

LOUISIANA TECH UNIVERSITY **STUDENT EMPLOYMENT RESPONSIBILITIES**

- ☑ **Work Hours:** The maximum workload is an average of 20 hours 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. 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.
- ☑ **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 may 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.
- ☑ **Performance:** Any student employed on campus is expected to give punctual, efficient, and cooperative performance on any job.
- ☑ **Duration:** In accepting a student job in the Federal Work Study Program at Louisiana Tech, the student agrees to remain on the job for at least one academic year (Fall, Winter, and Spring) barring any unusually severe or prolonged illness or other emergency. Once a student has begun a job, he or she is obligated to complete the year on that job unless a transfer is granted by the Financial Aid Department.
- ☑ **Absences:** If a student must be absent from his/her job at any time for any reason, he/she is responsible for notifying his/her employer in advance of the 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.
- ☑ **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 his/her individual dress code requirements.
- ☑ **Resignations:** To resign any job, the student is expected to give the employer one week's notice.
- ☑ **Number of Jobs:** Students will be allowed to hold only one job at a time during an academic year (e.g., FWS, Graduate Assistantship, Regular work-study).
- ☑ **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 cumulative college GPA at all times.

Louisiana Tech University, a member of the University of Louisiana System, is an equal opportunity/affirmative action employer.
The student must be able to show acceptable documentation establishing the right to accept employment in the United States of America.
Minorities, women and persons with disabilities are encouraged to apply.