

# HAMPDEN-SYDNEY COLLEGE

## WORK STUDY PROGRAM GUIDEBOOK

### **To the Student**

Our work study program allows you the opportunity to work on campus in a variety of academic or administrative departments. The focus of the program is to prepare you for workplace after College. There is evidence that part-time work while attending college has a positive effect on both grade point average and student persistence. All work experience has the potential to reap benefits for you. Even when the work is not related to your field of study, you are building networks, calling forth greater organization and responsibility, increasing awareness of work skills, strengths and values, and, all the while, you are gaining self-confidence.

Your work schedule is based upon your class schedule, and you are never expected to work when you have a class. Most student employment positions do not require evenings or weekends.

You are encouraged to apply for a work study position as early as possible due to employment being first-come-first-served. A student employment award (federal work study) is NOT a guarantee of employment. Similarly, you can participate in our work study program even if you are not a federal work study award recipient.

### **To the Supervisor**

Work Study Program provides students with opportunities to develop professionalism, work ethic, accountability, responsibility, and workplace experience. Students must apply for work study positions they are interested in; supervisors hire on a first-come, first-served basis. Although work study may be a part of a financial aid award, it is taxable income for income tax filing purposes.

Work study program is a job and students earn “an hour’s pay for an hour’s work.” A work study participation should be viewed as a regular employment with responsibilities and employer expectations. As such, work study participants must abide by all applicable policies, and supervisors must enforce these policies.

Work study participants are not paid to study. All jobs provide work experience for the student, as well as a small allowance to help with educational costs. This experience can be a valuable opportunity to enhance the student’s career development and provide future work references.

As a supervisor, you play a significant role in making this job an educational experience. You and your department can provide a worthwhile learning experience for students. In turn, student employees can make a valuable contribution to the efficient operation of your department.

### **Program Administration**

Human Resources, in conjunction with the Financial Aid Office, is responsible for administering student payroll. The W-4, I-9, and student employment authorization forms are available online in Paycom, the College’s payroll processing system. Every student participating in work study program MUST complete the required forms in Paycom. Timesheets are available in student’s Paycom account. The student is responsible for filling out the Timesheet in their Paycom account and having it approved by their

supervisor. Students will be required to set up direct deposit to their bank account through Paycom. Questions regarding Paycom, timesheets, pay calendars and direct deposits should be directed to Human Resources. Please contact Financial Aid with any questions regarding financial aid eligibility.

Business Office allocates the student employment funds. Student supervisors are responsible for monitoring the earnings of their department's work study budget allocation. Any questions regarding budget allocations should be directed to the Business Office.

It is recommended that students pursue, and are hired for, positions within the work study program that align with their career goals and provide opportunities for professional development. Regardless of the position, however, each participant in the work study program will be required to update their resume at the conclusion of their participation in that position. Should work study participants need assistance in creating or updating their resumes, they should contact the Ferguson Career Center for an appointment through Handshake or at [career@hsc.edu](mailto:career@hsc.edu). Some opportunities may be aligned with Compass experiential learning requirements. Please contact Dr. Sarah Hardy at [shardy@hsc.edu](mailto:shardy@hsc.edu) for more information.

### **Career Education and Readiness**

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management. These competencies are at the core of our work study program and they are as follow:

- Career & Self Development - Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.
- Communication - Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- Critical Thinking - Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- Equity & Inclusion - Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.
- Leadership - Recognize and capitalize on personal and team strengths to achieve organizational goals.
- Professionalism - Knowing work environments differ, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
- Teamwork - Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
- Technology - Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

### **The Application Process and Job Search**

Available positions are advertised via emails to all students on Mondays, starting one week before the start of classes, and continuing until all positions are filled. Federal work study recipients will receive the

email advertising all positions a week before that email is distributed to all students. Students are urged to apply for their preferred positions as soon as possible, as the supervisors will hire qualified students on first-come-first-served basis. To complete the application within Paycom, the student must click on the link for the desired position within the email advertising it. No paper applications or applications outside of this process will be accepted.

Once the student has secured a work study position, the student and supervisor must complete their portions of the process. The supervisor must communicate their hiring decisions to the Human Resources Office. The student must complete the new hire checklist, W-4, and I9 located in Paycom and submit a copy of their social security card and driver's license (or other acceptable documentation listed on the back of the I9) to the Human Resource Office. This must be done BEFORE performing any work at the job. Any hours worked before the authorization has been processed and received by the hiring supervisor will be considered as volunteer hours.

### **Rules and Regulations**

To participate in the work study program, a student must be enrolled at least half-time (six credits). Student may work a maximum of 20 hours per week while classes are in session and NO MORE THAN EIGHT (8) HOURS A DAY. When the college is not in academic session (during semester break), students may work up to 40 hours per week, subject to availability of work, supervisor's approval, supervision, availability during that time and eligibility of funds.

Students may not work during the times they are scheduled to attend class. Students are limited to holding two jobs at any given time, with the exception of seasonal positions or positions that do not allow for more than 5 hours per week. Students should not be putting in hours when the campus is closed. If there are hours on a timesheet when college is closed, we will question these hours. Supervisors must monitor hours put on the timesheets.

Work study participants are not entitled to sick leave, vacation leave, overtime, or holiday pay. If students miss working hours due to illness or other reasons, supervisors are welcome to work with the students to schedule them for makeup hours, so long as they are within the above specified limits.

The pay rate for all students is subject to the Fair Labor Standards Act as Amended. The pay rate at Hampden-Sydney College is \$7.75 per hour. Wages are subject to change on an annual basis. The schedule of pay dates is available on Human Resources website.

Student employees shall be given fifteen (15) minute paid rest period during each four (4) hours of work. Student employees are required to be given a thirty (30) minute unpaid lunch period if they work an eight (8) hour shift. An unpaid lunch period MAY be given for work shifts less than eight (8) hours and is up to the discretion of the work study supervisor.

### **Conclusion of the Work Study Participation**

A student may resign from their position with due written notice to the supervisor (at least one week). Should the student and the supervisor agree, resignation may be effective immediately. The student and the supervisor must notify Human Resources when a resignation occurs.

Unsatisfactory job performance, which can result in termination at the discretion of student's supervisor, may include but is not limited to failure to follow supervisory, departmental, or College's

policies and procedures, inability to complete job expectations, or insubordination. Immediate dismissal may occur when, in the judgment 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 or if the student is in violation of the standards of the Student Code of Conduct as defined by Hampden-Sydney College. Such dismissal requires a written notice to the student. A student may appeal a termination. For more information regarding this process, contact the Human Resources Office.

To maintain their participation in work study program, students must maintain satisfactory academic progress.

### **Responsibility of Students Participating in the Work Study**

Work study participation is viewed as a valuable component in a student's total educational program. Many students will be working in positions related to their educational goals, while others will be working in jobs that will have indirect benefits in any profession they pursue. All students have an opportunity to make work study participation viable for future employment.

By participating in work study, students will learn a wide range of information and skills. For example, work study participation will give the student insight into the understanding of how an institution, such as the College, operates. By collaborating with campus employees, students will see first-hand some of the policies, procedures, and problems involved in the management of an educational institution. Students will have the opportunity to develop and improve clerical, laboratory, mechanical, verbal, and other specific skills involved in a student employment experience. Students may also develop such characteristics as dependability, cooperation, leadership, responsibility, social skills, and pride in their work.

As your skills portfolio through work-study, consider visiting the Ferguson Career Center in the Brown Student Center to maximize the impact of your experiences on your job prospects.

Students are responsible for the following:

- Assuring that all the necessary paperwork has been completed, submitted to and processed by the Human Resources BEFORE beginning work. Five days must be allowed for processing. Any hours worked before receiving HR authorization will be considered volunteer hours.
- Arranging a work schedule with the supervisor. Any changes made to the work schedule must be approved by the supervisor. If scheduled time is not worked, the student should offer to make up the time missed.
- Maintaining enrollment of at least six credits.
- Maintaining satisfactory academic progress.
- Adhering to the rules and regulations established by the department and the College.
- Keeping accurate, up-to-date accounting of hours worked, to prevent working more than 20 hours per week allowed.
- Giving adequate notice to your supervisor if you decide to discontinue your work with that department.
- Following other workplace rules of professional conduct. Personal calls and visitors are discouraged during scheduled work time. Studying is not to be done during work time.

## Responsibilities of Work Study Supervisors

Every Spring and Winter you will be asked to provide or update a job description, which should include job summary, duties, qualifications, number of students needed, and number of hours per week required for your department.

All position descriptions approved will be emailed to the students so that they may decide which work study position they would like to apply for. Eligible students will apply for the desired positions by filling out the appropriate form linked within the email. The supervisors will then decide whether the student will be hired for work study assignment in their department or not. The Financial Aid Office will not be placing students in work study jobs; they will need to apply for a position with the supervisor requested be advertised.

Should you have job vacancies during the academic year, please contact the Human Resources Office. If you wish to hire a student who is currently employed in another area, it is recommended that you contact the student's current supervisor to discuss the situation. The student's job preference will be honored whenever possible.

Supervisors play a key role in making a student's work experience a valuable one for future employment. Training work study participants 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 judgment, responsibility, initiative, and pride in their work. Supervisors who fail in maintaining the integrity of the student employment position may lose their ability to employ students.

Some Helpful Hints:

- Make every attempt to keep the student busy. When it is possible, make the work as meaningful as you can.
- Establish a regular schedule and do not deviate from it by giving too much flexibility.
- Share the position description with your student worker and refer to it often.
- Be sure to discuss with your work study student any complaints you have with their performance. Do it when it occurs, not a week later.
- Inform the work study student when the work is well done. Give praise.
- Explain the procedures used to give notice if an emergency arises that prevents the student from getting to work or getting to work on time (i.e. telephone number to contact or other procedures you wish to use).
- Visit with work study students about appropriate work attire.

In addition, supervisors are responsible for the following:

- Assuring that BEFORE a student is allowed to begin work, all the required paperwork has been completed, submitted to and processed by the Human Resources Office, allowing for 5 working days processing period.
- Developing an agreed upon work schedule keeping in mind that a student may not work during the times they are scheduled to be attending class.

- Providing supervision and being available to the student when work is being done.
- Clearly explaining the job and the student's duties.
- Introducing the student to other employees in the work area.
- Explaining the rules and regulations relevant to the student.
- Offering encouragement, constructive feedback, and 'tips' on improvement.
- Providing training to the student worker.
- Providing safety training and orientation to the workplace for the student.
- Informing the student of the dress code preferred in the work area.
- Keeping an accurate, up-to-date account of all work study hours to prevent working over the allowance.
- Reviewing the student timesheet to ensure that it is a true and accurate record of when that student worked during that pay period. Approving the timesheet in timely manner.

If you have any questions, suggestions, or helpful additions to this guidebook, please contact the Career Center.