

POLICIES GOVERNING FEDERAL WORK STUDY/WORK SCHOLARSHIP EMPLOYEES AT

SEWANEE: THE UNIVERSITY OF THE SOUTH

I. RESPONSIBILITIES OF STUDENT EMPLOYEES

1. Student employees should arrange an agreeable work schedule with their supervisors and be willing to work according to that schedule.
2. It is the responsibility of all student employees to be willing to work the number of hours assigned. All employees should be consistently dependable—prompt and reliable in attendance.
3. If the employee must be absent from work, he/she should make every effort to notify his/her supervisor 24 hours prior to the assigned work time.
4. All student employees are expected to work for a full academic year. If difficulties are encountered, the employee should first discuss the situation with supervisor and if necessary contact the Office of Financial Aid.
5. Student employees may NOT exceed the amount awarded in the work program.
6. Changes in job assignments during the academic year will be made only in **exceptional circumstances**.

II. EVALUATION OF STUDENT EMPLOYEES

Dependability, initiative, cooperation, quality and quantity of work, and aptitude for learning will be areas in which the student employee will be evaluated by his/her supervisor.

III. EVALUATION BY STUDENT EMPLOYEES

All student employees will be asked to evaluate their work experience.

IV. PAYMENT OF STUDENT EMPLOYEES

1. For all employees who have never worked for the University, the *Immigration and Naturalization Form I-9* and Form W-4 for withholding allowances must be completed.
2. Student employees are paid for actual time worked and time clocks must be used where available. Otherwise, time must be logged to the nearest five minutes, i.e., 10:35, 11:55, etc. Work performed on holidays is at the regular hourly rate, and overtime cannot be paid. Work periods may end on the last day of classes of each semester. If the employee and supervisor agree, work periods may continue into the exam period, *but in no instance may they continue beyond the last day of exams*.
3. All time reports must be maintained in the department. Time worked must be recorded daily either on the time sheet but preferably through the use of the time clock. The student employee and the supervisor must certify time worked. *Both signatures are required before employees can be paid.*
4. Student Time Reports are due in the Office of Financial Aid **by Monday morning** following the last day of the pay period. (The date of the pay period is printed on the Student Time Sheet.) If a time clock is used, cards must be stapled to the back of the time sheet before submission. **It is the responsibility of the employee** to see that the time sheet is properly completed (including departmental assignment and total hours), signed by the employee and supervisor, and submitted on time. **Failure to turn in a complete time sheet in a timely manner may result in a month's delay in receipt of check. Payroll requires pay within the calendar year.**
5. Paychecks are placed in each student's SPO box on Friday following the payroll ending date on your time sheets.

V. EMPLOYEE GRIEVANCE

Any conflict or misunderstanding of work policies or regulations should be discussed first with the employee's immediate supervisor, then if necessary the Office of Financial Aid.

I read and understood the above policies. I received a copy of these policies for my files.

Student's Signature

Date

Printed Name

SSN or Student ID

By signature on this policy statement, the student employee consents to the disclosure of the supervisor's evaluation results to prospective employers upon request.

Please initial if consent is **not** given for disclosure. _____