Your work-study job allows you to gain valuable work experience while earning monies to support your educational expenses. Following are your rights and responsibilities as a work-study employee, and recommendations on how to make the most of your experience. Please review the information thoroughly, and direct any questions you have to the contacts indicated at the end of the handbook.

**Our Affirmative Action and Equal Opportunity statement:**

The College recognizes the rights, freedoms, and dignity to which each individual is entitled. It will withhold its services from any employer who discriminates in its employment practice on the basis of their job related qualifications without regard to race, religion, color, national origin, age, sex, marital status, sexual orientation, veteran status or disability. Complaints alleging unlawful discrimination and inquiries concerning the application of State and Federal antidiscrimination laws and regulations at Morrisville State College should be referred to the Affirmative Action Officer, Whipple Administration Building, 4th floor.

**Once you’ve formally been offered the job:**

When you have a firm verbal or written offer from your work-study supervisor, you need to meet in person with him or her to set a work schedule and review the Work-Study Agreement. This agreement will be signed by the supervisor as an offer of employment and by you as an acceptance of conditions. Like your Federal Work-Study Program award, your Work-Study Agreement is for the entire academic year (August 2014-May 2015) unless you are scheduled to graduate after the December semester.

Bring the signed agreement to the Business Office (Whipple Administration Building, 4th floor) between 8:00 am and 4:00 pm, Mondays through Fridays, to meet with the Work-Study Payroll Coordinator to complete and present the required documentation to become an MSC employee.

Federal law requires you to complete the W-4 form, I-9 form, and present the following proofs of identification and work authorization before you begin work. Your proofs of documentation must be originals and unexpired; copies and out-of-date documents cannot be accepted (it’s the law!).

- One picture identification such as a driver’s license, Morrisville State College ID card, US Military card, or State or Federal ID card that includes a photo

  AND

- Social Security card, original or certified copy of your birth certificate, US passport, Alien Registration Card, Native American Tribal Document, or Certification of Birth Abroad issued by the US Department of State

You’ll also need to provide a deposit slip for your bank account if you’d like to have your paycheck directly deposited (see “Getting Paid” section for more information).

**ALL documentation must be fully completed and presented before you begin working – no exceptions!**

**On the job:**

Per your Work-Study Agreement, you are expected to perform an hour’s work for an hour’s pay. This includes arriving at work on time and working the hours scheduled, notifying your supervisor as early as possible if you will be unable to work on any given day, and acting professionally in the fulfillment of your position. Failure to fulfill
your duties and responsibilities may result in termination from your position (see “If your work-study job isn’t working out” below for details).

Remember that your job provides you the opportunity to build your resume, even if it’s not related to your area of professional interest, and to develop a solid relationship with your supervisor, who potentially could serve as a reference for future employment or studies. Connect with Career Services to learn how to market your work-study job for your resume, cover letters, and interviews.

**Getting paid:**

Your Federal Work-Study award is not applied to your student account. Instead, you will be paid for actual hours worked at the current hourly rate of $8.75. You can earn up to the full amount of your award, but not exceed it. If you do not earn your full FWS award, you forfeit the unearned amount at the end of the academic year.

You need to submit a timesheet with your hours worked to your supervisor according to the 2014-15 Payroll Schedule for Work-Study Employees (click here for the schedule). Timesheets are for a two-week period and must be completed and signed in pen. You can secure a blank timesheet from your supervisor, or pick one up outside the Business Office (Whipple Admin Building, 4th floor). Your supervisor will then submit your signed, completed timesheet for payment. Coffee breaks, lunch breaks, vacations, holidays or sick leave cannot be included as hours worked.

There is a three-week lag-time between the last date you work in a pay period and when you are paid, meaning it can be up to five weeks between your first day of work and when you are paid, if you submit your timesheet on time. You need to complete your timesheets accurately and adhere to the deadlines strictly to ensure you receive your paycheck when you expect it. Any error may cause a delay of at least two weeks in receiving your paycheck.

You can elect to receive a paycheck or have your pay deposited directly into your personal bank account. Paychecks are picked up at Student Accounts (Whipple Administration Building, 4th floor) between 8:00 am and 4:00 pm, Mondays through Fridays, on or after the check date on the payroll calendar. Funds for your direct deposits will be available on that same day.

**Reporting Federal Work-Study earnings for income taxes and your FAFSA:**

Wages earned under the Federal Work-Study Program are considered earned income and are subject to Federal, State, and local tax withholding. You will receive a W-2 form at the address you indicated on your W-4 form at the end of January for the amount of FWS money you earned the previous tax year. Be sure to report all FWS earnings on your income tax returns and as taxable earnings from need-based employment programs on your FASFA for the next award year.

**Keeping your work-study job during the academic year:**

It is a requirement of the work-study program that you be enrolled full-time in a degree program to be eligible, and maintain eligibility for, federal work-study. Full-time is defined as at least 12 credit hours in a semester. Please advise Financial Aid immediately if your status changes.

Most work-study employees remain in the same job for the academic year, but sometimes students find it necessary to change jobs. If you’re considering a change, your first step should be to connect with Career Services for guidance and direction. If you decide to end your work-study employment, you must provide written notice to the supervisor and to the Director of Human Resources at least a week prior to the date of termination. The reason(s) for termination must be indicated in the written notice. Your supervisor or Career Services can assist you in writing your notice. You can apply for another work-study position during the academic year if you have a valid
reason for terminating your employment. Students can change jobs once during an academic year. Work-study employees may be terminated for reasons including, but not limited to, continual lateness or unexcused absence, poor work performance, violations of confidentiality, stealing, misconduct, falsifying time sheets, and other dishonest actions. A student who has been terminated for cause will not be allowed to apply for another work-study position during the academic year.

Process for termination for continual lateness or unexcused absence, or poor work performance:

- The supervisor must provide at least one written warning to a student prior to actual termination, with a copy to the Director of Human Resources.
- A written notice of termination, including the reason for the termination, must be sent to the student and to the Director of Human Resources.

Process for termination for violations of confidentiality, stealing, misconduct, falsifying time sheets, dishonesty, and other reasons not elsewhere identified:

- A written notice of immediate termination, including the reason for the termination, must be sent to the student and to the Director of Human Resources. No warning to the student is required. Students may appeal their termination to the Director of Human Resources. Whether a student is allowed to continue in the work-study job during the appeals process will depend on the reason for the termination.

Keeping your work-study award from one academic year to the next:

You must submit a Free Application for Federal Student Aid (FAFSA) each year to be considered for a work-study award for the following academic year. Keep in mind that your work-study award is not guaranteed from one year to the next: it is possible to receive it one year, but not the next, because of your personal situation, the level of FWS funding the college received, and when you submit your FAFSA. For your best chance to receive a work-study award, submit your FAFSA early each spring semester.

Contacts for questions or for more information:

On your work-study award or FAFSA:
Elizabeth Berry in Financial Aid (finaid@morrisville.edu, 315.684.6289)

On getting set up on the payroll or direct deposit, or securing or completing your timesheet:
Wendi Kiehn in the Business Office (kiehnws@morrisville.edu, 315.684.6445)

On Affirmative Action, Title IX, or other personnel issues related to your work-study job:
Sarah Steele in Human Resources (steelesg@morrisville.edu, 315.684.3289)

On changing your work-study job or marketing it on your resume, cover letter, on in interviews:
Barbara Roback in Career Services (robackba@morrisville.edu, 315.684.6615)