



ST JOHN'S
College

SANTA FE • ANNAPOLIS

College Work-Study Program Handbook

Santa Fe Campus



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I. PURPOSE OF THE WORK-STUDY PROGRAM

The College Work Study Program (CWS) facilitates employment opportunities for eligible students. In other words, students are able to earn money to offset the expenses of being at college so they can pursue their education. **CWS is not designed to allow students to study while they work.** In addition to financial support, the CWS program is intended to provide meaningful job experience and training. These are **REAL** jobs!

Four kinds of positions exist in the CWS Program: Federal Work-Study (FCWS), New Mexico Work-Study (NMCW), Institutional College Work-Study (ICWS), and College Subsidized Stipends (CSS). Federal, New Mexico, and Institutional Work-Study positions are awarded as part of a need-based financial aid package. College Subsidized Stipends are offered on the basis of skill, without a requirement of financial need.

Earnings under the CWS program are intended to help defray educational expenses, so students are encouraged to use these funds in a responsible manner. Each student may determine how their earnings are used. Work study earnings **CANNOT** be credited directly to a student account.

The work-study student will be required to enroll in Direct Deposit with the business office. **Payment via a check is no longer an option.** If students need to make changes to their bank account information after a direct deposit has been set up, please contact Human Resources (HR).

II. ADMINISTRATION OF THE WORK-STUDY PROGRAM

The Financial Aid and Treasurer's Offices work together to administer the CWS Program. The Financial Aid Office determines the Federal, New Mexico, and Institutional Work Study awards and establishes the CWS waiting list. In addition, The Financial Aid Office posts job openings, monitors hours and earnings, assists supervisors and students in mediation and evaluations. Also, the Financial Aid Office negotiates off-campus employer contracts. The Treasurer's Office prepares and disburses student earnings via direct deposit and also processes salary advances.

Payroll is processed on a bi-weekly basis by the Treasurer's Office and payments are issued every other Friday. Each student will receive a pay advance stub delivered to their student mailbox. The pay advance stub details the hours worked and the net pay for each period and is used as documentation of the direct deposit or debit card transaction. To arrange for direct deposit students must contact HR in Weigle Hall. Students **may not** have work-study earnings credited directly to their college accounts.

III. STUDENT ELIGIBILITY

A. Federal/NM/ICWS Work-Study Eligibility

To be eligible for Federal, New Mexico or Institutional Work-Study, students must meet the following criteria:

1. For Federal Work-Study, be a citizen of the United States or hold a permanent visa;
2. For New Mexico Work-Study, be a citizen of the United States and a resident of the State of New Mexico;
3. For Institutional College Work-Study, be a foreign student studying at St. John's on a student visa;

4. Be accepted for enrollment and attending on at least a half-time basis (*full-time for NMCW and ICWS*);
5. Be in good academic standing;
6. Have financial need, demonstrated through the analysis of the Free Application for Federal Student Aid (FAFSA) for domestic students or through the CSS Profile or International Student Financial Aid Application (ISFAA) for international students.

An analysis of the student's financial resources must show that the student requires work-study earnings to meet his/her financial need. Students applying for a work-study award, along with other funds, are told of their eligibility or ineligibility for a work-study job in an award letter from the Financial Aid Office. (International students with a student visa may only work for the college or college contractors, usually on campus.)

B. College Subsidized Stipend (CSS) Eligibility and Changes

Certain jobs are reserved for students that demonstrate merit and specific skills and may or may not be dependent on Financial Aid. These jobs include Algebra Assistants, Lab Assistants, Music Assistants, Writing Assistants, Language Assistants, Math tutors, Lab tutors, and Resident Advisors. Note: The positions do not count as a student-employment position or count towards the one job per student rule as discussed in Section C – Registration and Hiring.

Due to the policy that began with the 2017-18 academic year, only Resident Assistants will be paid through CSS and all other skill-based jobs will require online payroll submission. Students must create an online payroll account via ADP (Automatic Data Processing) in which students are required to clock in and clock out.

IV. HOW THE CWS PROGRAM WORKS

A. About the Jobs

During registration in August, the Financial Aid Office posts job descriptions for all vacant positions. Supervisors interview students and notify the Financial Aid Office as positions are filled.

If at all possible, students are hired for jobs that are relevant to their interests and experience, but not all students obtain their first-choice jobs. Transferring from one position to another is discouraged, though a job transfer can be considered if circumstances make such a transfer necessary. Transfers must be coordinated with both supervisors and the Financial Aid Office.

B. Hours to be Worked, Levels of Pay and Promotions

There are three levels of CWS pay, with corresponding responsibility. FCWS, NMCW, ICWS, and CSS positions are available at all three levels of pay. Students work approximately 10 hours per week for 32 weeks or a total of 320 hours for the entire academic year. The four weeks of winter break and the two weeks of spring break are not counted as part of these 320 hours. If students choose to work during these breaks, they need to make allowance for those extra hours in the total hours for the year. Students cannot earn more than their total financial aid award, so when they reach 320 hours they must stop working. Also, students are not paid the full amount of their award unless they complete all 320 hours over the course of the academic year. In other words, **students are only paid for the hours they actually work.**

- 1) The **Entry-Level salary** is the beginning level for student employment.

2) The **Mastery-Level salary** is for returning student workers or students that bring special skills. To merit a promotion, the student must have:

- worked for a department the equivalent of one full academic year
- performed at a level of dependability and responsibility above the basic required level
- met criteria set by the supervisor
- taken on extra duties as needed

Promotion to the mastery level is not automatic at the beginning of the second year of work.

3) The **Supervisory-Level salary** is reserved for a limited number of positions in which a student is expected to work without close supervision and is directly responsible for the work of other students, e.g., Head Lab Assistants, or students that bring special skills.

Note: Pay/Salary level is determined by hiring supervisor at the time of hire.

C. Registration and Hiring

At registration, students find out about job openings, read copies of job descriptions, pick up applications, and complete tax (W-4) and employment eligibility (I-9) forms. ***Each student worker must have a completed W-4 and I-9 form on file with the Financial Aid Office by the end of the first payroll period or their employment is subject to termination in which students risk forfeiture of work-study eligibility for the rest of the academic year.***

Supervisors in every department with an opening will accept applications during registration. Students are responsible for completing a job application and submitting it to the supervisor of each department where he/she would like to work. Students may apply for positions in more than one office and have multiple interviews; however, **only ONE job may be accepted (See “Important Note” below)**

The only exception to these hiring procedures are the incoming freshmen who are international students. The assistant Director of Financial Aid, in consultation with individual supervisors, assigns most of the international freshmen to specific jobs. If these initial placements are not satisfactory, the Assistant Director of Financial Aid will work with these students and supervisors to try to arrange transfers to more suitable positions. After their freshman year, international students are responsible for their own job placement at the college.

Most of the student positions are filled within the first few weeks of school, helping each department to meet its student staffing needs quickly and assuring that students are able to work enough hours to earn their full CWS awards. After the third week of school, students who have not been awarded work study funding may be considered for any remaining positions.

If a department rehires a student for a second year, the supervisor must notify the Financial Aid Office and complete a new hiring memo.

Most of the Skill-Based positions are advertised and filled during the Fall semester. Please see individual supervisors or the Financial Aid Office for information about these positions. **Unless otherwise noted, the jobs below require FCWS, NMCW, or ICWS eligibility.** *Those positions marked ‘skill’ can be filled by any Sophomore, Junior, or Senior student, regardless of financial need.*

Important Note:

After 30 days from the semester start, students who are interested in the possibility of obtaining a 2nd student employment position, may visit the Financial Aid Department for eligibility and established guidelines. Inquiries for obtaining a 2nd position may or may not be reviewed and/or approved until the start of the 5th week of each regular term (Fall and Spring). This includes all Lab, Department, Academic, Resident Advisor and student tutor positions.

V. POLICIES AND PROCEDURES

A. St. John's College Policy on Harassment (including Sexual Harassment)

St. John's College is committed to taking reasonable steps to provide a work environment free from all forms of harassment, whether based on sex, race, color, religion, national origin, age, disability, or sexual orientation. Although this policy focuses on sexual harassment, it applies equally to all forms of harassment, and the procedures described in this policy should be followed for all kinds of harassment.

Sexual harassment on the job is any unwelcomed sexually oriented behavior, demand, comment or physical contact, initiated by any individual at the workplace that is a term or condition of employment, a basis for employment decisions, that interferes with the student employee's work, or creates a hostile or offensive working environment. Common forms of harassment include offensive or abusive physical contact, joking, lewd language, suggesting sexual favors, displaying sexually suggestive objects, pictures, magazines, calendars, etc.

If you believe you have been subjected to sexual or other harassment, you should first address the person or persons responsible for the offensive behavior and indicate to them that it is unwelcome and should be stopped. You also have an obligation to report the matter promptly to **the Title IX Coordinator**. (Title IX Coordinator information can be found on SJC.edu/title-IX.)

If you observe or become aware of harassment, but you are not yourself the victim, you also have an obligation to bring the matter to **the Title IX Coordinator**.

The College will investigate all reports of alleged harassment. To the extent possible, the College will keep the information confidential, consistent with its obligation to investigate promptly and thoroughly. If the College determines that harassment has occurred or that counseling, training, disciplinary measures or termination are appropriate, it will take the actions necessary to correct the problem.

No student employee will be retaliated against in any way for reporting in good faith any allegations of harassment. Such retaliation in and of itself may result in disciplinary action, up to and including termination.

Any student employee who desires informal counseling or advice regarding issues of harassment is encouraged to contact **the Title IX Coordinator**.

Any affected student employee who is dissatisfied with the conclusions or results of an investigation or with any corrective measures taken, may appeal the decision to the Title IX Coordinator.

Any such appeal should be in writing and should include the nature of the employee's dissatisfaction with the conclusions or results of the investigation. Any questions about the application or interpretation of this policy should be directed to the Title IX Coordinator.

B. Work-Study Schedules

The supervisor and the student must arrange a work schedule that is mutually agreeable. Students are expected to work all of the agreed hours throughout the academic year. Each supervisor will make the student aware of his/her department's attendance policy and the consequences of violating this policy. Except in extreme emergencies, if the student is unable to meet the agreed schedule, it is his/her responsibility to notify the supervisor **before** the absence occurs.

Students must arrive at work promptly. The student's schedule should permit adequate time to reach work after class and to allow for meal times. Some supervisors on campus rely on their student employees to keep their offices open, such as the Switchboard and Library. However, in every department, a student's reliability and punctuality are crucial.

Job responsibilities must be balanced with academic work. Students are expected to report to work at scheduled times, even during academically demanding periods. **Any exceptions must be pre-approved by the supervisor.**

Since the academic workload at St. John's is so demanding, supervisors are expected to keep job hours to an average of 10 hours per week (not to exceed 10 hours per week).

C. Student Responsibilities

Since these are **real jobs**, it is emphasized that work-study students **MUST**:

1. Set a regular schedule with their supervisor during the first week of their employment and, as much as possible, stay with that schedule;
2. Arrive on time to their job assignments;
3. Call their supervisor if they are unable to work as scheduled;
4. Arrive at work ready and willing to perform to the best of their abilities;
5. Adhere to all policies and procedures specified in the Student Handbook, or as explained by individual supervisors;
6. Maintain strict confidentiality about matters concerning the work in a specific office, especially regarding information about other students or alumni (**see note below**);
7. Dress, speak and act appropriately for the job or office;
8. Communicate effectively with supervisors and co-workers about the assigned tasks or on-the-job problems;
9. Perform tasks in an appropriate and timely manner; and
10. Submit online payroll each pay period by the deadline (**see payroll dates**).

NOTE: Confidentiality agreements have been developed by each college office. Students will be required to sign and abide by those agreements as part of the terms of their employment. If a student is found to have breached such an agreement, they will be subject to immediate disciplinary action up to, and including, the loss of their work-study eligibility for the current year and possibly subsequent years as well. The extent of the disciplinary action will be gauged by the seriousness of the offense, as determined by the supervisor, the Director of Financial Aid, and, if necessary, the College's Work-Study Committee (Dean and Directors of Financial Aid and Career Services).

D. Supervisor Responsibilities

The supervisor is responsible for providing adequate training for each student worker. This may include a

statement of office policies and procedures, a training session, ongoing training, a manual of duties, and explanations or information on an as-needed basis. The supervisor must also take the time to answer any job-related questions that a student may have.

Since students are expected *to work* while on the job, supervisors are responsible for providing an adequate workload for the students and providing the necessary supervision and feedback. Supervisors will make evaluations of the student's work and performance throughout the year. In the spring, each supervisor will complete written evaluations of their students' work performance. These evaluations should be discussed and signed by both the supervisor and the student, since the evaluations will become a part of each student's file at the Financial Aid Office. Students may have access to their own evaluations.

If requested, supervisors are authorized to give a full reference for a current or former student employee. Once stipulation is that this reference should not include information about the student's academic work outside of the job in question; giving out academic information is a violation of FERPA.

E. Job Descriptions

The Financial Aid Office maintains a job description for each student position. Individual supervisors write the descriptions, and they must include:

1. The title of the position;
2. The supervisor and department;
3. The skills required;
4. The duties of the position;
5. The number of hours per week;
6. The rate of pay;
7. Whether the position is open only to students eligible and approved for work-study or to all qualified students regardless of financial need.

Each supervisor should review the job description with a prospective student employee to be sure the student understands the supervisor's expectations.

F. Online Time Reporting and Payroll Procedures

Students must create an online payroll account via ADP (Automatic Data Processing) in which all students are required to clock in and clock out. Students and their supervisors are responsible for maintaining accurate records of all hours worked. Supervisors are responsible for approval of all online time reporting submissions and **must be able to verify all the hours being reported**. Students can view hours and pay statements through their ADP login.

Every other week, supervisors must approve (online) the number of hours each student has worked in the current pay period.

All time must be logged into ADP; **no paper timesheets will be accepted, with the exception of off campus work study students, which includes SAGE, Atalya Elementary, IFAM).** Time must be **logged by student and approved by the supervisor** by the due date. For payroll-related deadlines for the current academic year, please check with your supervisor, Financial Aid Department, Finance Department or Human Services. **If the time is not logged online by the student and approved online by the Supervisor by the due date the student will not receive his/her paycheck until the end of the**

next payroll period.

The only exception to this system is those students hired as Resident Assistants. These students will be paid based on their gross salary allocation, divided by 16 payroll periods, with appropriate deductions for taxes.

Resident Assistants will not be paid for pay periods during Winter and Spring Break, unless otherwise requested by the supervisor.

G. Progressive Discipline Policy: Warnings and Terminations

Supervisors are responsible for informing students whose work habits or behavior is not satisfactory and suggesting ways for improvement.

The formal steps in the college's **Progressive Discipline Policy** are:

1. An initial warning is given to an employee if his/her work is unsatisfactory. The supervisor and the student discuss suggestions or directions for improvement.
2. If the student fails to make satisfactory improvement, an official VERBAL WARNING is given. The student must be told that this is his/her verbal warning, and the supervisor must document the content and date of the warning, with a copy to the Financial Aid Office.
3. If the student's work or behavior continues to be unsatisfactory, the supervisor will issue a WRITTEN WARNING. A copy of this warning must be kept on file by the supervisor, with a copy forwarded to the Financial Aid Office to be placed in the student's file. The written warning is intended to give the student a final chance to become aware of and to correct his/her deficiencies. Two weeks is considered a reasonable time between the written warning and a request for resignation or termination.
4. If the student fails to make the necessary modifications within two weeks, the supervisor has the option to either terminate the student's employment or to ask for his/her resignation.
Termination results in the loss of the student's work-study award for the remainder of the academic year, making him/her ineligible to seek any other work-study jobs. A student who is allowed to resign, however, does not forfeit his/her work-study award and can seek other work-study jobs, if any are still available. Notice of either of these actions must be sent to the Financial Aid Office for the student's file.
5. In cases of **extreme irresponsibility or wrongdoing**, i.e., theft, assault, lying, harassment, insubordination, breach of confidentiality, a student can be "*terminated for cause*" without prior verbal or written warning. In such a case, however, a supervisor **must have written documentation to support this action.** A student who is terminated for cause will lose his/her work-study award and will not be eligible for any other work-study jobs on campus for the remainder of the academic year.

A student who feels unjustly evaluated or terminated may submit a written appeal to the College Work-Study Committee: active term Dean and Director of Financial Aid. This appeal must reach the Director of Financial Aid within one week of the date of termination. Appeals received after that time period will not be considered.

Since there is a high demand for CWS jobs, supervisors are encouraged to follow the steps of the Progressive Discipline process. ***Students who are not meeting their work responsibilities do not have to be employed.***

Supervisors are also not obligated to re-hire any student. During the evaluation process each spring, the supervisor must notify each student if he/she will not be re-hired for the following year. In this case, the supervisor does not need to follow the termination procedure, but an explanation of the negative evaluation would be helpful for both the student and the Financial Aid Office.

H. Cancellation of Work-Study Awards

If a student who has been awarded Federal, New Mexico, or Institutional Work-Study does not obtain employment within 2-4 weeks of the beginning of the fall semester, is not re-hired for the following semester and does not find another position, or is terminated from a position, the Financial Aid Office may cancel the student's work-study award.

I. Work-Study Waiting List

Since the number of students qualifying for FCWS/NMCW/ICWS awards is greater than the number of jobs available on campus, a waiting list will be established for all students who qualify but do not receive an award. When a student loses his or her job due to the reasons described above, the students on the waiting list will be notified and may apply for the position. Places on the waiting list are established primarily by the date financial aid applications (FAFSA, CSS Profile or ISFAA) are received by the Financial Aid Office (FAO) or as each student notifies the FAO of interest. Students' levels of need, access to transportation for off-campus employment, or visa status may be considered as secondary factors.

VI. SOURCES OF INFORMATION

Questions about the work-study program should be directed to the Financial Aid Office, 505-984-6058.