

LOUISIANA TECH UNIVERSITY
HANDBOOK FOR
STUDENT EMPLOYMENT



FOR USE WITH INSTITUTIONAL FUNDS
WORK STUDY AND THE FEDERAL
WORK STUDY PROGRAM

REVISED 9/2018
FOREWORD

This handbook has been prepared by Louisiana Tech University, Office of Financial Aid to assist in answering many of the questions student employees and their employers may have about student employment. The purpose of this handbook is to also provide policies and guidelines relative to the Student Work Study programs at Louisiana Tech University. It is intended to be a reference for all those involved-- administration, faculty, staff and students.

Efficient and effective operation of the Student Work Study program is our goal and the use of these policies, guidelines and procedures are intended to assist in that achievement. While adherence to the policies, guidelines and procedures outlined herewith is expected, it should not supersede good, professional judgement and common sense.

The supportive attitudes and the spirit of cooperation evident throughout the University is one of the Program's greatest assets and is truly appreciated by the Financial Aid Office and the staff responsible for the operation and administration of the Student Work Study Programs at Louisiana Tech University.

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Mission Statement for Student Work Study Employment

It is the goal of Louisiana Tech University to provide financial assistance to qualified students, to stimulate and promote worthwhile work experiences in part-time employment opportunities, which are beneficial both to the University and to students and to provide interdepartmental and community assistance in areas of clerical, skilled, semiskilled and unskilled employment.

Students seeking employment or employed by Louisiana Tech University under either Institutional (Regular) Work Study or the Federal Work Study Programs are subject to the following stipulations.

GENERAL PROVISIONS

Student eligibility

Undergraduate students must be enrolled in at least four (4) hours and must be in good academic standing with at least a 2.0 cumulative undergraduate college GPA. Graduate students must be enrolled in at least three (3) hours of graduate work and must be in good academic standing with at least a 3.0 cumulative graduate college GPA. All student employees must be eligible for continued enrollment and attending classes at Louisiana Tech to be eligible for employment during the Fall, Winter, Spring, and Summer quarters. All student employees are required to pass a student employment exam currently administered through Moodle.

Student employees may not exceed an **average** of 20 hours of work per week (*not to exceed 25 hours per week*) with a maximum of 80 hours during any four-week pay period or 100 hours for any five-week pay period. Students are not allowed to work during an official scheduled class at Louisiana Tech.

Students employed under either Federal or Institution programs are covered under Workman's compensation laws. It is therefore imperative that the proper hiring procedures are followed to insure that the University and/or its agents are not in violation of any rules or statutes.

The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under work-study must be paid for all hours worked.

Hours of Employment

Student's maximum hours of employment are subject to several factors:

- Availability of program funds
- Enrollment periods
- Need level of a student (FWSP)
- Academic standing of student

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Student Work Study Programs

Institutional Work Study

Louisiana Tech University provides through the regular fund accounts, a program of jobs on campus for qualified students who do not have a sufficient financial need to qualify for Federal Work Study. The intent of the program is to reward non-financial need students who excel in academic areas or who possess advanced technical or manual skills necessary for specialized jobs. Students complete monthly time sheets which are approved by supervisors and processed with Federal Work Study payrolls. Pay rates coincide with those used for the Federal Work Study program.

Federal Work Study Program

Federal Work Study jobs at Louisiana Tech are awarded to eligible students on the basis of financial need, maintenance of satisfactory academic progress and acquired work skills. Federal Work Study provides jobs for both undergraduates and graduates who have financial need and meet all of the eligibility requirements for financial aid as found in the U.S. Department of Education Handbook, Federal Financial Aid Handbook, Volume 6, Chapter 2, pages 3-38. Federal Work Study gives students the opportunity to earn a portion of their educational expenses. The program encourages community service work and work related to the student's course of study.

To apply for Federal Work Study employment, a student must first complete and submit a Free Application for Federal Student Aid (FAFSA) and a Louisiana Tech Data Form each academic year. A complete file must be in the Financial Aid Office by an annually announced deadline in order to be considered for campus-based aid, of which FWSP is one component.

Community Service Work Study

Community Service Work Study is a federally funded financial aid program. It is an extension of the Federal Work-Study Program (FWSP). This program allows FWSP eligible students to work in on and off campus jobs that benefit the community.

Community service jobs are defined as services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, government and community-based organizations; it is designed to improve the quality of life for community residents, particularly low income individuals, or to solve problems related to their needs. Students who received an FWSP award and are interested in obtaining a community service job should contact the Student Employment Coordinator in the Financial Aid Office.

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Student Work Study Programs Information Sheet

The following information is furnished to assist employing departments understand the process necessary for the effective and proper employment of student workers.

There are several categories of student employment utilized at Louisiana Tech University. **Students may be employed under only one (1) of the categories below at any time during an academic year.**

Graduate Assistants/Teachers Assistant/Research Associate/Lab Assistant - Generally used by departments for technical or instructional purposes. Applicants are encouraged to confer with the head of their academic department and/or Departmental Graduate Coordinator well in advance of the quarter for which they intend to apply. The payroll is generated by the University Personnel Office.

Federal (College)Work/Study Program (FWSP) - A federally subsidized program which provides for employment of students on campus and in the community. This program is administered by the Financial Aid Office. Students seeking to work under the FWSP must file a Free Application for Federal Student Aid (FAFSA). Once the student’s level of need is determined, an award letter is forwarded to that student. If the student has FWSP eligibility then he or she may be hired.

Institutional (Regular) Work/Study - Student employment utilizing only state budgeted funds. This payroll is administered by the FAO. Students must contact the departments in which they wish to work to locate employment. A list of contact persons/numbers is not available at the FAO; the student must seek employment on their own across campus.

The two categories in which the bulk of the student workers are employed are Institutional (Regular) Work Study and the federally subsidized Federal Work Study Program. The two programs may be distinguished from one another as follows.

	Federal <u>Subsidized</u>	<u>Application</u>	Work <u>Hours</u>	Earnings <u>Limited</u>
IWS	No	University	Max. 20*	No*
FWSP	75%	FAFSA (Fed Aid)	Max. 20**	To Unmet Need**

* IWS earnings are limited to departmental budgets for payroll, tax withholdings and may not exceed an **average** of 20 hours of work per week (*not to exceed 25 hours per week*) with a maximum of 80 hours during any four-week pay period or 100 hours for any five-week pay period.

FWSP earnings are limited to the student’s budget and matching fund limitations, tax withholdings and may not exceed an **average of 20 hours of work per week (*not to exceed 25 hours per week*) with a maximum of 80 hours during any four-week pay period or 100 hours for any five-week pay period.

A. Objectives

1. To provide financial assistance to qualified students which can be combined, within Federal limitations, with loans, scholarships or grants to the extent necessary to assist students to meet their educational expenses.
2. To stimulate and promote worthwhile work experiences in part-time employment opportunities beneficial both to the University and to students.
3. To provide intradepartmental assistance and community service in areas of clerical, skilled,

semiskilled and unskilled student employment.

B. General Policies

1. General Assignments/Conditions/Limitations

The following provisions apply to Institutional (Regular) Work Study and Federal Work Study Programs (FWSP).

- a. The Financial Aid Office selects eligible students from applications for all FWSP jobs in cooperation with Deans and Department Heads.
- b. FWSP assignments are made based upon the number of work positions requested by each department. Departments hiring students on Institutional Work Study must remain within their established budgets of University funds.
- c. The number of hours a student may work must not exceed the assigned student budget and must not exceed the **average** of 20 hours of work per week (*not to exceed 25 hours per week*) with a maximum of 80 hours during any four-week pay period or 100 hours for any five-week pay period

Student's maximum hours of employment are subject to several factors:

- Availability of program funds
 - Enrollment periods
 - Need level of student (FWSP)
 - Academic standing of student
- d. The hourly wage rate of pay must be at least the current Federal minimum wage as prescribed by Federal regulations. (34 CFR, sec 675.24) Justification for wage rates set beyond Federal minimum wage must be provided to the FAO at the time it is done. Payroll will not be adjusted without justification.

Students may qualify to be paid above the baseline if they possess advanced technical or manual skills necessary for specialized jobs or they have been in a department long enough to become an expert in a specific field, usually more than one year.

- e. Students may **NOT** begin working until their application has been processed by the Financial Aid Office. This is imperative because students must requalify each assignment period on the basis of grade point average and, in the case of Federal Work Study Program, financial need.
- f. Students may **NOT** report work hours during a scheduled class time. Such examples are skipping class in order to make up missed work hours. The only exception to this rule would be for a class that was dismissed early or had a class period cancelled. In this case, the student must obtain documentation from the

professor and submit it to the supervisor before time sheets are due in the Financial Aid Office. The documentation must provide the name/time/date of class, reason class was not held, and the professor's signature. One copy should be sent to the Financial Aid Office attached to the student's time sheet and the other copy is to be kept with the copy of student's time sheet in the supervisor's office.

- g. Student employees are not covered under the University's insurance plan, but are covered under Workman's Compensation Laws. In the event an injury occurs, the student must notify his or her supervisor immediately. The supervisor must contact the Financial Aid Office for further instructions. Supervisors should make every effort to provide a safe working environment for all student employees. It is therefore imperative that the proper hiring procedures are followed to insure that the University and/or its agents are not in violations of any rules or statutes.
- h. Students will be allowed to work during quarter breaks for the academic year only if they are enrolled in the subsequent quarter.
- i. Students will **NOT** be allowed to hold a student work study job and a graduate assistantship at the same time.

2. Federal Work Study Program Conditions and Limit

The provisions below apply specifically to only the Federal Work Study Program, on or off campus, whereas, the provisions in section (1) above apply to both Federal Work Study and Institutional Work Study.

- a. In selecting students and assigning FWSP jobs, a school must consider the student's financial need, satisfactory academic progress, acquired work skills, the number of hours per week the student can work, the period of employment, the anticipated wage rate, and the amount of other assistance available to the student. To be awarded Federal Work Study (FWSP) a student must have an undergraduate cumulative college GPA of 2.00 or an ACT composite score of 20 or higher if entering freshman without a college GPA. Graduate students must have a 3.00 graduate cumulative GPA.
- b. It is **not permissible** to pay a lower subminimum or training wage to students in FWSP jobs. In determining an appropriate rate, the school must consider the skills needed to perform the job, how much persons with those skills are paid in the local area for doing the same type of job, rates the school would normally pay similar non-FWSP employees and any applicable federal, state, or local laws that require a specific wage rate.
- c. FWSP employers must pay students at least the current federal minimum wage. The Fair Labor Standards Amendments of 1989 set a minimum hourly wage. (34 CFR, sec 675.24)
- d. FWSP employment must not displace employees (including those on strike) or

impair existing service contracts. (34 CFR, sec 675.20 and US Dept of Education, Federal Financial Aid Handbook, Volume 6, Chapter 2, page 6-42)

- e. FWSP positions must not involve construction, operating, or maintaining any part of a building used for religious worship or sectarian instruction. (34 CFR, sec 675.20 and US Dept of Education, Federal Financial Aid Handbook, Volume 6, Chapter 2, page 6-43)
- f. Neither a school nor an outside employer that has an agreement with the school to hire FWSP students may solicit, accept, or permit to be solicited any fee, commission, contribution, or gift as a condition for a students FWSP employment. (US Dept of Education, Federal Financial Aid Handbook, Volume 6, Chapter 2, page 6-43)
- g. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid worker. Any student employed under FWSP must be paid for all hours worked. (US Dept of Education, Federal Financial Aid Handbook, Volume 6, Chapter 2, page 6-43)
- h. The fact that a student may receive academic credit from the work performed does not disqualify the job under FWSP. However, there are certain restrictions. For a student who must complete an internship or practicum as part of his or her degree requirement, the internship or practicum does not qualify under FWSP unless the employer normally pays all other persons who hold the same position or has paid all other persons who have held the same position in the past. If the employer normally pays or has paid these persons, the internship or practicum qualifies as an FWSP job. (US Dept of Education, Federal Financial Aid Handbook, Volume 6, Chapter 2, page 6-43)
- i. A students FWSP wages may be garnished only to pay any costs of attendance that the student owes the school or that will become due and payable during the period of the award. Schools must oppose any garnishment order they receive for any other type of debt; paying FWSP funds in such cases would mean that funds would not be used solely for educational purposes - a requirement for SFA funds. (US Dept of Education, Federal Financial Aid Handbook, Volume 6, Chapter 2, page 6-55)

3. International Students

Most international students in the United States hold an F-1 visa, which is the U.S. non-immigrant student visa. F-1 students are allowed to work in the United States, but only under certain conditions and in accordance with complex guidelines and restrictions issued by the United States Citizenship and Immigration Service (USCIS). Generally, all employment is contingent on remaining within the terms and restrictions of the F-1 visa.

On-campus employment does not require USCIS approval. However, permission must be obtained from the International Student Office prior to accepting any on-campus employment. For on-campus work, an F-1 student is subject to the following rules:

- a. You must maintain valid F-1 status
- b. You must obtain a Social Security number from Social Security Office that grants authorization to work in the United States
- c. You can **work up to 20 hours per week** while school is in session (<https://www.ice.gov/sevis/employment>)
- d. You can **work up to 20 hours per week** during quarter breaks if you intend to register for the next quarter
- e. The employment may not displace (take a job away from) a U.S. resident
- f. You must be enrolled full-time (<https://www.uscis.gov/working-united-states/students-and-exchange-visitors>)

STUDENTS: Since your status is always contingent on your school's support, you must seek guidance and clearance from the International Student Office prior to applying for or accepting any employment and you should request their particular interpretation of any ambiguous situation. You will also need your school's guidance to ensure that you file all appropriate forms with USCIS and receive any necessary USCIS approval.

Required documents/paperwork for on-campus student employment:

- a. Certification form for Institutional funds
- b. Employee's tax withholding certificates (W-4 and L-4)
- c. Employment eligibility verification form (I-9)
- d. Foreign National Data Collection Form
- e. Copy of supporting documents attached to I-9 and FNDCF (examples: Passport, I-94, I-20, Social Security Card...)
- f. Supervisor/Student Acknowledgement Form

4. Supervisory Responsibilities

- a. Each department is responsible for the supervision of each employee working for them. Deans and Department Heads are ultimately responsible for the supervision of the students.
- b. The employment process generally includes interviewing an applicant for a position to determine their ability to perform the essential functions of the job for which they have applied. The key to a successful and effective interview is advanced planning and preparation by both the employer and the student. In interviewing an applicant, the interviewer must adhere to state, federal and Louisiana Tech University anti-discrimination regulations. These regulations prohibit discrimination against applicant on the basis of race, color, religion, national origin, sex, marital status, disability, age, and status as a veteran.

The employer, as a representative of Louisiana Tech University, should always adhere to equal opportunity affirmative action regulations. Interviewing and hiring

procedures should not include discriminatory questions, references and/or comments. To comply with these guidelines, a set of the questions to be asked of each applicant should be developed before the interviews begin. These questions should be related to the qualifications and responsibilities of the job and should be asked consistently of each individual interviewed.

- c. Certification of the student begins when the perspective Department agrees to hire the student employee. The supervisor needs to complete annual training regarding the information contained in the Handbook for Student Employment and must pass a training exam. The exam must be submitted to the Financial Aid Office annually in order for the supervisor to be eligible to sign their student worker timesheets. The student/supervisor must return the completed student employment certification packet to the Financial Aid Office. This packet includes:
1. Certification form for Institutional or FWSP
 2. Employee's tax withholding certificates (W-4 and L-4)
 3. Employment eligibility verification form (I-9)
 4. Supervisor/Student Acknowledgement Form
 5. International students: Foreign National Data Collection Form (please see International Student section for additional information)

The certification packet must be received by the FAO within 3 days of the student's hire date. The student will then be placed on the Louisiana Tech University Work Study Payroll. If both parties do not reach an agreement, the student may seek employment in another department.

- d. Time keeping is the responsibility of the supervisor of the worker, who must be an official of the University for on-campus Jobs. The supervisor must sign the certification on the time report that the student worker has, in fact, worked and earned the amount to be paid. The supervisor must also compare the time sheet against the student's class schedule to make sure reported work hours are not during class times. Should the supervisor be absent when time sheets are due, another official representative from the department is allowed to sign in the supervisor's place.
- e. The limit of hours must be monitored by the Departmental Supervisors to make sure that student employees do not exceed an **average** of 20 hours of work per week (*not to exceed 25 hours per week*) with a maximum of 80 hours during any four-week pay period or 100 hours for any five-week pay period.
- f. Students are not allowed to work during an official holiday or University closing as indicated on the timesheet. Prior approval **MUST** be obtained from the Director of Financial Aid to work an official University closure. The department will need to submit a Student Worker Request to Work Official University Closure form stating the reason the student needs to work the holiday prior to the student working that date. It is the discretion of the Director of Financial Aid as to whether the request will be approved or denied.

- g. Dismissal is the responsibility of the immediate supervisor in accordance with the prescribed procedures outlined in Section G.
- h. Students may **NOT** work under the supervision of immediate relatives.
- i. The supervisor should monitor the enrollment status and cumulative GPA of Institutional Work Study and FWSP student workers to determine the employment eligibility of each student at the beginning of each quarter. The Financial Aid Office will also assist in monitoring the status of these students.

If the enrollment hours of a student worker falls below half-time enrollment (4 hours for undergraduates, 3 hours for graduates) OR their cumulative GPA is not at least a 2.0 for undergraduates, 3.0 for graduates at any time, the supervisor should immediately terminate the employee and send a completed Student Employment Drop Form to the Financial Aid Office.

- j. Evaluations should be done each academic year on students by their supervisor. The evaluation should include general performance of duties and eligibility for rehire.

Should the supervisor and/or the Department Head feel the necessity, an evaluation may be initiated prior to the annual date to outline any deficiencies; if the deficiencies continue after one full additional pay period then the student may be terminated and a final evaluation done on the student.

- k. Rehire of Students for Fall Quarter: In Spring of each year, the Student Employment Coordinator will email all departments which are currently employing student workers. Each Supervisor must complete and return the memo to the Financial Aid Office by mid-Summer Quarter deadline date noted on the form to be assured that their current workers will be rehired, if eligible, in their departments. The Financial Aid Office **cannot** guarantee that all job requests will be filled.

- l. Job descriptions will be prepared by each employer, especially Community Service employers. The job descriptions should include the following:
 - Name and address of employer
 - Purpose of Job
 - Duties and responsibilities
 - Job qualifications
 - Wage rate and range (which have been justified beyond Federal minimum wage)
 - Length of employment (beginning and ending date)
 - Name of supervisor

The job descriptions on all jobs are maintained as required by Federal Law. The job descriptions are to be filed in the individual departments with a copy of all

FWSP job descriptions also filed in the Financial Aid Office.

The job descriptions will clearly define whether a job qualifies under the FWSP Program and will provide the information needed to explain the position to students and help them select the type of employment closest to their educational or career objectives.

- m. Student Labor Verification Vouchers will be sent to each department that has active student workers in the payroll system. The white SLVV with a Financial Aid heading must be signed and dated by a representative from the department. If a student worker is receiving a paper check, they must initial beside their name verifying they have received their check. If a student worker has EFT set up on BOSS, no action is needed. The white SLVV is then returned to the Financial Aid Office. The yellow SLVV with a Department Head heading must be signed and dated and then retained in the department for recording purposes.
- n. If employing a FWSP student worker, a Student Eligibility Listing will be stapled to the back of the yellow Student Labor Verification Voucher. The Student Eligibility Listing identifies the employed FWSP student worker, the student's FWSP eligibility (award amount), accumulated earnings, remaining eligibility, and last check date. Supervisors should monitor the Student Eligibility Listings closely to prevent a student from exceeding their FWSP award. **IF A STUDENT WORKS OVER THE ALLOCATED FWSP AWARD, THE EMPLOYING DEPARTMENT WILL BE RESPONSIBLE FOR PAYING THE SALARY OVERAGE.**

C. Eligibility

- 1. Class Load Requirements: Students must be enrolled and attending classes on a half-time basis to be employed under the Institutional and Federal Work-Study Program. Full-time and half-time are defined as:

<u>Full-Time:</u>	<u>Half-Time:</u>
Undergraduates - 8 hours	Undergraduates - 4 hours
Graduates - 6 hours	Graduates - 3 hours

Summer employment requires a student to be registered for at least four (4) hours over the course of the entire Summer Quarter to be eligible to work both summer sessions. Appeals for exceptions should be directed to the Director of Financial Aid. (Funds should be available in departmental budgets)

- 2. Grade Point Average (GPA): Undergraduate students must have a cumulative GPA of 2.0 at time of employment and maintain at least a 2.0 cumulative GPA each quarter to continue working. Graduate students must have a cumulative GPA of 3.0 at time of employment and maintain at least a 3.0 cumulative GPA each quarter to continue working.
- 3. ACT scores: To be awarded Federal Work Study (FWSP), an entering freshman without a

college GPA must have an ACT composite score of 20 or higher.

D. Student Employment Responsibilities

1. Work Hours: The maximum workload is **average** of 20 hours of work per week (*not to exceed 25 hours per week*) with a maximum of 80 hours during any four-week pay period or 100 hours for any five-week pay period. The student is **NOT allowed to work during a scheduled class time**. A FWSP employment certification form indicates the maximum possible amount to be earned by the student each academic year. FWSP student work schedule is based on the FWSP award and student class schedule; RF student work schedule is based on the departmental budget and the student class schedule.
2. Timesheets: Timesheets are usually due to the Financial Aid Office on a Monday at NOON. Late timesheets are not allowed. If a time sheet is late, it will not get processed that payroll. The student will have to wait until the next payroll for the late time sheet to get processed. The timesheet **MUST be signed and dated by both student and supervisor**.
3. Performance: Any student employed on campus is expected to give punctual, efficient and cooperative performance on any job.
4. Duration: In accepting a student job in the Federal Work Study Program (FWSP) at Louisiana Tech University, the student is aware that most campus job assignments are for an Academic Year (Fall, Winter and Spring) and are expected to remain in their position barring any unusually severe or prolonged illness or other emergency.
5. Absences: If a student must be absent from his or her job at any time for any reason, it is his or her responsibility to notify his or her employer in advance of their scheduled time to report for work. Employers understand that the employee is a student first and a worker second. Special arrangements can be made if sufficient advance notice is given regarding exams or illness. Repeated, unexcused absences may result in termination.
6. Dress: Students are expected to dress in attire appropriate for the work environment in which they are employed. Each student should check with their immediate supervisor to determine their individual dress code requirements.
7. Resignations: Student jobs are normally terminated at the end of the Spring quarter. Jobs assigned for the Summer are for the Summer only, although a student may work during the Summer in the same place he or she works during the Fall, Winter and Spring quarters. To resign any job, the student is expected to give his or her employer and the Financial Aid Office one week's notice.
8. Number of Jobs: Student workers will be allowed to hold only one (1) job at a time during an academic year (FWSP and/or Institutional Work-Study). They will agree to this policy when they sign their certification form for employment. Appeals for exceptions to this policy should be directed to the Director of Financial Aid.
9. Half-time Enrollment/GPA Requirements: Students employed through the Work Study

programs by various departments at Louisiana Tech University are responsible for maintaining half-time enrollment (4 hours for undergraduates and 3 hours for graduate students) and attendance as a condition of continued employment. They must also maintain at least a 2.0 undergraduate cumulative GPA and 3.0 graduate cumulative college GPA at all times.

E. **Accounting Procedures**

1. Preparation of Payroll

- a. Student workers will be paid at least monthly. (34 CFR, sec 675.16)
- b. Prior to July 1 of each fiscal year, a schedule of pay periods will be prepared by the Student Employment Coordinator in conjunction with the University Payroll Department. The schedule will include:
 - When each pay period begins and ends.
 - When the time sheets are due in the Financial Aid Office.
 - When payroll checks will be disbursed to students.
- c. Time sheets or memos of salaries are forwarded to the Financial Aid Office for processing according to the published schedule of pay periods.
- d. The University Payroll Department distributes the payroll checks to the appropriate department for distribution to the students.
- e. For FWSP students, individual records of student award amount, student earnings, student remaining balance, and other statistical data is prepared and distributed after each payroll to the department in which the student is employed. This information is furnished to allow supervisors the ability to monitor the status of FWSP students.

2. Wages

- a. Institutional and FWSP employees are paid at least the federal minimum wage in effect at the time of employment. Employees are compensated by the hour and are paid only for the hours they work. Fringe benefits such as sick leave, vacation and holiday pay are not provided.
- b. All wages under Institutional and FWSP are subject to applicable federal and local taxes. The Financial Aid Office will provide students with an employee withholding exemption certificate (W-4 and L-4 form). These forms must be completed at the time of assignment and before the student is placed on the payroll. Students can claim EXEMPT on the W-4 form and be excluded from federal taxes. Students wishing to claim EXEMPT status must be United States Citizens or Resident Aliens and meet the criteria for exemption as listed on the form.

3. Preparation of applications for funds and operations reports

- a. The Financial Aid Office will assume the responsibility of applying for Federal funds.

F. Grievance Procedures

1. For discussion and resolution of problems which exist in the work place, students should always go to their immediate supervisor.
2. If the problem is not resolved to the student's satisfaction after working with the immediate supervisor, they may then follow the chain of command up to the Department Head of the department where the student is employed.
3. If the department for which the student is working is unable to solve the problem, then the student should contact the Financial Aid Office.

G. Termination Procedures

1. If a student's employment is terminated for any reason, performance, depletion of student or departmental funds, enrollment status, disciplinary suspension or other, a Student Employment Drop Form must be completed and sent to the Financial Aid Office. The drop form should state the reason and effective date of termination. At the same time, the time sheet should be completed and submitted to the Financial Aid Office.
2. Students found guilty of falsifying time sheets will be terminated immediately.
3. Students failing to comply with their terms of employment after the first month of employment must be notified in writing of their substandard performance. This written warning should include a list of the times, dates and types of infractions the student is being warned about. This warning should also include a statement concerning the possibility of termination should the students' performance not improve to acceptable standards. A copy of the written warning must be forwarded to the Financial Aid Office.
4. Termination may follow the written warning if unsatisfactory performance continues. Written notice of termination clearly stating the reason (s) for termination must be sent to the student with a copy forwarded to the Financial Aid Office.
5. All terminations must be approved by the responsible Dean or Department Head.
6. Student employees are automatically dropped at the end of each academic year in which they are assigned. If the student does not earn all of the authorized total expected earnings, he/she cannot transfer the remaining amounts to another quarter or academic year. No action needs to be taken by the employing department or student employee if the student works until the end date of the Summer Quarter of the academic year.
7. The Financial Aid Office reserves the right to terminate any student employee once they have reached their total expected earnings during the academic year. The employing

department and Financial Aid Office will monitor all FWSP student employee earnings to ensure that earnings do not exceed the FWSP award amount. Upon completion of the allocated funds, the Financial Aid Office will terminate the student employee and no additional time sheets will be processed.

8. **IF A STUDENT WORKS OVER THE ALLOCATED FWSP AWARD, THE EMPLOYING DEPARTMENT WILL BE RESPONSIBLE FOR PAYING THE SALARY OVERAGE. MONITOR FWSP EARNINGS CLOSELY.**

H. **Job Transfers (FWSP)**

Students who wish to transfer to a new job after the quarter has begun must request for transfer in the Financial Aid Office. Proper notification of resignation must be given to the current supervisor and department. The department from which the student wishes to transfer must complete a Student Employment Drop Form before a transfer can be processed. Student Employment Drop Forms are available in the Financial Aid Office and on the FAO website. After the drop form has been received in the FAO, a new job assignment will be issued to the student and the appropriate department if the transfer is approved.

I. **Multiple Employment**

Generally, a student may be employed at only one job at a time through college work study. This is to ensure maximum opportunities for students to be employed on-campus. An exception will be granted from the Financial Aid Office for projects of short duration or of a critical nature, where no other student has the requisite qualifications. A written request must be submitted outlining the job the student is to perform and reasons why another unemployed student could not perform the duties.

If an exception is granted, the aggregate total time worked may not exceed an **average** of 20 hours of work per week (*not to exceed 25 hours per week*) with a maximum of 80 hours during any four-week pay period or 100 hours for any five-week pay period. Students are not allowed to work during an official scheduled class at Louisiana Tech.

J. **Sexual Harassment Policy**

Louisiana Tech University prohibits sexual harassment of any employee or student by another employee of the University. Sexual harassment is defined to include: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when conduct such as a term or condition is made implicitly; or has the purpose or effect of interfering with work or scholastic performance, or creating an otherwise hostile, intimidating or offensive working, living or academic environment.

After investigating, any action by an employee or student that constitutes sexual harassment will result in disciplinary action up to and including dismissal.

Any employee or student who feels that he/she is a victim of sexual harassment should immediately report the matter to the Financial Aid Office. All such reports will be investigated promptly and in strict confidentiality. No employee or student shall be penalized for reporting any legitimate violation of this policy.

Direct Deposit for Student Payroll Checks

To complete the electronic authorization for the University to electronically deposit your student payroll check into your bank account:

- Logon to BOSS (www.boss.latech.edu) using your BOSS PIN.
- Select the "Electronic Deposit of Refunds/Student Payroll" option on the Student Services menu.
- Follow the instructions to complete the Electronic Deposit Authorization form.
- You must provide the bank routing number and account number that are located on your check or deposit slip.