Sexual Harassment, Hazard Communication, and Blood-borne Pathogen training.
3. Complete and return to the Office of Human Resources the required employment forms:
 - a) I-9 Immigration and Naturalization (this requires validation of identification sufficient to prove identity-the list is available on the back of the I-9 form).
 - b) W-4 Income Tax Withholding Form(s).
4. Upon receipt of confirmation letter from the Office of Human Resources indicating that you completed the required hiring process, you may begin work.

NOTE: *Students who were employed through the Saint Joseph's College Federal Work-Study Program in 2010-2011 simply need to be hired to a position and receive the confirmation/hiring letter from Human Resources.*

INTRODUCTION

The Federal Work-Study Program encourages the part-time employment of undergraduate students who need the income to help pay for their cost of education, and encourages FWS recipients to participate in community service activities. The College must use 7 percent of its Federal Work-Study allocation to employ students in community service jobs. The College has established a Community Service Program with off-campus agencies to meet this federal requirement.

Federal Work-Study is a federally funded program that has been awarded to you as part of your Financial Aid package. The Federal Work-Study Program is designed to assist with the costs associated with your education. If hired, it is expected that you will perform duties in the same manner as would be expected by an off-campus employer. Since you are an employee of Saint Joseph's College, you are governed by its rules and regulations as well as Federal Fair Labor Laws.

EMPLOYMENT PROCEDURES

- If you want to participate in Federal Work-Study program, you **MUST** attend SJC's work-study orientation session. In August, a letter is mailed to each eligible work-study student with date and time of orientation.
- Identify Work-Study positions of interest by reviewing the job openings described on the College's website at <http://www.sjcme.edu> then select Jobs @SJC.
- **All applications for Work-Study Positions MUST Be completed online.**
- It is your responsibility to be sure that all of the employment paperwork, namely the I-9, W-4s, and application have been completed and submitted to the Office of Human Resources.
- State and Federal mandates require Sexual Harassment and Hazard Communications training for all new employees. You will be required to complete this training prior to starting work.
- **You will receive a confirmation letter from the Office of Human Resources when all of your employment paperwork has been completed, received, and reviewed by the Office of Human Resources. You may not begin working until you receive this confirmation letter.**
- Continue checking the Jobs @ SJC link on the Saint Joseph's College website for position updates and apply often.

SEXUAL HARASSMENT

Sexual harassment in the workplace is unlawful under both state and federal law and is not tolerated at Saint Joseph's College.

Unwelcome sexual advances, requests for sexual favors, physical contact, or suggestive sexual behavior of any kind, including jokes or other uses of humor, within or outside the workplace constitutes sexual harassment when:

- a. Submission or compliance with such conduct is made either explicitly or implicitly a term of your initial or continued employment.
- b. Compliance with or rejection of such conduct is used as a basis for employment decisions such as promotion, suitability for alternative positions, increases in salary, etc.
- c. Such conduct has the purpose or effect of substantially interfering with your work performance or of creating an intimidating, hostile or offensive work environment.

The most effective way to stop sexual harassment is to tell the person firmly that such behavior is unacceptable. This usually will stop casual or unintentional cases of sexual advancement. If for some reason you feel you cannot speak to the person directly, or if the behavior continues, there are other investigative procedures outlined below.

If you believe that you have been the object of discrimination or sexual harassment, you should advise a Sexual Harassment Officer: Janet LaFlamme, Chief Administration Officer, or David Roussel, Associate Dean of Students, who will process the complaint according to specified procedures. An investigation will be conducted expeditiously, assuring maximum confidentiality consistent with due process. Procedures are as follows:

- a. The complaint should be stated in writing with sufficient specificity.
- b. The person charged will be promptly notified and given adequate opportunity to respond.
- c. If the complaint is believed to be valid, appropriate disciplinary action will be taken.

If you have any questions or concerns about sexual harassment or discrimination in the workplace, you may direct them to Janet LaFlamme, Chief Administration Officer, ext. 7755.

You also have the right to file a charge with the Maine Human Rights Commission (MHRC). The MHRC can be contacted by telephone at 207-289-2326, or by mail at Station 51, State House, Augusta, ME 04333.

HAZCOM (RIGHT TO KNOW ACT)

Your employer must provide information and training on hazardous chemicals in the work area at the time of your initial assignment and whenever a new hazard is introduced to your work area.

You will be informed of: The requirements of the OSHA regulations commonly referred to as “Hazcom” or the “Hazardous Communications Act” or the “Right to Know Act”; any operations in your work area where hazardous chemicals are present; the location and availability of the written hazard communication program including the required list of hazardous chemicals, and material safety data sheets required.

Your training will include: methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area; physical and health hazards of the chemicals in the work area; measures you can take to protect yourself from these hazards, including procedures implemented at your work site to protect you from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; the details of the hazard communications program, including an explanation of the labeling system and the materials safety data sheets, and how you can obtain and use the appropriate hazard information.

DRUG-FREE WORKPLACE

Saint Joseph’s College provides a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988. Information regarding drug-free awareness, prohibited unlawful activities and the consequences of violating these prohibitions is distributed to student and other employees annually. Students may also refer to the Student Handbook for additional information regarding drug-free workplace requirements as well as available drug-prevention programs and related policies.

STUDENT RIGHTS AND RESPONSIBILITIES

Any student who does not meet satisfactory academic progress standards is not eligible for any financial aid including Federal Work-Study, therefore, it is important to remain in good academic standing at all times.

It is vital to achieve quality standards in your employment as well as in your academic work. When on duty, you must be working on the assigned tasks. Once these tasks are completed, the supervisor should be sought to obtain additional duties. When all tasks have been completed, you should sign/punch out promptly.

Accepting a position involves a commitment. Your job is an employment opportunity that will provide valuable work experience whether or not it is directly related to your major. Your supervisor is a potential reference when seeking employment after leaving Saint Joseph’s College. You are primarily a student, but you have certain responsibilities to your employer. Besides performing your tasks to the best of your ability, you are expected to be dependable and considerate of your employer and co-workers. Absenteeism and tardiness will not be tolerated from anyone. As an employee you must act in a professional manner. This includes

preserving confidentiality of institutional as well as student records. *A breach of confidentiality is just cause for immediate dismissal.*

Students are not permitted to work for more than one department using work-study funds because of the limited funding available and the number of students seeking employment.

Once you have become employed with a department, you will not be permitted to transfer to another department unless there are extreme mitigating circumstances. *If such a situation does arise, the Office of Financial Aid must be notified immediately.* If circumstances arise that do not permit you to continue your work-study position, please notify the Office of Human Resources.

You are permitted to work at any hour designated between classes, weekends, or nights. You may not work while your classes are scheduled, even with the permission of an instructor. **You may not be paid overtime with Federal Work-Study funds, nor may you exceed your Work-Study award.** If at any time the work-study employee does not perform at satisfactory levels, he/she may be dismissed.

Your earnings are subject to all federal and state taxes. If you wish to claim exemption from taxes, please check with your tax advisor and submit the completed Federal and Maine W4's to the Payroll Coordinator. The Payroll Coordinator is located in the Office of Human Resources.

As an employee of the College, you should not be discriminated against in any manner. If you feel you are not being treated fairly, bring it to the attention of the Office of Human Resources immediately. Policies on harassment and for OSHA are provided in this handbook. If you have a problem with your position, and you and your supervisor cannot resolve it, consult the Office of Human Resources. The staff is here to assist you in all stages of your work experience.

RESPONSIBILITIES OF SUPERVISORS AND WORK-STUDY STUDENTS

Successful employment is the result of a cooperative effort between each employee and the supervisor. Attention to the following responsibilities by both you and your supervisor will help to facilitate the employment process:

- You are primarily responsible for completing your time sheets. Your supervisor will review, sign, and submit the form. Failure to do so will delay distribution of paychecks. Time sheets must be mailed or brought to the Payroll Office in the designated envelopes. **Students may not have access to the time sheets after the supervisor has signed them.**
- Your supervisor should make sure the working conditions of student employees are equivalent to those of other workers.
- Your supervisor will outline basic work expectations and responsibilities for employment and explain the importance of their duties. It is your responsibility to indicate to the supervisor if additional information is needed.

- Safety is everyone's responsibility. Your supervisor will notify you of the hazards and appropriate safety procedures relevant to your position. It is your responsibility to work safely and aid in the safety of your co-workers.
- Team responsibilities include establishing good work habits.
- The supervisor will notify Human Resources and the Office of Financial Aid of any changes in the status of a student employee.
- You and your supervisor should monitor your student employee earnings as you approach the limit of your Federal Work-study allotments. ***Students may not work on a volunteer basis once the work allotment has been exhausted.***
- Your supervisor will monitor overall Federal Work-study earnings to ensure that total student earnings do not exceed departmental allocations.
- Your supervisor will complete and return your student employment performance review as requested.
- Any suspected violations of worker's rights should be reported to the Office of Human Resources in Xavier Hall.

Any questions or concerns regarding the Federal Work-study Program should be directed to the Office of Financial Aid (893-6613).

TERMINATION OF EMPLOYMENT

A supervisor may terminate a student's job for unsatisfactory performance. Termination of student employment must be reviewed with the Janet LaFlamme, Chief Administration Officer.

As with any employment situation, every effort should be undertaken to allow the student to succeed. Termination of employment should be the last option. In coordination with the Office of Human Resources, the following procedures should be followed:

1. The student is given a verbal warning by his/her supervisor. The Supervisor should discuss the problem with the student and suggest ways of improving job performance within a specific time period.
2. Should performance not improve, a written warning indicating the present problem and reiterating the verbal warning should be given. A copy of the written warning should be forwarded to the Human Resources Office for inclusion in the student's employment file.
3. If the problem continues after the written warning, the Supervisor should recommend termination to the Office of Human Resources.

NOTE: Work-Study needs change from time to time due to reorganization of departments or policy changes. In these situations, an employer may release a Work-Study employee without notice.

AUTOMATIC DISMISSALS

The following violations of employment procedures will constitute an automatic dismissal:

1. Falsification of time sheets;
2. Disclosure of confidential information;
3. Removal of confidential information from job location.

If dismissed from a Work-Study position, the student may not participate in the program for the remainder of his or her enrollment at the College.

FEDERAL WORK-STUDY WAGES

The base pay for the 2011-2012 academic year will begin at \$7.50 per hour. Questions regarding wage rates should be directed to Jackie Cattabriga, Human Resources (7758).

TIME SHEETS

You must use a time sheet to sign/punch in and out. If you forget to do either, the supervisor is the only person who may write in the time and initial it. You should not sign the time sheet until it is ready to be submitted. Your signature indicates verification of the accuracy of the times listed; therefore, no other person may sign your name to your time sheet. If a student is found verifying or writing in someone else's hours worked, it will result in the dismissal of all parties involved.

In order for you to be paid, the time sheet must be completed in its entirety including dates and hours worked. You and your supervisor both must sign it. Your supervisor must then submit it to the Payroll Coordinator prior to noon on Friday according to the schedule provided. If it is not turned in on time, you will not be paid until the next payroll. Holiday weeks will require an earlier submission of the time sheet. If a student has weekend hours to report, the supervisor must submit the timesheet on Monday and only with the **prior approval** of the Payroll Coordinator.

PAYCHECKS

You will be paid every two weeks for the hours you have worked. The checks will be ready the Friday after the close of the pay period. Checks will not be dispensed prior to Friday nor given to someone else for you. Checks will be distributed directly to student mailboxes. If an error has been made in the amount of a check, bring verification of the error to the Payroll Coordinator in order for it to be rectified. If such an error results in an increase of money due to you, the sum will be added to the next paycheck.

BUDGETING

Your Work-Study allocation is for the entire academic year. Because of the program's funding, it is not probable that your allocation will be increased. It is your responsibility to budget both your time and money to make efficient use of your allocation.

You must keep a record of your earnings in order to know when the authorized earning level will be maximized. Once you have earned your Work-Study allotment, you will no longer be permitted to have earnings from the Work-Study payroll. A worksheet has been included in the back of this manual to assist you in tracking your earnings. Federal Work-Study may only be used for payment of hours actually worked. There are no benefits for Work-Study employees; therefore, they are not eligible for time off with pay, e.g., holidays, vacations.

Please note: Some department allocations will NOT allow you to earn your full FWS allotment.

PROSPECTIVE FEDERAL WORK-STUDY EMPLOYERS

DEPARTMENT	CONTACT PERSON	EXT.
Academic Center – ADA	Shanna Murphy	7563
Admission	Kerry Racette	7743
Alfond Center	Maureen LaSalle	6617
Archives	Sr. Mary George O'Toole	7708
Athletics	Brian Curtin	6670
Athletic Trainer	Tiffany Miller-Gagnon	6677
Biology	Beth Auger	7905
Business Admin.	John Zerillo	7916
Campus Security	Ian MacEachen	6686
Campus Support Services	Jennifer Stone	7730
Career Services	Tom Novak	6636
Communications	William Yates	7914
Community Service	Frank Daggett	7794
Education	Kathleen Clements	7926
Facilities Management (Operations)	Don Tanguay	6649
Faculty Resource Center	Tony Girlando	7986
Faculty Secretary	Elaine Moesel	6645
Field Maintenance	Will Sanborn	6675
Fine Arts	Scott Fuller	7940
Financial Aid	Janie Joyce	6613
GPS Administration	Kim Smith	7817
Health Services	Su-Anne Hammond	6633
Honors Program	Scott Balcomb	7941
Human Resources	Heidi Jacques	7756
Information Systems	Kareem Myrick	7854
Institutional Advancement	Sue McAuliffe	7893
Intramurals	Rupert Lewis	7661
Library	Shelly Davis	7726
Marketing & Public Rel.	Susan Johnson	7720
Natural Science	Greg Teegarden	7979
Nursing	Mary Record	7957
President's Office	Meg Gresh	7711
Psychology	Nina Edjulee	7902
Purchasing	Carlene Lemieux	7754
Service Learning	Frank Daggett	7794
Sociology	Dale Brooker	7927
Sports & Exercise Science	Tom Dann	6678
Student Activities	Morgan Rocheleau	6604
Student Life	Reis Hagerman	6601
Theology	Steven Bridge	7953

**WORK-STUDY PAYROLL SCHEDULE
2010-2011**

* Indicates Early Submittal of Timesheets

Pay Period Ends	Time Sheet Due Date	Pay Date
8/21/2011	8/19/2011	8/26/2011
9/4/2011	9/2/2011	9/9/2011
9/18/2011	9/16/2011	9/23/2011
10/2/2011	9/30/2011	10/7/2011
10/16/2011	10/14/2011	10/21/2011
10/30/2011	**11/3/2011**	11/4/2011
11/13/2011	**11/10/2011**	11/18/2011
11/27/2011	**11/22/2011**	12/2/2011
12/11/2011	12/9/2011	12/16/2011
12/25/2011	**12/22/2011**	12/30/2011
1/8/2012	1/6/2012	1/13/2012
1/22/2012	1/20/2012	1/27/2012
2/5/2012	2/3/2012	2/10/2012
2/19/2012	2/17/2012	2/24/2012
3/4/2012	3/2/2012	3/9/2012
3/18/2012	3/16/2012	3/23/2012
4/1/2012	3/30/2012	4/6/2012
4/15/2012	4/13/2012	4/20/2012
4/29/2012	4/27/2012	5/4/2012
5/13/2012	5/11/2012	5/18/2012
5/27/2012	5/25/2012	6/1/2012
6/10/2012	6/8/2012	6/15/2012
6/24/2012	6/15/2012	6/29/2012

STUDENT EMPLOYMENT PERFORMANCE REVIEW

Student's Name _____
Job Title _____ **Supervisor** _____
Department _____ **Dept. Number** _____

Please evaluate the student's performance as follows:

- 1= Needs Improvement
Consistently fails to meet the standards of performance for position.
- 2= Meets Standards
Consistently meets all standards of performance for position.
- 3= Exceeds Standards
Consistently goes well beyond standards of performance for position.

Please briefly describe position responsibilities.

Quality of Work 1 2 3

Comments:

Timeliness of Work 1 2 3

Comments:

Initiative & self-reliance 1 2 3

Comments:

Ability to get along with others 1 2 3

Comments:

Punctuality & Dependability 1 2 3

Comments:

Overall performance 1 2 3

Comments:

Suggestions for growth:

Supervisor Signature _____ **Date** _____

Student Signature * _____ **Date** _____

* I understand that my signature only indicates that I have reviewed this performance review with my supervisor.

Student Comments:
