



FEDERAL WORK-STUDY HANDBOOK

Table of Contents	
Student Employee Work-Study Programs	2
Student Employee Work-Study Policies and Procedures	2
Work-Study Awards	2
Award Earnings	3
Award Cancellation	3
Award Reduction/Increase	3
Award Renewals	3
Pay Rate	3
Work Duty Conditions and Limitations	3
Returning Student Award	3
Hiring Process	4
Hiring	4
Equal Employment Opportunity	4
Job Description	4
Online Job Search	5
Interview	5
Online Hiring Process	5
Terms and Conditions of Employment	6
Period of Employment/Class Enrollment	6
Volunteering at Work	6
Work Hours	7
Breaks	7
University Holidays and Closures	7
Timekeeping	7
Paychecks	7
Tax Information	8
Disciplinary Issues	8
Annual Termination	8
Voluntary Termination	9
Job Transfer	9
Student Responsibilities	9
Find A Job	9
Complete Hiring Paperwork	9
Report To Work	9
For the Supervisor	10
Responsibilities	10
Supervisory Skills	11
Supervisory Roles	11

Student Employee Work-Study Programs

Bellarmino University offers two work-study programs for eligible students:

1. **FEDERAL WORK-STUDY (FWS)** is funded by The United States Department of Education. Students must complete the Free Application for Federal Student Aid (FAFSA) and indicate an interest in receiving Work-Study to be considered for an award.

FWS awards are offered to eligible students upon their matriculation to Bellarmine. In subsequent years and if the student remains eligible, they will continue to receive an award which will be equal to the amount earned in the prior year (up to the original award).

2. **KREBS WORK-STUDY (Krebs)** is funded by Bellarmine University. These institutional funds are generally available to students who do not meet the criteria to receive federal work-study funds.

Students must submit a request to the Appeals Committee to be considered for a Krebs award. The Krebs program follows the same guidelines as the Federal Work-Study. Contact the Financial Aid Office for additional information concerning eligibility or to request a Krebs award.

Student Employee Work Award Policies and Procedures

Work-Study Awards

To qualify for a Federal Work-Study award, a student must:

- Be a U.S. citizen, permanent resident, or otherwise eligible non-citizen (as determined by FAFSA);
- Demonstrate financial need as determined by FAFSA;
- Be enrolled at least half-time (6 credit hours for undergraduate or 3 credit hours during a summer term);
- Maintain Satisfactory Academic Progress (SAP) by achieving a 67% completion rate of all classes attempted AND a minimum 2.0 GPA;
- Not be in default on any federal Title IV loan program; and
- Not owe a repayment of federal grants or scholarships

To qualify for a Krebs Work-Study award, a student must:

- Be enrolled at least half-time (6 credit hours for undergraduate or 3 credit hours during a summer term);
- Maintain Satisfactory Academic Progress (SAP) by achieving a 67% completion rate of all classes attempted AND a minimum 2.0 GPA; and
- Submit a request to the Appeals Committee outlining the reason(s) the award is needed.

The total work-study award depends on the level of financial need and the funding level available at the time the student applied. The standard work-study awards for the academic year are as follows:

- Federal Work-Study - \$3,000
- Krebs Work-Study - \$3,000

Summer Federal Work-Study may be offered depending on the availability of funds. Krebs Work-Study funding is not available during summer terms.

Award Earnings

Work-study awards differ from other financial aid in that the award represents an amount for which the student is eligible. To receive the award, the student must secure employment and earn wages. A student is neither eligible nor entitled to receive any unearned amount of their Work-Study award. Therefore, it is the student's responsibility to monitor their Work-Study earnings throughout the academic year to ensure they will have sufficient time to work at their selected position and earn their full award.

Award Cancellation

Work-study awards will be cancelled if:

- The student does not accept the work-study award within 10 weeks of the start of the semester in which it was offered; or
- The student does not secure a work-study position by the midpoint of the semester in which the award was offered, and the student has not contacted the Financial Aid Office for assistance.

If the Work-Study award is cancelled in the fall semester, a student may request to be placed on the waitlist for spring semester. If funding is available, the student may receive an award equal to half of the original award.

Award Reduction/Increase

If a student with a work-study award receives any additional financial aid (including but not limited to scholarships, grants, or loans) their work award may need to be reduced by any amount necessary to prevent the student from receiving aid in excess of the Cost of Attendance.

Conversely, if funding is available, the university may be able to provide a one-time increase to a student's Work-Study award. Any amount received in this manner would not be included in any subsequent year's award.

Award Renewals

Bellarmine University receives a limited amount of work-study funds and therefore provides awards to those students who demonstrate a need or desire to earn money to help pay for their educational expenses. Due to this limited pool of funds and significant interest in the program, students **MUST** earn at least half their annual award each year for the award to be automatically renewed the following year. If students do not earn this amount, they may contact the Financial Aid Office at the beginning of the fall semester to request placement on the university's waitlist.

Pay Rate

The pay rate for all Work-Study employees (Federal Work-Study and Krebs) is \$10.00/hr. for all on campus positions. Students who are working at an off-campus site receive \$11.00/hr.

Work Duty Conditions and Limitations

Students are not permitted to work during regularly scheduled class times. In the event a class is cancelled, students must provide the supervisor with written documentation from the instructor attesting to the class cancellation. If a student is unable to secure acceptable documentation, the student may not work.

Students are not permitted to work remotely (i.e. from home) or outside the regular business hours for the department in which they are employed. Exceptions may be granted for a student working at a sanctioned work event. A supervisor should contact the Financial Aid Office in advance for approval if a situation arises in which a work-study student is needed to work outside the regular place of business or normal hours of business.

Students who are part of the Federal Work-Study Program are not permitted to be involved in constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. If the part of the facility in which the student will work is used for religious worship or sectarian instruction, the work cannot involve construction, operation, or maintenance responsibilities.

Hiring Process

Hiring

A student must be hired to a work-study position at the start of every academic year. This yearly hiring requirement applies to students with a Work-Study award for the first time and for students with previous experience in any Work-Study position.

First, and most importantly, a supervisor should confirm that a student he/she intends to hire has a Work-Study award. Contact the Financial Aid Office to confirm student eligibility if needed.

Per Federal regulations, federal Work-Study students may not displace employees (including those on strike) or impair existing service contracts. Replacement is interpreted as displacement. Also, if the school has an employment agreement with an organization in the private sector, the organization's employees must not be replaced with FWS students. Replacing a full-time employee whose position was eliminated (for any reason) with a student employee paid with FWS funds is prohibited. Moreover, this prohibition extends to instances where a school first replaces the full-time employee with a student position paid with college funds.

Equal Employment Opportunity

Bellarmino will base its employment decisions on merit, qualifications, and abilities. It is the policy of Bellarmine not to discriminate against any individual or group of individuals but to provide equal employment opportunity to all qualified persons regardless of race, color, creed, sex, sexual orientation, gender identity, pregnancy, religion, age (over 40), national origin, ethnicity, disability, military status or Vietnam veteran era status. The goal of Bellarmine is to select the best qualified person for each position. This applies to recruiting, selecting, training, promoting, and all other personnel actions and conditions of employment, such as compensation, job assignments, benefits, transfers, layoffs, reinstatements, disciplinary actions and terminations. Bellarmine will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Job Description

Departments are responsible for submitting a new or updated job description to the Career Development Center to be posted to HANDSHAKE. Job descriptions must include:

- Name of the position;
- classification of the position;
- name and location of the student's employer (include the address of off-campus sites);
- department or office in which the student will be employed;
- location where the student will perform his/her duties;
- name of the student's supervisor;
- purpose or role of the position within the organization;
- duties and responsibilities associated with the position and how they relate to the purpose or role;
- rates of pay for the position (cross-referenced to the wage rates appearing in the school's policies and procedures manual);
- general qualifications for the position and the specific qualifications for the various levels or rates of pay associated with the position;
- the length of the student's employment (beginning and ending dates);
- procedures for determining a student's rate of pay when a position has multiple rates; and
- evaluation procedures and schedules.

Online Job Search

Participation in a Work-Study program does not guarantee employment; students should complete the following steps to secure a position:

- Log into Handshake using your Bellarmine email and password.
 - When logging in for the first time, students will need to create a profile by scrolling through a few preferences.
- After completing the profile set up, select the JOBS tab.
 - Click the "= All filters" button.
 - Check the "Work-Study" box.
 - Click "Show Results"
 - Scroll through the list of jobs and read the Job Descriptions.
 - If you are interested, click the APPLY button.
- **TO APPLY STUDENTS WILL NEED TO SUBMIT A RESUME.**
 - Students may either upload one into the Documents section of their *Handshake* account (easier if applying to multiple jobs), or simply upload a file from their computer.
 - A sample resume, can be found on the Career Development Center's website
 - If a student does not have a resume, he/she will still need to submit a Statement of Interest for the position that includes:
 - Contact information (Name, email and phone)
 - Why the position is of interest (150-200 words)

Interview

Supervisors will conduct interviews with potential student employees. The interview process is an opportunity for the student and the supervisor to discuss job responsibilities, working hours, the

student's class schedule, any specific skills that may be required and any questions students may have. Supervisors decide how to conduct the interview and also who to hire.

Online Hiring Process

Supervisors will complete and submit a Work-Study Requisition form on Moodle. The Financial Aid Office will review the request, verify the student's Work-Study award eligibility, and forward it to Human Resources.

Financial Aid will send the required payroll and tax forms to the student through Bellarmine's online employment management system, EMP Trust. Students will receive an email notification with a link and login information to complete the following forms. Students are encouraged to come to the Financial Aid Office if any assistance is needed to complete this paperwork.

Electronic Signature Form – Student is asserting awareness of his/her rights under the Electronic Signatures in US Federal Commerce (E-Sign) Act.

- **I-9:** As mandated by the Immigration Reform and Control Act of November 6, 1986, the University is required to verify the identity and work eligibility of all employees. **This form is not complete until the student physically presents one or more of the acceptable documents listed on the form** (i.e. an unexpired US Passport, or a valid driver's license along with an original Social Security Card or original US birth certificate).
- **W-4:** Employee Withholding Certificate informs the university about how much federal tax to withhold from each paycheck.
- **K-4:** State Withholding Form informs the university about how much Kentucky income tax to withhold from each paycheck.
- **Direct Deposit:** Students must enroll in Direct Deposit.
- **Confidentiality Agreement:** This statement is now required for all employees and is available online
- **Tuition & Payroll Student Authorization Form:** Authorizes the university to withhold Work-Study earnings for payment of tuition. Students may have these funds applied directly to their student account or deposited directly to their bank account.

Students are not permitted to begin working until all these forms are completed.

All parties will receive an email notification from the Financial Aid Office after Human Resources has approved the hiring request. This email will contain the student's start date and additional important information for both the student and supervisor.

Terms and Conditions of Employment

Period of Employment/Class Enrollment

Students may begin earning wages from their work-study award on the first day of classes in the academic year for which the award is offered. If the award is made for a summer term, students may begin earning wages on the first day of the summer term. The last day students may use their work-study award is the last day of finals for the term or academic year for which the award was made, or the last day of finals for a student's last term before graduation.

A student must be **enrolled in at least a half time status** to be eligible for Work-Study. This would be 6 credit hours as an undergraduate student and 3 credit hours as a graduate student. During the summer term, undergraduates are required to be enrolled in only 3 credit hours.

Volunteering at Work

The Fair Labor Standards Act of 1938, as amended, prohibits the university from accepting voluntary services from any paid employee. Students with a work-study award may not volunteer hours at their position during the course of their employment through the work-study program. If a student is participating in a “Service Learning” course or the community service Work-Study program, he/she may not volunteer and work at the same agency.

Work Hours

Bellarmine University is committed to the philosophy that academic pursuits come before all else. In support of this principle, students are not permitted to work more than 15 hours per week or more than 8 hours in one day.

Students may work up to 29 hours per week but no more than 8 hours in one day during scheduled academic semester breaks such as Fall Break, Christmas Break and Spring Break as long as the University’s offices are open, and the supervisor approves.

Breaks

In compliance with US Labor Laws, students who work a continuous 4-hour shift should be allowed a 15-minute paid break. Students who work more than a continuous 6-hour shift are required to clock out for a minimum unpaid 30-minute break.

University Holidays and Closures

Students are not permitted to work during the following University scheduled holidays:

New Year’s Eve	New Year’s Day	Martin Luther King, Jr. Day	
Memorial Day	Juneteenth	Independence Day	
Labor Day	Thanksgiving Day	Christmas Eve	Christmas Day

If a FWS or Krebs student works on any of the above-listed holidays, he/she will be paid time and a half, and all hours will be charged to the department’s regular budget.

On some occasions, the university will close due to inclement weather, natural disaster, or other unexpected reasons. If this happens, students are not required to work. If the student does choose to work, they will receive their regular hourly wage.

Timekeeping

Timecards are completed through Self-Service or Web-Advisor on <https://experience.elluciancloud.com/bu362/> Students must clock in at the beginning of their shift and clock out at the end.

“Pre-populating” timecards for anticipated future work time is NOT permitted.

Timecard entry instructions for students as well as timecard approval instructions for supervisors can be found at <https://experience.elluciancloud.com/bu362/> ->Core Tools Self-Service ->Employee-> Time Entry.

Students are responsible for monitoring earnings and hours worked to ensure they do not exceed the weekly limit of 15 hours or their annual award. The Financial Aid Office can provide an Excel spreadsheet that has been set up to track time worked or students may establish their own method of monitoring. It is also beneficial for the supervisor to monitor student worker hours so adjustments can be made to work schedules to ensure students stay on track to earn their full award.

Paychecks:

Work-Study students are paid bi-weekly within the university's fiscal year which begins June 1 and ends May 31. Pay periods begin at 12:00 AM on Saturday and end at 11:59 PM on Friday. A schedule of annual pay periods may be found on <https://experience.elluciancloud.com/bu362/> ->Payroll Information->Timecard Dates.

Work-study student employees have two options for receiving their earned wages:

1. Direct deposit to their university student account; or
2. Direct deposit to their personal bank account.

For students who direct Work-Study earnings to their university student account, any amount earned in excess of direct charges incurred will be refunded to the student's bank account within 14 days after the end of the term for which the Work-Study award was made. Any questions or concerns regarding a work-study student employee's compensation (i.e., missing hours, wrong pay rate, etc.) should be directed first to the supervisor and then to the Financial Aid Office.

Tax Information

Money earned through the work-study program is subject to state and federal taxation. Because Work-Study students are enrolled at least half-time in a higher education program, wages earned are exempt from Social Security contributions as required by the Federal Insurance Compensation Act (FICA). Students will receive a W-2 for each year they hold a Work-Study position. Work-study earnings are not reported as income on the next year's FAFSA.

Disciplinary Issues

Work-Study student employees are hired for the duration of the academic year. However, it is understood that conflicts may occur, and corrective action may be necessary. The Financial Aid Office strongly recommends the following steps be taken when dealing with a Work-Study student employee with disciplinary issues:

- *Verbal Discussion*
Work-Study student employees should receive an initial, verbal conversation from their immediate supervisor. Work-Study employees should be afforded the opportunity to correct and learn from mistakes that are being made. In this conversation the supervisor should seek to understand from the employee why the mistakes are occurring. The supervisor should also determine if remedial training is needed to assist the employee in performance. Supervisors should check in with employees after initial conversation to provide additional guidance/support if needed.

- *Written Statement*

If the above verbal discussions do not lead to improved performance, it is recommended that the Work-Study student employees should receive a written warning outlining all infractions and possible ways to remedy the problem. The improvement required should be specific and time bound. Work-Study positions are real jobs and, therefore, a written warning is professional and necessary.

- *Termination*

In the event that termination is necessary, the supervisor should contact Financial Aid for further instructions.

Voluntary Termination and Transfer

- *Annual Termination*

Students are automatically terminated from Work-Study positions on the last day of finals for the award period. If a student receives a new Work-Study award for the next term or academic year, he/she may reapply for the same position or select a different job listed on HANDSHAKE.

- *Voluntary Termination*

Students may voluntarily terminate their Work-Study award if they are no longer interested in the program. The student should give the supervisor a two-week notice, at which time the supervisor will inform the Financial Aid Office and the student's award will be reduced to the amount that was actually earned.

- *Job Transfer*

One month after the beginning of the work date, students are eligible to request a transfer to another Work-Study position. Transfers are only processed at the end of a pay period. The student must give the current supervisor a two-week notice at which time the supervisor will inform Financial Aid. The new supervisor must submit a Work-Study Requisition Form on Moodle. All parties will receive an email notification from the Financial Aid Office containing the student's new start date after Human Resources has approved the transfer.

Student Responsibilities

Find a Job

Participation in a Work-Study program does not guarantee employment; students are responsible for securing a position. Please refer to the "Online Job Search" section of this handbook for specific instructions on how to use HANDSHAKE. A student may come to the Financial Aid Office for assistance if needed.

Complete Hiring Paperwork

Students must complete certain payroll and tax forms as well as work authorization forms. All these documents are submitted through Bellarmine's online employment management system, EMP Trust. **Students are not permitted to begin working until all these forms are completed.**

Report to Work

- **Attendance:** Students should always be on time and work for their entire shift. Any change to a work schedule MUST be cleared directly with the supervisor no less than 24 hours prior to the time of change. Permission to be absent should be requested, not expected. If a student is going to be absent because of illness or other emergency, a message should be left for the supervisor as early as possible prior to the scheduled work time.
- **Work Performance:** At the beginning of each shift, students should meet with their supervisor to receive any work assignments. Students should perform all work responsibilities consistently and in a professional manner. Students should manifest an interest in their work and complete work assignments to the best of their ability. Students should ask questions if they do not understand what is to be done. Students should be courteous at all times to the supervisor, co-workers and guests of the university. Students should always act in a professional manner concerning confidentiality of information that comes to them by virtue of their work.
- **Dress:** Students must abide by employer dress code, which may vary depending on the location and nature of the position. Students should clarify the expectations with their supervisor during the interview process or on the first day of work.
- **Personal Calls/Internet/Email:** Cells phones and other personal electronic devices are NOT to be used during work hours. Bellarmine office computers and other office equipment are to be used only for assignments related to the Work-Study job responsibilities.

For the Supervisor

Responsibilities

As a supervisor of Bellarmine University Work-Study student employees, you are responsible for following all policies and procedures in this handbook. Specifically, supervisors are expected to:

- Develop and/or update a job description for each position available in your area every academic year or term;
- Post job openings and recruit students for open positions;
- Actively review student applications when received from Handshake;
- Conduct interviews in a timely manner;
- Notify students who are not selected for hire;
- Communicate hiring decisions and terminations to the Financial Aid Office;
- Review and approve all timecards for accuracy;
- Monitor student employees' earnings for the academic year to ensure students do not earn more than their work-study award; and
- Provide supervision and regular communication to student employees.

Supervisory Skills

Work-study student employees are temporary employees; thus you should anticipate experiencing challenges in areas such as recruitment, training, motivation, and retention. Students are focused on academics, so it may take them a significant amount of time to job search, interview, and submit the required documentation to get hired. Once hired, they often need to be trained before they will be able to handle the responsibilities described in the job description.

Supervisory Roles

The roles and responsibilities of supervisors vary greatly depending on the area in which you work. Your responsibilities may include planning and organizing work activities, scheduling work hours, providing leadership and direction, ensuring that the work gets done, and taking responsibility for the performance of students working for you. Supervisors should set a positive example of professional, polite, and ethical behavior. If students witness a supervisor that is punctual and professional, they will learn the importance of doing the same.