

Work Study Handbook



Fond du Lac Tribal & Community College is an affirmative action, equal opportunity employer and educator, and a member of Minnesota State, the American Indian Higher Education Consortium, and the World Indigenous Nations Higher Education Consortium. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

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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 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 listed on the "Paying for College" webpage at fdltcc.edu, 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 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 Executive Financial Officer and Financial Aid Office are 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 earnings 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 FDLTCC website (fdltcc.edu>Paying for College>Work Study) and/or your email 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) in which you are interested.
- 4) 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.
- 5) 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.
- 6) 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. Also, keep track of your cumulative hours at each job so as not to go over 29 hours per week.

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 ensure that your allocation will last the entire year, as well as allow you ample time to focus on your studies. You may, 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. For the 2022-2023 Academic year, the work study wage is posted to the Work Study webpage. You are paid biweekly, and 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 in your award table in your Campus Account, 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 the funds you have been assigned, those unearned funds cannot be transferred to any other student.

Summer Work Study

As a 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 6 credits for the summer session or certify that you will be returning to your studies at Fond du Lac Tribal & Community College for at least 6 credits 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.

Sickness

Minnesota State employees are entitled to earned sick and safe leave after working 80 hours. They will earn 1 hour for every 30 hours worked. Find more details in the document “Earned Sick and Safe Time Employee Notice” at the end of this handbook.

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 a termination of employment with the Dean of Student Services.

Satisfactory Academic Progress

You must maintain satisfactory academic progress, 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 your supervisor.
3. Notifying your supervisor if you must 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. Remembering that you are essentially a college employee and that you represent the college whether on or off the job once you start.
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. This includes excessive use of your cell phone. Ask your supervisor their expectations on cell phone use.
3. If you are unable to report to work, under no circumstance may someone else work under your time sheet.
4. If you work with confidential information, you will keep this information confidential. Read the FERPA Policy in this handbook and your Work Study packet.
5. You may not work during your scheduled class times unless class is let out early or canceled *and* your instructor informs your supervisor in writing of the cancelation *prior* to your working.

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. Ensuring that no work is performed until AFTER receiving notice 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. Supervisors are encouraged to establish and explain their own rules and regulations for the work area.
6. Training the student to do the required tasks
7. Informing the student of the dress code preferred in the work area if necessary

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

[Affirmative Action Plan \(http://fdltcc.edu/wp-lib/wp-content/uploads/2015/02/Affirmative-Action-Plan-2014-2016.pdf\)](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

[Sexual Harassment Policy \(https://fdltcc.edu/admissions/about-us/policies-reports/academic-campus-policies/sexual-harassment-and-violence-policy/\)](https://fdltcc.edu/admissions/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

[Campus Security Report \(https://fdltcc.edu/admissions/about-us/policies-reports/campus-security-policies-reports/\)](https://fdltcc.edu/admissions/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 \(https://www2.ed.gov/about/contacts/gen/index.html#frs\)](https://www2.ed.gov/about/contacts/gen/index.html#frs)

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**



Earned Sick and Safe Time Employee Notice

New State Law Effective January 1, 2024 –

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Under law, employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is the state's fiscal year, July 1 through June 30. Most Minnesota State employees accrue more sick leave than the minimum required by law. Refer to the applicable collective bargaining agreement or compensation plan for more information.

- ☐ Minnesota Management and Budget (MMB) classified [collective bargaining agreement or compensation plan](#), or
- ☐ Minnesota State unclassified [collective bargaining agreements or compensation plan](#).

The earned sick and safe time hours an employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly or daily rate, as applicable, employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Minnesota State employee sick leave balances continue to be available in **eTime** through [Employee Home](#). Minnesota State employees covered by an MMB collective bargaining agreement or compensation plan will have their balances displayed on the bi-weekly earnings statement.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying Employer Documentation

Under law, an employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their

employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

Employees must provide notice of the intention to use sick leave as directed by the employee's collective bargaining agreement or compensation plan and if applicable college/university established policies or procedures, but in all circumstances shall not be required to provide more than seven days' advance notice.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform your immediate supervisor and/or other designee as determined by your college/university, as far in advance as possible. In situations where an employee cannot provide advance notice, the employee should contact their immediate supervisor and/or other designee as determined by your college/university, as soon as the employee knows they will be unable to work.

Retaliation, Right to File Complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For More Information

Refer to the Minnesota Management and Budget (MMB) Sick Leave Policy [HR/LR Policy #1337](#) Sick Leave, the applicable collective bargaining agreements or compensation plans, and college/university established policies and procedures.

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

This document contains important information about your employment. You can use this document to request this information in an alternate language by checking a box below and returning this page to your immediate supervisor, the college/university human resources office, or as otherwise directed by your college/university.

Or, you may wish to receive this information in a different language as listed below by visiting the Minnesota Department of Labor and Industry website at the following link [dli.mn.gov/sick-leave-noticehttps://nam02.safelinks.protection.outlook.com/?url=https://dli.mn.gov/sick-leave-notice-languages&data=05|02|Toni.Munos@minnstate.edu|50b01aefbae241a8927c08dc00cd2302|5011c7c60ab446ab9ef4fae74a921a7f0|0|638386128904421272|Unknown|TWfPbGZsb3d8eyJWljoicjEwLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IkhhaWwiLCJXVCi6Mn0=|3000||&sdata=8GRpiBqSyODDRMwtBrS4FKeSdOL1ZSzyCnJyP7d+6Yk=&reserved=0languages](https://nam02.safelinks.protection.outlook.com/?url=https://dli.mn.gov/sick-leave-notice-languages&data=05|02|Toni.Munos@minnstate.edu|50b01aefbae241a8927c08dc00cd2302|5011c7c60ab446ab9ef4fae74a921a7f0|0|638386128904421272|Unknown|TWfPbGZsb3d8eyJWljoicjEwLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IkhhaWwiLCJXVCi6Mn0=|3000||&sdata=8GRpiBqSyODDRMwtBrS4FKeSdOL1ZSzyCnJyP7d+6Yk=&reserved=0languages).

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta’an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ለአገልግሎት ለሚሰጡት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ ለአገልግሎት ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိာ်	လၢ်တၢ်လၢ်ခိတၢ်ခါအံၤလၢ်ယုၢ်တၢ်ဂ့ၢ်တၢ်ကျိၤအကါဒိၣ်လၢ်အတၢ်ယးဒီးန့ၢ်တၢ်ဖဲတၢ်မၤန့ၣ်လၢ်တၢ်နီၣ်တၢ်ခါလၢ်အတၢ်ကတၢၤလၢ်တၢ်ကဒီးန့ၢ်တၢ်ဂ့ၢ်တၢ်ကျိၤလၢ်ကျိၣ်တၢ်ခါအံၤအဂီၢ်တၢ်ဂ့ၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.