



WORK STUDY ORIENTATION

Electra Long

Work Study Coordinator

Student Financial Services Department

Admin. Building, Room A-149



Process for Participation in the Work Study Program

- Any student wanting to participate in the work study program must complete all forms in the work study packet.
- Students will be asked for proper identification, Texas Drivers License, Social Security Card, and all other documents listed on the I-9.
- Students will be assessed for eligibility once all necessary forms have been completed, signed and dated.
- Students that are approved to work will receive a referral form to fill vacancies.



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- Students must complete the online PSH and PED **before** their first day of employment
- Each department that accepts a student within their department must provide a job description within 3 days of the students' arrival.
- Supervisors must discuss work hours and days that the student will be scheduled to work, before accepting the student in the department.



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- If a student is declined by a department, it is the responsibility of the Work Study Coordinator to work diligently with the student to place or him/her within a department in which he/she will be accepted.
- If there are any discrepancies between site supervisors and the student. Written notification must be submitted to the Work Study Coordinator.
- 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



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 maintain a minimum cumulative GPA of 2.0.
- Must be enrolled at least 6 credit hours each semester he/she works.
- During the summer session if enrolled in a minimum of 6 credit hours.



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 Financial Aid office late, the student may not get paid until the following month.



Paychecks

- Paychecks will be available on the 25th of each month.
- If a paycheck is lost or stolen after being released to the student employee, a replacement check may be issued 10 business days after payday.



Referral Process

- Once a position is decided upon, you will be given a referral form with the contact information.
- You should expect that you might 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 you 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.



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- 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.



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- 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 (15) minutes 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.



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- Make up time for excused absences 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 try to establish a good working relationship with their supervisors and other department members.
- Any task the work study employee is asked to perform should be done correctly and completely to the best of their ability.
- Work study employees must always follow department policy and procedures.



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 their 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 employee.



Public Relations

- Work study employees are representing College of the Mainland at their work place and should always listen carefully and give clear and polite responses to visitors or other students.



Personal Phone Calls and Visitors

- Personal phone calls and visits to the workplace are not acceptable unless it is an emergency.



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.



College of the Mainland™

Office of
Diversity and Equity

Lonica L. Bush, JD
Executive Director/In-House Counsel
lbush@com.edu

Welcome New Student Worker!

IMPORTANT INFORMATION ABOUT MANDATORY EMPLOYEE TRAINING

You must complete the following training before your first work day.
“Preventing Sexual Harassment” & “Preventing Employment Discrimination”

You can access the training by visiting the following location:

http://training.newmedialearning.com/top_level/cmainland_choice.htm

or

From the COM home page click on Faculty & Staff, scroll down to the New Media Learning Icon.

College of the Mainland is committed to maintaining a community in which the dignity of every individual is respected. Key to this commitment is our continued efforts to foster and nurture an environment in which we strive to achieve a common understanding of what constitutes appropriate non-discriminatory behavior. To this end, we offer this automated web-based training program, entitled “Preventing Sexual Harassment” and “Preventing Employment Discrimination.” Whether full-time, part-time or student worker, ALL EMPLOYEES are required to participate in this interactive computer training program.

The purpose of this online training is to help you identify, avoid, and report behaviors that appear to violate employment discrimination laws. Our vision to be a valued and vital community partner striving to enrich our expanding community and prepare our students to live and work in a diverse and global environment dictates that we work together through education, and where appropriate, intervention and decisive action in order to prevent employment discrimination based on race, age, sex, religion, national origin, disability, or veteran status.

To insure that we are in compliance with legislative mandate, please forward a copy of your completion certificate provided to you at the end of the automated program to the Human Resources Dept., ADM-158.

If you need assistance or have any questions, please contact me at Ext. 413

Sincerely,

Lonica L. Bush



MANDATORY

PSH and PED Training

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MANDATORY TRAINING

Continued



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Work Study Orientation Quiz

Answer the questions with True/False. Submit to Work Study Coordinator for review. If you score less than 70% you must retake the quiz, prior to placement. Each answer is worth 11.1.

1. _____ Students do not have to provide any form of identification when applying to work in the Work Study Program.
2. _____ Students are allowed to submit his/her own timesheets to the Student Financial Services Office.
3. _____ Students do not need a referral before starting employment in an assigned area.
4. _____ If a student is declined for employment within a department, he/she may find their own employment and begin working.
5. _____ Students working a six to seven hour shift is entitled to 1 fifteen minute break and a 45 minute break.
6. _____ Personal phone calls and visits to the workplace are not acceptable unless it is an emergency.
7. _____ All work study employees must maintain satisfactory academic progress in their courses of study to remain eligible for employment.
8. _____ Students who have questions or concerns about their student employment award amount may contact the Business Office.
9. _____ If a paycheck is lost or stolen after being released to the student employee, a replacement check may be issued 5 days after payday.