Work Study Orientation

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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
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.
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.
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.
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.
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.