



# Work Study Orientation

Electra Long

Work Study Coordinator

Student Financial Services Department

Administration Building, Room A-150



# Process for Participation in the Work Study Program

- ▶ ALL students awarded the work study program must complete all forms in the work study packet. The packet is available online and at the Financial Aid Office.
- ▶ Students will be asked for proper identification: Texas Drivers License; Social Security Card; and all other documents listed on the I-9 form.
- ▶ Students who are approved to work will receive a referral form from the Work Study Coordinator to fill vacant positions.
- ▶ Each department that hires a student must provide the student worker with a copy of the job description within 3 days of the student's arrival.
- ▶ Supervisors must discuss work hours and days that the student will be scheduled to work, before hiring the student.



# Process for Participation in the Work Study Program (Continued)

- ▶ If a student is not hired by a department, it is the responsibility of the Work Study Coordinator to work diligently with the student to place him/her with another department.
- ▶ If there are any discrepancies between site supervisors and the student, written notification must be submitted to the Work Study Coordinator by the appropriate party.
- ▶ If the resolution is unsatisfactory to either party a written report will be submitted to the Director of Student Financial Services.



# Work Study Programs

- ▶ College Employment Program
  - ▶ Federal Work Study Program
  - ▶ Texas Work Study Program
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# Eligible Students



- ▶ A work study employee is an hourly employee who is enrolled in credit courses at College of the Mainland.
- ▶ Participates in any work study program offered by College of the Mainland.
- ▶ Employment is temporary in nature and is supplemental to the pursuit of academic endeavor.



# Work Study Program



- ▶ Work study employees must be making satisfactory academic progress per financial aid policy.
- ▶ Must be enrolled in at least 6 credit hours each semester he/she works.
- ▶ During the summer session if enrolled in a minimum of 6 credit hours during the time period of employment (summer I and/or summer II).



# Timesheets



- ▶ Students must keep track of their hours.
- ▶ The supervisor must check hours worked and sign off on timesheets.
- ▶ If the timesheet is submitted to the Payroll Office late, the student may not get paid until the following month.



# Paychecks

- ▶ Beginning September 1, 2015 all student workers will be paid on the last working day of the month.
- ▶ Paychecks are issued to the student onto the student's BankMobile Vibe Account. It is the student's responsibility to ensure his/her BankMobile Vibe Account is set up to receive payments. Contact the Cashier's Office with questions 409/933-8377 about refunds. For more information about BankMobile Disbursements, please visit <http://BankMobileDisbursements.com/how-it-works>.



# Referral Process

- ▶ Once a position is decided upon, the student will be given a referral form from the Work Study Coordinator with the contact information of the supervisor of the hiring department.
- ▶ The student should expect that he/she will be interviewed as if this were any other job.
- ▶ The referral form must be completed by the hiring department and returned to the Student Financial Services office before the student can start to work.



# Training



- ▶ On the first day, the supervisor and the work study employee should review the work study employee's responsibilities and hours.
- ▶ The work study employee should be introduced to the office staff.
- ▶ The work study employee should ask about breaks and meal times.
- ▶ The work study employee should ask how and to whom absences are reported.
- ▶ A copy of the employee's contact information along with their class schedule should be submitted to his/her site supervisor



# Breaks and Meal Times

- ▶ Any work study employee that works a 4 to 6 hour shift should get a fifteen (15) minute paid break per shift.
- ▶ Any work study employee that works a 6 to 7 hour shift is entitled to one (15) minute paid break and a (30) minute unpaid meal break.
- ▶ Any work study employee working a 7 to 8 hour shift is entitled to two (15) minute paid breaks and a (30) minute unpaid break.



# Attendance



- ▶ Expected to report to work on time.
- ▶ Must contact supervisor as soon as possible but in advance if you are going to be late or absent.
- ▶ In non-emergency situations, work study employees must give notice when they cannot work as scheduled and explain the reasons for their absence or tardiness in written format.
- ▶ Make up time for excused absences is at the discretion of the supervisors.
- ▶ Work study employees do not have the right to make up absences.



# Confidentiality



- ▶ Work study employees should acknowledge that any information obtained in the process of fulfilling their responsibilities must be kept confidential.
- ▶ Student information should not be placed in plain view of office visitors nor shared with other individuals.



# Appearance

- ▶ Work study employees must use normal hygiene and maintain a well-groomed appearance.
- ▶ Brief shorts, tank tops, torn jeans, or bare feet, are not acceptable.



# Attitude and Job Performance

- ▶ Work study employees must establish a good working relationship with his/her supervisor and other department members.
  - ▶ Any task the work study employee is asked to perform should be done correctly and completely to the best of his/her ability.
  - ▶ Work study employees must always follow department policy and procedures.
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# Telephone Courtesy

- ▶ It is important that work study employees speak professionally at all times, and personal use of office telephones should be limited to emergencies only.
- ▶ When taking messages, it is necessary that a complete message be taken.
- ▶ If the caller does not wish to be specific or will not say what the call is regarding, that information should be noted on the message.



# Transfer/Reassignment

- ▶ Work study employees wishing to transfer from one department to another must notify the Student Financial Services Office and his/ her current supervisor.
- ▶ Work study employees may not begin working in a new department unless approved by the Student Financial Services Office.
- ▶ If approved, a revised referral form will be processed for the student worker.

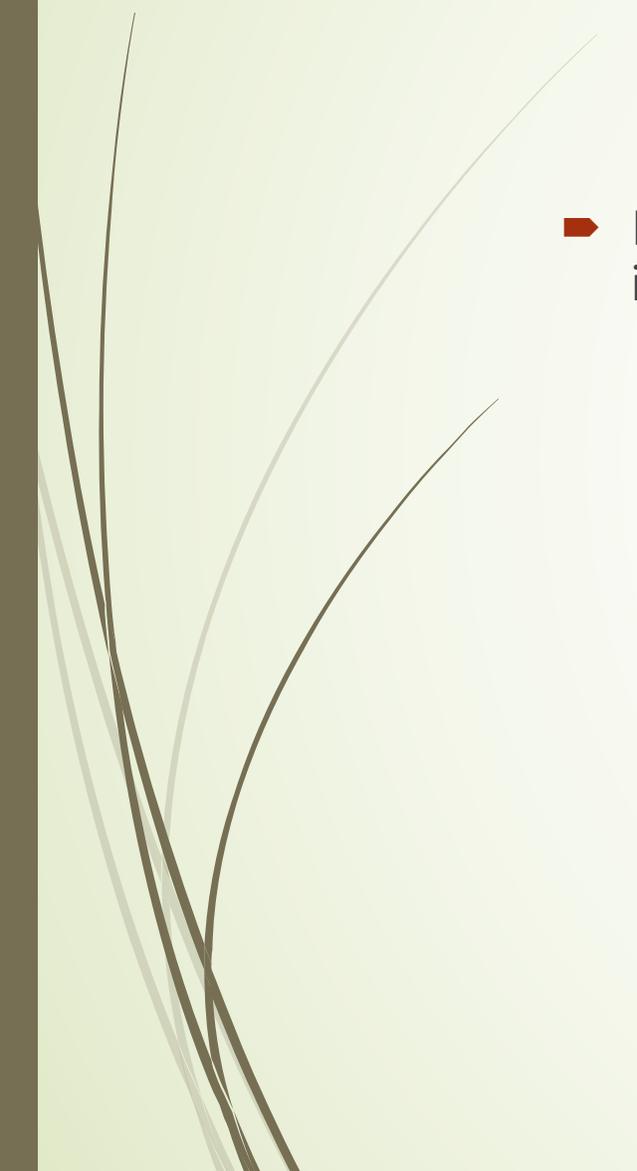


# Public Relations

- ▶ Work study employees are representing College of the Mainland and should always listen carefully and give clear and polite responses to visitors or other students.
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# Personal Phone Calls and Visitors

- ▶ Personal phone calls and visits to the workplace are not acceptable unless it is an emergency.
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# Satisfactory Academic Progress

- ▶ All Work study employees must maintain satisfactory academic progress in their courses of study to remain eligible for employment.
- ▶ A copy of the Satisfactory Academic Progress is available in the Student Financial Services Office and online at <http://build.com.edu/uploads/sitecontent/files/financial-aid/finaid-satisfactory-v3.pdf>