

**2010 - 2011  
Work Study Student  
Handbook  
Financial Aid Office  
612-659-6240**



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## Work Study

The work study program provides students with opportunities to earn money to help meet education costs. Students' eligibility for work study is determined by demonstrating need through the FAFSA (Free Application for Student Aid).

The original "College Work Study" name was created with the idea that college students could work and earn money and at the same time learn skills that would assist them in future employment. As such, work study should be viewed as regular employment with responsibilities and employer expectations. Students are not paid to study and cannot be paid to work during scheduled class time.

## Eligibility of Students

Whether or not the student has been awarded work study funds on their award letter, the student should still complete a current year (2010-2011) Work Study Request Form and eligibility will be determined by the Financial Aid Office.

A student must be taking at least six credits to be eligible for FWS, SWS, and IWS and meet the college's satisfactory academic progress requirements. If a work study student drops below half time (e.g. completely withdraws), the student is required to stop working and to notify their supervisor and the Financial Aid Office.

Eligibility for students working in the summer follows different criteria; therefore, a new *Work Study Authorization* is needed for summer. Summer awards before June 30 are based on remaining need from the previous academic year. Awards after July 1 are based on the impending fall semester. You must complete a 2010-2011 FAFSA and be registered for Fall classes in order to work after July 1. FICA taxes will be withheld if a student is enrolled for less than 6 credits summer term.

Institutional Work Study is usually set-aside for international students and other students not eligible for Federal or State Work Study. A non-international student must be formally declared ineligible for FWS or SWS (by completing a FAFSA) to be placed on IWS. International students must have the International Student Advisor sign their *Work Study Request Form* and submit additional tax forms.

## Finding a Work Study Position

When a department has a work study position available they may notify the Financial Aid Office. The available position will be posted by the Financial Aid Office on the college website at [www.minneapolis.edu](http://www.minneapolis.edu). Students may read the job postings and decide which job(s) they are interested in applying for. Students should contact the appropriate department and inquire about the job. It is up to the supervisor to set up a time to interview students.

## Work Study Request Form

When a supervisor decides to hire a student, the student must complete the top portion of the *Work Study Request Form* and the supervisor must complete the bottom, Supervisor Action section. The student then brings this form to the Financial Aid Office. Students may work in more than one department, if necessary, to earn their maximum award. A separate *Work Study Request Form* and *Work Study Authorization* are required for each work study position. Incomplete applications will be sent back to the supervisor, or discarded if the department is unknown.

## Work Study Authorization

After the Financial Aid Office receives the *Work Study Request Form*, the student's eligibility will be confirmed and a *Work Study Authorization* will be created. This process will take five business days. The W-4 and I-9 forms will be attached to the authorization and all forms must be signed before the student will be entered into the payroll system. Students must bring the supervisor a copy of the *Work Study Authorization* before the supervisor can request a timesheet and they are allowed to begin working.

## Wages

The current work study wage is \$8.75 per hour. Enhanced work study positions are paid \$9.50 per hour. Enhanced work study positions require a background check and completion of data privacy training. Please contact HR, 612-659-6840 for more information regarding background checks and training. Students are limited to working no more than 20 hours per week. Students will not be paid work study funds for hours worked beyond 20 hours per week.

## **Hours and Breaks**

Students may not work more than 20 hours per week, and no more than eight hours per day. Also, students may not work during the times they are scheduled to be attending class. If a student works during a time when classes are usually held, due to a cancellation or early dismissal, a note needs to be added to the timesheet stating that.

Students on work study are not entitled to sick pay, overtime pay, vacation pay, holiday pay, or unemployment benefits

For every four hours worked, a student is allowed a fifteen-minute break. When students work eight hours in one day, they must take a half-hour unpaid lunch break.

## **Payroll Checks**

Student paychecks are available in 2 forms, direct deposit or paper checks. Direct deposit checks will be placed in the student's designated account on pay day Friday and a check stub will be mailed to the address on file for their records. Paper checks are mailed to the address on file on the Thursday before pay day Friday. *Paper checks are not available for pick up.* It is the Work study's responsibility to ensure that the correct address is on file at Records and Registration.

## **Responsibilities**

- 1) A work study student must follow all confidentiality standards set by the department they work in. Ask your supervisor if you are unsure of how much or what kind of information to give out.
- 2) A student should dress and act professionally as you are representing Minneapolis Community and Technical College.
- 3) As in any other job, students are expected to arrive on time and notify their supervisor if they will be late or will not be able to show up.

- 4) Each department may also have their individual list of responsibilities in addition to the above.
- 5) Students are not allowed to work during scheduled class time.

### **Benefits**

- 1) Students will be learning skills that will help them in whatever career they follow.
- 2) Students will have the advantage of flexible hours and scheduling to accommodate their class schedule, as well as the convenience of working at school.
- 3) Students will be able to list the position on their resume and/or use their supervisor as a reference.
- 4) Students may be able to exclude the income from their work study job on their next year's Financial Aid Application.

### **Dismissal**

As student workers are considered at-will employees, the supervisor has the right to dismiss a work study student at any time.

### **Sexual Harassment and Sexual Violence**

Minneapolis Community and Technical College does not tolerate sexual harassment or sexual violence toward its students, faculty or staff. In all its forms, sexual harassment and assault violate fundamental rights and the law, and are causes for disciplinary action including, but not limited to probation, suspension or expulsion. As required by law, Minnesota State College and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events of activities sanctioned by the college; or

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events as sanctioned by the college; or

Such conduct has the purpose and effect of threatening and individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

### **Equal Opportunity/Non-Discrimination**

Minneapolis Community and Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, Minnesota Statutes Chapter 363, and other applicable state or federal laws or College policies.

## Work Study Student Checklist

- You may look on the college web site or ask supervisors about available jobs.
- Read the Work Study Student Handbook.
- Once you have been interviewed and hired by a supervisor, complete your portion of the Work Study Request Form and have your new supervisor complete their portion.
- Take the completed Work Study Request Form to the Financial Aid Office for submission.  
(Additional forms may be required for international students).
- Return to the Financial Aid Office in 5 working days to sign your Authorization Form , I-9 and W-4 forms. You will receive 2 copies of your authorization, one for you and the other for your supervisor.  
(Your signature on forms means you understand and will follow requirements).
- Make sure the authorizations you have are the copies and the original is left in Financial Aid.
- Take your Authorization Form to your supervisor so he/she may make a copy and request a timesheet for you.
- DO NOT start working without giving your supervisor a copy of your authorization. Your supervisor should receive a timesheet within 24 hours of requesting one from Amanda Krings in the Business Office.**
- Fill your time sheet out daily, USE INK.
- If you need assistance in how to complete your time sheet, ask your supervisor for assistance, if your supervisor cannot help you, you both may request the assistance of the Student Payroll Clerk in the Business Services Department.
- Show time in and time out for meal breaks.
- Calculate your hours correctly each day.
- Calculate the total hours you worked in the pay period correctly.
- Make sure your timesheet is fully completed in ink the last day you work in the pay period, so your supervisor can turn it in to Business Services on time. Failure to do so may result in your pay being delayed until the next pay cycle.
- Your completed timesheet is due to Business Services on the day after, the last day on the timesheet.  
**Only supervisors may turn in timesheets.**

## **Important Work Study Contact Information**

For questions about authorizations or paper work:

Financial Aid Work Study Contacts:

Catima Wilson  
612-659-6258  
[Catima.wilson@minneapolis.edu](mailto:Catima.wilson@minneapolis.edu)

Or

Shannon Nealy  
612-659-6285  
[Shannon.nealy@minneapolis.edu](mailto:Shannon.nealy@minneapolis.edu)

For questions about international students eligibility to work:

International Student Advisor Contact:  
Kevin Kujawa  
612-659-6705  
[Kevin.kujawa@minneapolis.edu](mailto:Kevin.kujawa@minneapolis.edu)