XAVIER UNIVERSITY OF LOUISIANA

FEDERAL STUDENT EMPLOYMENT MANUAL

This handbook serves to provide answers to most frequently asked questions. For additional information, please contact the Office of Student Financial Aid and Scholarships located at Xavier South.

Xavier South (Building #40)
3rd floor Room 360
1 Drexel Drive

Lobby Hours:
Monday – Friday
8:30 a.m. – 4:30 p.m.

Telephone Number:
504-520-7835 or 1-877-XAVIERU
Fax: 504-520-7906

Note: When sending correspondences, please include Supervisor's name and department and brief comment regarding the correspondence.

TABLE OF CONTENTS

Section 1: Introduction
- a. Introduction
- b. What is Federal Work–Study?

Section 2: Eligibility
- a. Awarding Criteria
- b. Academic Standards
- c. Dual Employment Prohibited

Section 3: Getting Started
- a. Steps to Follow Once You've Been Awarded
- b. Steps After Being Hired

Section 4: Rights & Responsibilities
- a. Attendance & Punctuality
- b. Attire/Dress Code
- c. Supervision

Section 5: Earnings & Wages
- a. Web Time Entry (WTE)
- b. Fair Labor Practices
- c. Voluntary Services
- d. Conflict of Interest

Section 6: Employment Changes & Termination
- a. Ineligibility
- b. Procedures
- c. Grievance

Section 7: General Information
- a. Types of Jobs Available
- b. Non-Enrollment

Section 8: Other
- a. Affirmative Action
- b. Confidentiality Agreement Form
- c. Emergency Closings & Holidays
- d. Injury & Accident

Section 9: Frequently Asked Questions

SECTION 1: INTRODUCTION

The objective of this handbook is to provide policies, procedures and frequently asked questions to students regarding the Federal Work-Study Program that is administered by the Office of Student Financial Aid and Scholarships at Xavier University of Louisiana.

Students interested in Federal Work-Study should become familiar with all aspects and responsibilities pertaining to the Federal Work-Study Program.

WHAT IS THE FEDERAL WORK-STUDY PROGRAM?

Federal Work-Study (FWS) is a federally funded financial aid employment program. Xavier University of Louisiana (XULA) and students participating in the FWS Program are required to adhere to the rules and regulations, established by the Department of Education, which governs this program. Through the FWS program, students are able to work part-time while enrolled in school to help finance their college education.

SECTION 2: ELIGIBILITY

QUALIFICATIONS

Awarding Criteria

1. To receive initial consideration for the Work-Study Program, students must:
   a. Be admitted into an eligible degree-seeking undergraduate, graduate, professional program.
   b. File a FAFSA (Free Application for Federal Student Aid). A new FAFSA application must be filed each academic year. **Note**: It is important that you file your FAFSA early because funds are awarded after determination of the student's financial need and the availability of funding.
   c. Must have financial need.
   d. Meeting Satisfactory Academic Progress (SAP) requirements as stated in the University's Catalog.
2. After receiving, Federal Work Study Award as a part of your award package for the applicable year, student must:
   a. Be enrolled in at least half-time hours for each semester you are working.
   b. Must have submitted appropriate new hire documents to the Human Resources located at Xavier South, 4th Floor, Room 410.

Academic Standards for Employment

In order to remain eligible for work-study, you must:

a. Maintain enrollment of at least half-time during Fall and/or Spring semester.
b. Satisfy the Satisfactory Academic Progress (SAP) as stated in the University's Catalog.
c. Maintain Federal Financial Aid eligibility (See Financial Aid Counselors for additional information.)

Dual Employment

a. Student workers are prohibited from simultaneous employment with more than one employment position at Xavier University. NO EXCEPTIONS.

SECTION 3: GETTING STARTED

STEPS TO FOLLOW ONCE YOU'VE BEEN AWARDED

1. Accept Work-study award located on your Banner Web account. For first-time Work-Study students, follow the email instructions to submit:
   a. Employee Data Record Form
   b. W-4 Form
   c. L-4 Form Direct Deposit Form
   d. I-9 Form (Form must be completed and signed in the Human Resources Office)

   ****All forms must be submitted to the Human Resources Office for processing as soon as possible***. Forms are available online at: http://www.xula.edu/human-resources/forms.php.

2. Sign your Work-study Contract with the Work-Study Coordinator. The Work-Study Contract is a notification of your award allocation and your job placement.
3. Meet with the assigned Departmental Supervisors for job interview and acceptance of job placement. Obtain Supervisor's signature on the Work-Study Contract.
4. Submit the signed Work-Study Contract to the Financial Aid Office.

STEPS AFTER BEING HIRED

1. Check your Xavier Email for confirmation of Web Time Entry (WTE) access so you can start working. Continuous students will receive an email confirmation from the Financial Aid Office. New students will receive two email confirmations; one from Human Resource confirming new hire documents have been completed and one from the Financial Aid Office granting WTE access. Note: It is a violation of Federal and XULA policies to allow a student employee to begin working in a department without all the necessary hire paperwork being processed and access to Web Time Entry has been granted. Unauthorized hours worked will risk forfeiture of Work-Study award, no pay, and/or job termination.
2. Begin working during scheduled work hours. Note: Students are not allowed to work during class schedule times.
   a. 20 hours a week maximum and 10 hours a week minimum.
   b. One hour (1) off-clock break must be taken when working six (6) consecutive hours.
   c. Monitor your earned hours daily to avoid exceeding your Work-Study allocation. If a student chooses to exceed the Work Study allocation, it can result in non-payment of the hours which exceeded the allocation.

SECTION 4: RIGHTS & RESPONSIBILITIES

The opportunity for a student to work is a fundamental part of the FWS philosophy and goal. Participation in the Work-Study Program is voluntary, although every student is urged to take advantage of this opportunity to learn about work and adding to the total educational experience. Student participation in the Student Employment Program includes but is not exclusive to the following responsibilities:

1. Inform Supervisor: Keep supervisors notified well ahead of intentions to work, or not

to work, during each succeeding semester/term or break. It is imperative that students inform their supervisors of their employment plans, as early as possible.

2. Absences: Notify the supervisor in advance whenever it is necessary to be absent from work.
3. Adhere to Policies: Abide by the policies, rules and guidelines established by the Department and the FWS program. If a student wants or needs to make changes in his/her work schedule and/or transfer from or terminate the program, he/she should immediately discuss the matter with the supervisor.
4. Safety Rules: Follow all departmental and campus rules concerning safety while on the job. Safety is paramount in every operation on campus. Students should be particularly alert to possible unsafe practices and/or procedures and report them immediately to their supervisors.

For additional information regarding student's rights and responsibilities please see www.xula.edu/human-resources/documents/StuEmpSup.pdf

ATTIRE/DRESS CODE

Students should come to an agreement with his/her supervisor on appropriate attire during working hours.

SUPERVISION

Due to safety concerns, XULA requires all student employees to be supervised at all times by a full-time staff or faculty employee.

The student employee's supervisor has the ultimate responsibility of reviewing and approving hours earned as documented in Web Time Entry (WTE) for payroll.

SECTION 5: EARNINGS & WAGES

WEB TIME ENTRY

Effective January 2015, the Federal Work-Study Program has adopted the use of Web Time Entry (WTE) for student payroll purposes. WTE is a web based timesheet located on the student's Banner Web Account.

New Hire students will be required to attend a WTE training prior to the start of work. Hours will be recorded by "clocking-in" and "clocking-out" daily on designated computers located in your departments.

Note: Some Departments may utilize paper timesheets for internal purposes.

FAIR LABOR PRACTICES

Labor Law requires that all supervisors give students a sixty (60) minute break after they have worked six (6) consecutive hours in a day. These breaks are not paid. If a timesheet is submitted for 6 consecutive hours or more without a break, the Payroll Office will deduct sixty (60) minutes from the total hours for that day.

Student employees are only paid for time worked. Students do not receive paid vacation days, sick days, personal days, holidays or benefits. Students do not get paid breaks or paid lunches.

All time off should be discussed in advance and approved by the supervisor. Students are expected to contact their direct supervisor to report tardiness or absences. If the supervisor does not have sufficient work for the student, the student should cease working for the day and log out of Web Time Entry (WTE).

For purposes of State Unemployment Insurance, work-study employment is temporary, does not contain any provisions for fringe benefits or holiday pay, and is contingent upon available funds. Work Study students are an exempt class under the Employment and Training Law and does not qualify for unemployment insurance.

VOLUNTARY SERVICES

Due to the Fair Labor Standards Act (FLSA), students currently not employed/employed are prohibited from volunteering at XULA. The FLSA prohibits a covered employer (including educational institutions) from accepting voluntary services from any paid/future paid employee. Students who are employed must be paid for all hours worked.

CONFLICT OF INTEREST

No administrative officer/employee or student employee may accept, for private use, directly or through a member of his/her immediate family or otherwise, any gratuitous payment, loan, service, or accommodation of value from any other party doing or seeking to do business with Xavier University of Louisiana. Accepting entertainment, travel, or gifts of a character that reasonably might be deemed by others to affect the judgment or action of the officer or student employee in the performance of his/her employment duties with Xavier University of Louisiana would also contravene this policy.

SECTION 6: EMPLOYMENT CHANGES & TERMINATION

EMPLOYMENT CHANGES AND INELIGIBLITY

It is sometimes necessary to make changes relating to the employment status of students. Examples of the type of changes include:

1. Cancelling a student Work-Study employment
    a. Student academically dismissed.
    b. Student dropped below half-time status.
    c. Student has withdrawn from semester.
2. Changes to Award Allocation
3. Changing/updating a student's department position number
4. Transferring the student to another position within the department

HANDLING SEPARATION INCLUDING TERMINATION

Students' employment may end for various reasons: student initiated or supervisor initiated. In the case of unsatisfactory performance, supervisors are expected to use the following progressive actions:

1. **Oral Warning:** Discuss the problem(s) with the student, explaining what needs to change and set in place the steps, actions and/or processes that will make that change possible. The discussion should be documented for the supervisor's files.
2. **Written Warning**: Discuss the problem(s) clearly with the student, notifying the student of the possibility of termination if corrective action is not taken immediately. The warning should be in writing. Both the student and the supervisor should sign and date the warning. The supervisor should keep the original for their files, making a copy for the student and the Financial Aid Office.
3. **Notice of Termination**: Further evidence of continued misconduct must be fully documented and discussed with the student at the time they are notified of their termination/departmental transfer. Supervisors should contact the FWS Coordinator for any questions about terminating a student for unsatisfactory performance.

When a student ends employment for any reason, supervisors must complete the necessary actions required and contact the Financial Aid Office.

NOTE: Once a student's FWS award has been cancelled, there is no guarantee that the student will be re-awarded additional FWS funds for the remaining of the academic year.

For additional information regarding rights and responsibilities please see www.xula.edu/human-resources/documents/StuEmpSup.pdf

GRIEVANCE PROCEDURE

Xavier University of Louisiana encourages its employees to seek a resolution of differences. To do this, an informal meeting may be conducted between the Supervisor and Student. The informal meeting must be documented in writing with signatures of the Departmental Supervisor and the student employee highlighting the discussion and solution(s). However, if a solution cannot be found, the employee has the right to make a formal appeal to the Director of Financial Aid outlining the grievance and indicating any suggestions she/he may have regarding the resolution. The Director of Financial Aid, the FWS Coordinator, and the supervisor will discuss the matter and convey a final written decision to the parties involved. There may also be instances where the Director of Financial Aid, FWS Coordinator, Supervisor, and Student may meet to discuss the matter thoroughly.

SECTION 7: GENERAL INFORMATION

TYPES OF JOBS AVAILABLE
ON CAMPUS/OFF CAMPUS

The Federal Work-study Program emphasizes employment in civic education and work related to your course study, whenever possible. Xavier University of Louisiana offers both on campus and off campus job positions.

On campus positions are located on the main campus. Off campus job positions usually includes working with a nonprofit organization or public agency and the work performed must be in the public interest.

COMMUNITY SERVICE

Community Service Work-Study positions contribute to the improvement in the quality of life for area residents by helping to solve particular problems related to their needs. Job categories that are considered community service include:

- Literacy training, education (including tutorial service), social services, rural development, and community improvement.
- Support services to enrolled students with disabilities.
- Activities in which a student serves as a mentor for purposes such as tutoring, supporting educational and recreational activities, and counseling, including career counseling.

The U.S. Department of Education has clarified the issue of the acceptability of indirect community service positions as follows: Students may be employed in community service positions that provide either direct or indirect services to the community. For example, it is acceptable for a FWS student to be employed in a clerical position for a food bank. It is not required that the student be involved in delivering services directly.

NON-ENROLLMENT

A student may be employed through the FWS programs during a period of nonattendance, such as a summer term or an unattended fall or spring semester. A student must be planning to enroll (or to reenroll), and must have demonstrated financial need for the next period of enrollment. The student's FWS (net earnings minus taxes and job-related costs) during this period of nonattendance must be used to cover expenses associated with his or her financial need for the next period of enrollment. (www.ifap.gov/bbook/attachments/2013BlueBookVol7Chp2.pdf)

- Non-Enrollment summer awards are separate from the award year.
    a. Students should initiate the request for Summer Non-Enrollment by contacting their departmental supervisor. Eligible students will be notified by the Financial Aid Office to come sign a Non-Enrollment contract.

- Students are allowed to work up to 35 hours per week during Non-Enrollment summer period. One (1) hour off-clock lunch breaks are required when working 6 consecutive hours daily.

SECTION 8: OTHER

AFFIRMATIVE ACTION

Xavier University of Louisiana affirms a commitment to freedom from discrimination for all members of the University community. The University expressly prohibits discrimination against any person on the basis of race, religion, national origin, marital status, gender, age, disability, political affiliation, or sexual orientation. Harassment is a form of discrimination. The responsibility for and

protection of this commitment extends to students, administration, faculty, and staff. It encompasses every aspect of employment, every student, and community activity.

CONFIDENTIALLY

The University expects its employees (including FWS students) to be the most prudent in discussing ANY University business with others. Most, if not all work within Xavier University of Louisiana may be regarded as confidential, and it is in the best interest of the University and its employees if that work is not discussed indiscriminately with others who are not directly involved with it. Confidential University matters should not be the subject of casual conversation at ANY time. Matters concerning University finances, student/faculty information, and other such private or personal subjects should be held in the strictest confidence. Disregard for confidentiality can (and most often will) result in disciplinary action by the FWS Staff and University personnel.

The Family Educational Rights and Privacy Act (FERPA) is a federal law, enacted in 1974, that ensures the confidentiality of student records. Student employees of Xavier University of Louisiana are required to become familiar with the basic provisions of FERPA and acknowledge their understanding of its terms by completing the FERPA form online (prior to working). This will ensure students' awareness of FERPA and its consequences of violating the terms while a University and FWS employee. FERPA violations may result in disciplinary action including, but not limited to, termination from a FWS job permanently for a student's career at Xavier University of Louisiana.

Students must NOT, under any circumstances, release student information to anyone other than the student, unless:

- Your FWS job, FWS supervisor, and/or University personnel permits.
- The student has provided a written statement giving permission for the University (FWS student) to discuss their file/information with a separate party.

Students must refer all requests for information regarding a student to other available University staff, faculty, or FWS supervisor directly; this will ensure that student employees are not at risk of violating FERPA.

Students must also avoid acquiring student information that he/she is not required to possess and must NOT exchange student information that he/she has learned while in the FWS job. An example of disclosing student information and violating FERPA would be any of the following:

- Informing a student/parent/friend/University employee of another student's class schedule.
- Informing a student/parent/friend/University employee of another student's phone number, e-mail, home/campus address, date of birth, etc.
- Informing a student/parent/friend/University employee of another student's personal information.

EMERGENCY CLOSINGS & HOLIDAYS

Work-study students are considered temporary employees and do not qualify for fringe benefits including holidays and University closures.

INJURY & ACCIDENT

If a student is injured or has an accident while performing their duties as a FWS student, the student must immediately notify the supervisor. Immediate first-aid treatment for the injury is available through the University's Health Services Center. The supervisor should immediately contact the Office of Financial Aid and the Office of Human Resources for further instructions.

SECTION 9: FREQUENTLY ASKED QUESTIONS

Q. What is a FWS contract?

A. FWS Contract indicates the student's Work-Study award, allocated maximum hours to work, rate of pay, appointed department, immediate supervisor's name and effective dates of student's award.

Q. Can the work-study student work without a contract?

A. **No.** Hours worked prior to having a signed contract will be **UNPAID.**

Q. How is the maximum number of hours on a contract determined?

A. The hours are determined by: $\frac{\text{the amount awarded per semester}}{\text{rate of pay}}$

Q. Can work-study students change departments?

A. Yes. Changes to departments are ONLY possible with the proper procedures completed by student, supervisor, and FWS Coordinator. (Contact the FWS Coordinator for additional information.)

Q. What happens when a work-study student is at the end of the contract and has hours left to work?

A. Work study funds are paid for hours earned only. Unearned hours will be forfeited since the contract has ended.

Q. What are the duties of the work-study student?

A. The duties are outlined in the approved job description submitted by the department to the Work Study Coordinator. The supervisor may assign other various duties as long as they fall within the scope of the approved position/job description.

Q. What happens if the student has exhausted all of his/her work-study allocation before the end of the semester?

A. If the student has earned all of his/her FWS award before the end of the specified semester, the student's position ends. The student is removed from payroll. Since students are monitoring their account, students are strongly encouraged to contact the Work Study Coordinator to inquire about the availability of additional funds prior to earning all of his/her funds. Working beyond your allocation amount can result in non-payment of those hours which exceeds the allocation.