



Work Study Handbook

Fond du Lac Tribal & Community College
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Fond du Lac Tribal & Community College (FDLTCC) Work Study Handbook

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*Fond du Lac Tribal and Community 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, sexual orientation, or membership or activity in a local commission as defined by law.

****Problems of sexual harassment should be directed immediately to the Harassment Officer at 218-879-0805 or 218-879-0715).**

This document is available in alternative formats to individuals with disabilities by calling 218-879-0805 (V/TTY.)

INTRODUCTION

This handbook will help students and supervisors learn about the FDLTCC work study program and details the process of applying for a job, what forms need to be complete, rules that govern students' jobs, and student workers' rights and responsibilities.

TO THE STUDENT

If you are eligible, you may be awarded work study. Work study jobs allow you the opportunity to work on-campus in various academics, administrative, or maintenance departments. There may be some off-campus positions available with nonprofit agencies.

Work study offers you a flexible work schedule, and some work study positions may require evening or weekend hours.

There are a limited number of work study jobs on campus. Being eligible for work study does not guarantee you a work study position. Job listings are emailed to all students and posted to the Message Boards throughout campus as they become available.

Work study is a job and is paid on an hourly basis a work study position should be viewed as regular employment with responsibilities and employer expectations. You are not paid to study. All jobs provide great work experience for the student as well as a way to help meet your college costs. Your part-time work experience can be a valuable opportunity to enhance your career development and provide you with future work references.

The Work Study Committee is responsible for determining the number of positions allocated for the campus, what work areas will be allocated positions, and how much Institutional Work study funds can be used.

The Financial Aid Office is responsible for calculating eligibility, awarding work study, listing job openings, disseminating work study information, handbooks, and packets, and year end reporting.

The Business Office is responsible for administering student payroll. Time sheets are maintained online by the student and supervisor. Both you and your supervisor are notified when you are close to earning your work study allocation. Once you have earned your awarded amount, you are no longer eligible to work and **MUST STOP WORKING** until it is determined whether you may be eligible for an increase in allocation. Questions regarding time sheets and pay calendars should be directed toward the Business Office. If you have questions regarding maximum allocation and work study eligibility, contact the Financial Aid Office.

Work study pay checks are paid electronically through your BankMobile account.

TYPES OF STUDENT EMPLOYMENT

Fond du Lac Tribal & Community College's Work Study Programs provide students with opportunities to earn money to help meet educational costs. Eligibility for work study is determined as a part of the standard financial aid process. To receive need-based work study, students must demonstrate financial need, maintain satisfactory academic progress, be enrolled at least half-time (at least six credits), and for state work study, meet residency requirements. Eligibility may vary from year to year depending upon the financial information of the student's family and the resources available to the student from other sources.

Federal Work Study

Federal work study is a program of the U.S. Department of Education and is funded annually.

State of Minnesota Work Study Program

State work study is a program of the Minnesota Higher Education Services Office and is funded annually with 75% state and 25% institution or employing agency funds.

Institutional Work Study Program

Institutional work study is a limited program offered by FDLTCC to assist students not meeting the eligibility requirements of federal or state work study programs.

THE APPLICATION PROCESS AND JOB SEARCH

The first step in the work study awarding process is to complete the Free Application for Federal Student Aid (FAFSA).

If you are interested in applying for the work study program, you must:

- 1) Check the Message Board for listings of available work study jobs.*
- 2) Contact the Financial Aid office to determine your eligibility.
- 3) Arrange for an interview with the supervisor(s) for the position(s) you are interested in.
- 4) A work study position may require the student to undergo a background check. The background check will be performed by either FDLTCC or the Organization (if placed in an off-campus work study position).
- 5) Once you and a supervisor agree that a position would work for both of you, get a Work study Packet from the Financial Aid Office.
- 6) Return the completed Work study Packet to the Financial Aid Office. The Financial Aid Office will review and copy your two forms of ID (or Passport) when you turn in the packet.
- 7) Once the completed and signed Work Study Packet has been processed and forwarded to the Business Office, a time sheet will be created and your supervisor will be notified by the Business Office. **This must be done before actually performing any work at that job.**

***Note: If you have more than one work study job, you and all supervisors must sign the work study packet.**

RULES AND REGULATIONS

Enrollment Requirements

You must be enrolled at least half-time (6 credits) to participate in a need-based work study program on or off-campus.

Hours

You should try to average 10 hours of work per week to insure that your allocation will last the entire year, as well as allow you ample time to focus on your studies. You should, however, work no more than 29 hours per week no more than 8 hours each day, subject to availability of work, supervisor's approval, supervision, availability during that time and eligibility for funds.

NOTE: THE TYPICAL WORK STUDY AWARD EQUATES TO 10 HOURS OF EMPLOYMENT PER WEEK. ONCE YOU HAVE EARNED YOUR WORK STUDY AWARD, YOU ARE NO LONGER ELIGIBLE TO WORK AND MUST STOP WORKING!

We recommend that first year students work no more than 10 hours per week while school is in session to help ease the transition to college. Please keep in mind that you may not work during times you are scheduled to be attending class. If a class is let out early or canceled, the student may only work if the instructor informs the student's supervisor in writing *prior* to the student working.

You may work in more than one office if necessary to earn the maximum allocation. Each supervisor is required to sign the Work Study Packet. Work study students are not entitled to sick pay, overtime, vacation or holiday pay. If you miss hours because of a holiday or illness, speak to your supervisor about making up the missed hours.

Pay Rate and Dates

The rate of pay for all work study students is subject to the Fair Labor Standards Act as Amended, and Federal and State minimum wage amounts. Wages are subject to change based on special circumstances, and require the approval of the Work Study Committee. You are paid biweekly as listed on the bottom of the time sheet. Time should be submitted by the end of the pay period. Work study is paid through your BankMobile account.

Allocation

Your work study allocation, as listed on your work study packet, is valid during the academic year (which is from July 1 – June 30). This is the maximum eligibility and may not be exceeded, under any circumstances, without prior approval by the Financial Aid Office. It is your responsibility to keep an accurate, up-to-date accounting of all work study earnings to prevent exceeding your allocation.

When your timesheet reflects that you will soon earn all of your work study allocation before the end of the school year, ask your supervisor if they need you to continue to work. If they do, contact the Financial Aid office to see if you have any additional eligibility. If you have eligibility remaining and work study funds are still available, your work study award may be increased to allow you to work additional hours.

Work study funds are awarded according to your financial need. If you do not earn all of the funds you have been assigned, those unearned funds cannot be transferred to any other student.

Summer Work Study

As a general rule, summer work study is limited to save the bulk of the work study funds for the school year. However, some work study supervisors may need work study personnel during the summer months. Summer work study is divided into two time periods: from the end of spring semester until June 30, which is covered by that year's award; and July 1 until the beginning of fall semester, which is covered by the next year's award. Work study hours during the summer may be assigned in one of two ways:

- 1) If returning students have remaining financial need at the end of the academic year, and there are work study funds and jobs are available, students may continue their work study position from the end of spring semester until June 30th. To do this you must be enrolled at least half-time for the summer session, or certify that you will be returning to your studies at Fond du Lac Tribal & Community College as at least a half-time student in the fall semester.
- 2) New students may apply for summer work study, but may not begin work until July 1. All students must have completed the financial aid process and found to be eligible. Students must be registered for 6 or more credits fall semester at FDLTCC.

Accidents

In the event of an emergency, students should dial 911. In the event you are injured on the job, you must file a formal report to the Dean of Student Services within 24 hours of the accident. FDLTCC does not have a campus health service for students.

Resignation

You may resign or change employment with written notice to the employer at least two weeks in advance. Should employer and employee agree, resignation may be immediate.

Termination

As a student employee, you may be terminated after sufficient warning and due written notice. Sufficient warning means at least one meeting or written notice in which you are notified that termination of employment is probable if no improvement is shown. It is expected and desired that an earnest effort be made to provide opportunity for continuation.

Immediate dismissal may occur when, in the judgement of the supervisor or departmental administrator, continuation of employment would be damaging to the nature of operation for the individual department or the college at large. Such dismissal requires written notice to the student. All work study employment termination requires notification to the Financial Aid Office.

Work behaviors that may require disciplinary action and/or dismissal may include, but are not limited to:

- Tardiness and unexcused absences
- Under the influence of alcohol or controlled substances while on duty
- Violation of FDLTCC and department or agency regulations, policies and rules
- Violation of FDLTCC Conduct Standards
- Violation of local, state or federal laws
- Unacceptable job performance
- Insubordination

Appeals

You may appeal an employment termination. For more information regarding this process, contact the Dean of Student Services.

Satisfactory Academic Progress

You must maintain satisfactory academic progress, in order to remain employed in work study programs. You may not work under work study funding if you have been suspended. As with all other forms of financial aid, eligibility for the work study program can be reinstated via the Petition process.

STUDENT AND SUPERVISOR RESPONSIBILITIES

Student Responsibilities

Student employment is viewed as a valuable component in your educational program. You may be working in jobs related to your educational goals, or working in jobs that will have indirect benefits in any profession you pursue. You may have an opportunity to make your employment viable for future employment. By participating in the work study program, you will acquire a wide range of knowledge. For example, your employment experience will give you insight into understanding how an institution, such as the college, operates. By working with campus employees, you will see firsthand some of the policies, procedures, and challenges involved in the management of an educational institution. You will have the opportunity to develop and improve clerical, laboratory, mechanical, verbal, and other special skills involved in a work study employment experience. You may also develop such characteristics as dependability, cooperation, leadership, responsibility, social skills, and pride in your work.

You are responsible for:

1. Completing all the necessary paperwork BEFORE beginning work.
2. Arranging a work schedule with the supervisor.
3. Notifying your supervisor if you have to miss work due to sickness, emergency, etc.
4. Requesting your supervisor's approval for schedule changes in advance.
5. Maintaining enrollment in at least 6 credits for federal and state work study.
6. Making satisfactory academic progress.
7. Adhering to the rules and regulations established by the department.
8. Keeping accurate, up-to-date records of all work study earnings.
9. Giving adequate notice to your supervisor if you decide to discontinue your work with that department.
10. Dressing appropriately for work.
11. Conducting yourself appropriately and professionally at all times.
12. Requesting additional funding from the Financial Aid Office when your initial award has been earned.

You must understand that:

1. Study is not to be done during work time.
2. Any work of a personal nature cannot be done while you are working on your work study job.
3. If you are unable to report for employment, under no circumstance may someone else work under your time sheet.
4. If you work with confidential information, you will keep this information confidential.
5. Telephones may not be used for personal calls. Unapproved collect telephone calls are not to be accepted. The campus 1-800 number may not be used.

Supervisor Responsibilities

Supervisors play a key role in making working in your area a valuable experience for future employment. Training work study students for employment can be a rewarding experience for both the supervisor and the student.

A supervisor must be firm, patient, and understanding. Supervisors can encourage student employees to develop characteristics of good judgement, responsibility, initiative, and pride in their work.

Supervisors are responsible for:

1. Insuring that no work is performed until AFTER receiving a timesheet from the Business Office.
2. Developing a suitable work schedule with a student. Supervisors must keep in mind that students may not work during the times they are scheduled to be attending class. If a class is let out early or canceled, the student may only work if the instructor informs the student's supervisor in writing *prior* to the student working.
3. Clearly explaining the job and the student's duties.
4. Introducing the student to other employees in the work area.
5. Explaining the rules and regulations relevant to the work area.
6. Offering encouragement and "tips" on improvement; don't intimidate the student.
7. Training the student to do the required tasks, correcting when needed...strive for excellence.
8. Informing the student of the dress code preferred in the work area.

SUGGESTED WORK STUDY EMPLOYEE CONDUCT

The following are guidelines to help you adapt successfully to a work environment. Check with the office or department where you are working about specific work rules and expectations. If you have questions related to the work environment, work rules, and what is expected of you, check with your supervisor.

- A. Attitudes on the Job
- Show enthusiasm on the job – no one enjoys a whiner.
 - Demonstrate initiative – if you know the next step, proceed to it. When you have completed a task, report back to your supervisor promptly.
 - Ask questions – when learning a new job or in doubt, don't try to bluff your way through.
- B. Absenteeism and work schedules
- Contact your supervisor if you must miss work.
 - Do not be absent for frivolous or routine reasons.
 - Maintain your work schedule if at all possible since work is often planned for you and deadlines must be met.
- C. Confidentiality
- Discuss confidential or sensitive materials only with authorized persons. Many jobs will require working with student files or records.
 - Maintain loyalty to your employers – leave office information or gossip in the office.
- D. Office Behavior
- Do – ask permission if you must use the telephone for personal calls; no long distance calls are permitted.
 - Do – dress appropriately for the job; appropriate dress for the building maintenance crew may not be appropriate dress in a departmental office.
 - Do – tend to personal hygiene and grooming.
 - Do – be courteous and respectful to other employees and to students.
 - Do – avoid unnecessary conversation, or loud speech.
 - Don't – smoke, eat or drink pop or coffee except in designated areas.
 - Don't – chew gum.
 - Don't – put down your employers among your friends.
 - Don't – forget appropriate titles and greetings.
 - Don't – forget that you get paid to work, not study.

FOND DU LAC TRIBAL AND COMMUNITY COLLEGE POLICIES

Fond du Lac Tribal and Community College adheres to the Minnesota State college system regarding these among other policies, found on our website:

NONDISCRIMINATION IN EMPLOYMENT & EDUCATION OPPORTUNITY POLICY

Link to the Affirmative Action Plan

<http://fdltcc.edu/wp-lib/wp-content/uploads/2015/02/Affirmative-Action-Plan-2014-2016.pdf>

SEXUAL HARASSMENT POLICY

Please see link for most updated policy

<http://fdltcc.edu/about-us/policies-reports/academic-campus-policies/sexual-harassment-and-violence-policy/>

Per the various state and federal regulations, Fond du Lac Tribal and Community College is required to disclose crime data on campus to registered students.

CAMPUS SECURITY REPORT

Please see link for updated reports

<http://fdltcc.edu/about-us/policies-reports/campus-security-policies-reports/>

REQUESTS FOR ACCOMMODATIONS

It is strongly recommended that students with disabilities notify their work study supervisor and the Office for Students with Disabilities (OSD) Counselor of any need for accommodation(s) prior to their first day of work. The OSD Office is located in Student Services and can be reached at (218) 879-0715 (V/TTY).

NOTICE OF ENROLLMENT IN A CERTIFIED MANAGED CARE PLAN FOR WORKERS' COMPENSATION INJURIES AND ILLNESS

Under Minnesota rule 5218.0250, The Minnesota Department of Employee Relations/Employee Insurance Division provides this notice to inform you that:

Effective January 1, 1998, your employer (the State of Minnesota) enrolled with Comprehensive Managed Care (CMC), a certified workers' compensation managed care plan which provides state employees and covered volunteers with all necessary medical treatment for work-related injuries and illness.

If injured in the course of your work, you may receive treatment from a medical doctor, chiropractor, podiatrist, osteopath, or dentist; if the treatment is available within the community and is appropriate for the injury or illness. As a state employee or covered volunteer, you must receive such treatment from a health care provider who is a member of CMC's plan, except in the following circumstances: you have an already established a relationship with a non-participating provider (who maintains your medical records*) prior to the work-related injury; or if you require emergency treatment; or if your place of employment and residence are beyond the mileage parameters set forth in part 5218.0100, sub.1.F.(7). Furthermore, if you sustained your work-related injury prior to the State's enrollment with CMC, you may continue to receive treatment from a non-participating provider until you change doctors.

You may access care for a work-related injury or illness by going to a clinic or health care provider from CMC's network; or by asking your agencies Workers' Compensation Coordinator to share CMC's provider directory with you; or by calling CMC's 24-hour Nurse Phone Line at (612)456-1950 or (800)486-2913. You may also contact CMC's Nurse Phone Line if you have questions about managed care for workers' compensation; or direct such inquiries to the State Workers' Compensation Coordinator for information or assistance.

Additional information may be obtained by calling the Minnesota Department of Labor and Industry (DOLI) in St. Paul at (612)296-6107 or (800)342-5354. IN Duluth, call DOLI at (218)723-4670 or (800)365-4584.

* In accordance with part 5218, subparts 1 and 2, except that if you later change doctors you must then choose a doctor who participates in CMC's plan.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520**