



# Student Worker Manual

ATHENS STATE UNIVERSITY  
300 NORTH BEATY STREET  
ATHENS, AL 35611

**Revised:** February 11, 2020

Career Development: 256-233-8140  
Human Resources: 256-216-3311 or 256-216-3302  
Payroll: 256-233-3307  
Student Financial Aid: 256-233-8122

# ATHENS STATE STUDENT WORKER MANUAL

## TABLE OF CONTENTS

<a href="#"><u>BACKGROUND</u></a>	3
<a href="#"><u>GENERAL GUIDELINES</u></a>	5
<a href="#"><u>BASIC WAGE STANDARDS</u></a>	7
<a href="#"><u>PLACEMENT PROCESS/COMPLETION OF NEW-HIRE PAPERWORK</u></a>	8
<a href="#"><u>RECEIVING A PAYCHECK</u></a>	9
<a href="#"><u>TERMINATION OF POSITION</u></a>	10
<a href="#"><u>ROLE OF STUDENT WORKER SUPERVISOR</u></a>	11
<a href="#"><u>CONFIDENTIALITY AGREEMENT</u></a>	12
<a href="#"><u>DRUG ABUSE PREVENTION PROGRAM</u></a>	14

Athens State does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

## **BACKGROUND OF STUDENT WORKER PROGRAMS**

The Student Career Programs Coordinator in the Career Development Center is the main point-of-contact for the student employment process.

The coordinator is located in the Sandridge Student Center, Suite 111.

**Non-Discrimination Policy Statement:** Athens State University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate on the basis of race, color, national origin, age, marital status, gender, gender identity, gender expression, pregnancy, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities. Inquiries or concerns may be addressed to the Office of the Vice President of Enrollment and Student Support Services, 300 N. Beaty St., Athens, AL 35611, 256- 233-8175.

### **STUDENT EMPLOYMENT DEFINED**

Federal Work Study (FWS) is a need-based program. Students must establish eligibility for participation in the Federal Work-Study Program by applying via the Free Application for Federal Student Aid (FAFSA) each academic year. Students must maintain a 2.00 GPA and remain in Good standing with Financial Aid and Academics. The student must be enrolled in at least six (6) credit hours each semester (excluding summer and graduating terms.)

Institutional Work Study (IWS) is available to all students who are currently enrolled in at least six (6) credit hours each semester and must maintain a 2.00 GPA. Students are not required to enroll during the summer semester to maintain eligibility. Students apply for jobs through the Career Development Center using Handshake

<https://athens.joinhandshake.com/login>

### Purpose

The Student Worker Programs (Federal [FWS] and Institutional [IWS]), are intended to promote the part-time employment of students who demonstrate educational, job-related, or financial need in accordance with Athens State University Policy and/or Federal Title IV regulations. In addition to providing an opportunity for students to earn a part of their educational expenses, the Student Worker Program provides experiences for developing skills, work habits and responsibility. The Student Worker Program may not be used to displace employed workers.

## Eligibility

The student must maintain a cumulative 2.00 GPA and remain in Good Standing with Financial Aid and Academics. The student must be enrolled in a least six (6) credit hours each semester (excluding summer and graduating terms) to be eligible. In addition, the student must create an account on Handshake and upload their resume for review and approval. Students who are eligible to participate in the Student Worker Program will receive a notification of the maximum earnings available for the academic year. Students must be pursuing a course of study to receive the FICA tax exemption. The Student Worker Program offers no sick leave, vacation, holiday, or overtime pay. **Students are not paid to study while on the job; students are given an hour's pay for an hour's work.** The limit of hours a student is eligible to work is determined by the Career Development Center and that student worker's direct supervisor. Students will not be paid in excess of their year maximum as stated in their Student Worker Agreement.

### Federal Student Worker additional requirements

Students must establish eligibility for participation in the Federal Work-Study Program by applying via the Free Application for Federal Student Aid (FAFSA) each academic year. **Students must notify the Financial Aid Office of any/all sources of aid for an academic year.** Other sources of aid include, but are not limited to: Vocational Rehabilitation, G.I. Benefits, stipends, scholarships, tuition waivers, employer assistance, Alabama National Guard Benefits, etc. Employment under this specific program is in accordance with the terms set forth in the federal regulations published by the U.S. Department of Education. Payment through Federal Work Study dollars is based on a needs analysis and cost of attendance calculation. If a student's financial record is found to be grossly misstated, the student will be responsible to refund all monies paid in excess of their eligibility.

## ATHENS STATE STUDENT WORKER GENERAL GUIDELINES

As a student worker of Athens State University you should be aware of the following:

- You are working a part-time job. (You will be given an hour's pay for an hour's work.) You are not paid to study on the job. No pay is issued for break or lunch periods, vacations, or holidays.
- Students who accept are expected to work the entire period of their assignment, to be punctual, and to perform efficiently. Students must notify supervisors when illness or unforeseen circumstances prevent attendance.
- Students cannot work during term breaks, on holidays, spring break, or summer mini terms without the approval of the Career Development Center.
- Fringe benefits such as sick leave, vacation pay, and holiday pay are not part of your compensation.
- **A student cannot work when he/she is scheduled to be in class. Students will not be paid for hours worked during scheduled class time.**
- A student **should not work over nineteen (19) hours per week.** No overtime may be paid through the Student Worker Program.
- You and your supervisor are responsible for keeping up with the number of hours you are authorized to work. If you exceed your total hours awarded for the academic year, you will not be paid for the amount in excess of authorization.
- Any student knowingly making false entries on a time sheet or obtaining a false signature of approval will be referred to appropriate authorities for action.
- Any student who is suspended for unsatisfactory progress (by either Academics or Financial Aid) is automatically dropped from the Student Worker Program.
- Your employment is immediately terminated upon your withdrawal/graduation from Athens State University.
- **The student should at no time be requested by his/her supervisor or other university personnel to run business related errands off campus. Additionally, the student under no circumstances should be requested to complete personal projects or personal errands for his/her supervisor or other university personnel. Any request to complete personal projects or errands should be reported first to the student's supervisor and, if necessary, to the Career Development Center.**

- Student Workers are expected to dress appropriately for the work place. Always be neat and clean. Jeans and dress shorts are acceptable. Shoes should be worn all hours that you are on the job. The student is expected to be polite in all dealings with students, faculty and the public.
- All office equipment to include copiers, computers, faxes, etc., is to be used for business purposes only.
- Office telephones are to be used for business purposes only unless personal emergencies arise.
- Personal visits are to be conducted outside of the office and on the student's personal time.
- Students will not advise or counsel students in any way other than to provide specific instructions relevant to the office in which the student is employed.
- At any time, a student's funding can be changed from Institutional to Federal (or vice versa) based on the student's need calculation

## Basic Wage Standards

Covered nonexempt workers are entitled to a minimum wage of not less than \$7.25 an hour, effective July 24, 2009. Overtime pay at a rate of not less than one and one-half times their regular rates of pay is required after 40 hours of work in a work week.

Wages required by the Fair Labor Standards Act (FLSA) are due on the regular payday for the pay period covered. Deductions made from wages for such items as cash or merchandise shortages, employer-required uniforms, and tools of the trade, are not legal to the extent that they reduce the wages of employees below the minimum rate required by FLSA or reduce the amount of overtime pay due under FLSA.

The FLSA contains some exemptions from these basic standards. Some apply to specific types of businesses; others apply to specific kinds of work. While FLSA does set basic minimum wage and overtime pay standards and regulates the employment of minors; there are a number of employment practices, which FLSA does not regulate.

For example, FLSA does *not* require:

- (1) vacation, holiday, severance, or sick pay;
- (2) meal or rest periods, holidays off, or vacations;
- (3) premium pay for weekend or holiday work;
- (4) pay raises or fringe benefits; and
- (5) a discharge notice, reason for discharge, or immediate payment of final wages to terminated employees.

The FLSA does not provide wage payment or collection procedures for an employee's usual or promised wages or commissions in excess of those required by the FLSA. However, some States do have laws under which such claims (sometimes including fringe benefits) may be filed.

Also, FLSA does not limit the number of hours in a day or days in a week an employee may be required or scheduled to work, including overtime hours, if the employee is at least 16 years old.

The above matters are for agreement between the employer and the employees or their authorized representatives.

The current rate of pay is \$9.00 per hour for campus Federal Work-Study students and \$10.00 for Federal Work Study students in tutoring and community service positions off campus.

## STUDENT WORKER PROGRAM PLACEMENT PROCESS

- STEP 1** The Career Development Center maintains current job-openings on Handshake. Once a student applies, the CDC verifies GPA and academic standing, class enrollment, financial eligibility, and any requirements specified in the job posting. The student's resume is then sent to the Supervisor.
- STEP 2** The prospective student interviews with the supervisor to discuss job duties and skills. Keep in mind, the supervisor is not required to offer the student the job.
- STEP 3** Once the supervisor makes a decision, the supervisor will contact the Career Development Center and the student. New-hire paperwork will be completed before or on the first day of the student's employment. A signed federal contract and/or request for approval to hire must be included with the new hire paperwork. A new contract and/or approval is required each semester for payroll processing. Note: A previously hired student who continues to work the following semester must have an up-to-date approval or contract on file to continue his/her employment.
- STEP 4** Once the student completes the following forms, he/she may begin work their assignment: Federal Form I-9, applicable W-4 form, Form A-4, Athens State Student Worker Agreement, Confidentiality Agreement, Drug Abuse Prevention Statement, and Direct Deposit Form (optional). The student will receive a copy of this manual at this time. **Federal Work Study students are required to sign a Federal Work Study contract before payroll processing. This contract must be on file in the Human Resources Office.**

### Completion of new-hire paperwork

Contact the Payroll office for assistance or questions about your Federal and State tax forms.

The student must supply the Human Resources Office or the Career Development Office with documents to establish identity and employment authorization. (See list of acceptable documents on page 3 of the Form I-9, Employment Eligibility Verification.) All documents must be unexpired. The Human Resources office also requires a copy of your social security card to be on file for payroll verification.

No student may begin working until all paperwork is completed and submitted to the Career Development Office or Human Resources.

For Student Employment forms, visit: <https://www.athens.edu/human-resources/student-employment>



## RECEIVING A PAYCHECK

- STEP 1** Complete all required documents needed from the Career Development Center and the Office of Student Financial Aid.
- STEP 2** Train on how to complete time sheet by supervisor.
- STEP 3** Fill out time sheet accurately. Hours must be rounded to the nearest quarter hour
- STEP 4** Have your assigned supervisor approve the time sheet verifying your actual hours worked. If you have worked more than 6 (six) hours, be sure to include your break. Remember that you cannot be paid for breaks or lunch.
- STEP 5** Time Sheets are due on or before the 15th of each month for timely payment. Time sheets submitted after the 15th of the month will be paid the following month.
- STEP 6** Pick-up paycheck in the Business Office on the last workday of each month, or receive paycheck via direct deposit. If you are interested in participating in direct deposit, please provide a voided check or a letter from your bank that indicates your name, routing number, and account number. The direct deposit form must be included: <https://www.athens.edu/pdfs/hr/Form-direct-deposit.pdf>

### Time Sheet Fraud

As required in Federal Regulation, the signature of the supervisor on the time sheet certifies the number of hours worked. The student must also sign and verify the time sheet. If student works more than 6 hours, the student is required to take at least a fifteen-minute break. The student will not be paid for the break and it must be documented on the student's time sheet. No pay is issued for break or lunch periods, vacations, or holidays.

Any student knowingly making false entries on a time sheet or obtaining a false signature of approval will be referred for appropriate action. Actions include removal of the right to receive student worker funds and restitution of funds received for time not worked.

## **TERMINATION OF STUDENT WORKER POSITION**

### Normal Termination

A student is automatically terminated at reaching or exceeding the hours allotted in the Student Worker Agreement. It is the responsibility of the student and supervisor to ensure that hours worked do not exceed the allotted hours. The student may complete another agreement for the following academic semester or year upon supervisor approval.

### Voluntary Termination

A student may terminate their employment if he/she is no longer interested. The student should submit a letter of resignation which lists the final day of work to his/her supervisor as well as the Career Development Center. The student is expected to complete a two-week notice. Should the student encounter problems, they will speak first with the supervisor and then, if necessary, with the Career Development Center.

### Involuntary Termination

For proper cause, a student may be terminated from the Student Worker Program. Reasons for involuntary termination include but are not limited to: repeated failure to comply with agreed upon work schedule, lack of cooperation with assigned tasks, unsatisfactory performance, and failure to maintain good standing with Financial Aid and Academics.

The supervisor must submit a written statement of termination stating the reasons for termination to the Career Development Center.

### Termination by the Office of Student Financial Aid

The Office of Student Financial Aid may terminate a student worker's (who is paid via Federal Work-Study funds) employment at any time upon the determination that the student is no longer eligible for the Federal Work-Study Program. If the student does not enroll or completely withdraws from a term, the student immediately becomes ineligible to participate in the Federal Work-Study program. The student may transition from being paid through Federal Work-Study funds to being paid through the institution if approved by the supervisor and the Office of Student Financial Aid.

## ROLE OF THE STUDENT WORKER SUPERVISOR

### Definition

A supervisor of a student worker is defined as one who has the expertise and knowledge of the specific tasks assigned to the student worker. The supervisor must have the authority to manage, train, mentor and assist the student worker in their employ.

### Establishment of Work Schedule

Upon hiring a student worker, the supervisor is responsible for establishing a clearly defined work schedule which is compatible with the time requirement of both the student and the department.

### Supervision

The supervisor is responsible for conducting a student job training session which should include proper introductions to other employees, an overview of the department and how it functions, how to manage and complete a time sheet, and a clear definition of the general responsibilities of the student as they relate to the job. **Note: The supervisor should at no time request a student worker to run errands off campus. Additionally, the supervisor should under no circumstances request personal projects or personal errands to be completed by student workers.**

The supervisor may provide opportunities for the student to make-up time lost from work due to unavoidable circumstances.

The supervisor should provide adequate supervision and training for the student in order to maximize the quality of the student's performance.

The supervisor is responsible for verifying the actual hours worked by the student. If a student works more than 6 (six) hours, the student is required to take at least a fifteen-minute break. The student will not be paid for the break and it must be documented on the student's timesheet.

### Communication

All written communication between the student worker and supervisor should be through Athens State email and not through any personal email, SMS or MMS message, OTT application or social media.

**ATHENS STATE UNIVERSITY  
STUDENT WORKER  
POLICY CONCERNING CONFIDENTIALITY  
OF INFORMATION AND SECURITY ADHERENCE STATEMENT**

Student workers (student workers include part-time paid student help, work-study students, and student volunteers) at Athens State University are required to abide by the policies, rules, and regulations as are part-time or full-time employees of the college. Within the Office of Admissions, there are several policies or rules concerning the confidentiality of student records. These policies should be of the utmost importance to the student worker who is working in this office.

According to: Family Educational Rights and Privacy Act (Buckley-Pell Amendment)

Subpart D, Section 99.33, Limitations and Re-disclosure

"An educational agency or institution may disclose personally identifiable information from the educational records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents, but only for the purposes for which the disclosure was made."

The idea behind this section of the Family Educational Rights and Privacy Act as it pertains to Athens State University can be broken down into three parts. They are the following:

- I. The institution can allow student workers to view the information for the purpose of filing (i.e. pulling records, pulling folders or admission papers, etc.).
- II. The institution cannot allow the student workers to disclose the information to any third party (i.e., you should see some of these ACT scores, and transcripts!) unless prior written consent has been obtained.
- III. The institution can use this information but only for the purpose for which the disclosure was made.

In summary, use only the information needed to complete a given task. It is not necessary to scan an individual student's record in order to properly file the materials.

As a work-study student or other student worker, whether you are paid or you have volunteered, your work responsibilities will often expose you to confidential student record information. In carrying out your responsibilities, you may have access to the records of other students. Activities such as creating files, filing confidential materials, and preparing files to go to committee will often involve confidential information. These records are covered under the Family Educational Rights and Privacy Act. Therefore, you are required to adhere to the principles of these laws and not scan records or obtain information for personal use or purposes other than those outlined in your job responsibilities. Failure to do so may result in loss of your work position, possible expulsion from Athens State University or other appropriate action will be taken. If you have a question or issue regarding the security of student records, you should speak with your supervisor for clarification.

By signing below, I fully understand the information stated and the implications.

Signed \_\_\_\_\_

Student Number \_\_\_\_\_

Date \_\_\_\_\_

**Effective September 4, 1990**

## **Drug Abuse Prevention Program**

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of Federal contracts and grants, the following policy is in effect for Athens State University.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Athens State University on any property owned, leased, or controlled by Athens State University or during any activity conducted, sponsored, or authorized by or on behalf of Athens State University. A “controlled substance” shall include any substance defined as controlled substance in Section 102 of the Federal Controlled Substance Act (21U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et. seq.).

1. Athens State University has and shall maintain a drug-free awareness program to inform employees about:
  - a. the dangers of drug abuse in the workplace;
  - b. Athens State University’s policy of maintaining a drug-free workplace;
  - c. any available drug counseling, rehabilitation, and employee assistance program;
  - d. the penalties that may be imposed upon employees for drug abuse violations.
  
3. All employees of Athens State University shall comply with Paragraph 1 above.
  
4. Any employee who is convicted by any federal or state court of an offense which constitutes a violation of Paragraph 1 above shall notify the president of Athens State University in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean “a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both.”
  
5. In the event of a report of a conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a federal contract or grant, Athens State University shall notify in writing within ten (10) days any federal agency to whom such notification by Athens State University is required under P.L. 100-690.
  
6. In the event an employee violated Paragraph 1 above or receive a conviction as described in Paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action, which may include, but is not limited to, termination of employment. Athens State University shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of reasonable duration and nature.

7. Athens State University shall make a good faith effort to ensure that paragraphs 1 – 6 above are followed.
8. Each employee of Athens State University shall receive a copy of this policy.

**I have read the “DRUG-FREE WORKPLACE POLICY” and have received a copy of it. As a condition of my employment, I agree to abide by its terms and further agree to notify the Administration if I am found guilty of a drug-related charge within five days of such conviction of the violation occurred in the workplace.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date